

**MAGISTRATE COURT OF SUMTER COUNTY**  
**PO BOX 563**  
**AMERICUS GA 31709**  
**229-928-4524**  
**229-928-4527 (FAX)**

**Georgia Landlord Tenant Handbook    [www.dca.ga.gov](http://www.dca.ga.gov)**

1. **DEMAND NOTICE** – NOTICE TO BE PLACED IN A SEALED ENVELOPE AND PLACED ON THE DOOR IN A CONSPICUOUS PLACE. SEE GA LANDLORD TENANT HANDBOOK FOR AMOUNT OF TIME TO BE GIVEN. AFTER THE TIME YOU GAVE HAS EXPIRED AND THE TENANT FAILS TO PAY OR VACATE PREMISES, FILE THE:
2. **DISPOSSESSORY** – COMPLETE THE TOP PORTION WITH GOOD MAILING ADDRESSES FOR BOTH PARTIES (DOWN TO THE SUMMONS). HAVE YOUR SIGNATURE NOTARIZED WHERE INDICATED AND SEND TO THIS COURT ALONG WITH A COPY OF THE DEMAND NOTICE AND DOCUMENTS TO SUPPORT YOUR CASE WITH THE FILING FEE OF \$95.00. WHEN WE RECEIVE THESE, THE COURT WILL SERVE TO THE TENANT THE DISPOSSESSORY WHICH GIVES THE TENANT **SEVEN (7) DAYS** TO PAY IN FULL, VACATE THE PREMISES, OR FILE AN ANSWER IF THEY DISAGREE. IF A COURT DATE IS SET YOU WILL BE NOTIFIED AS TO THE DATE AND TIME. IF THE TENANT FAILS TO PAY, MOVE, OR ASK FOR A HEARING WITHIN THE **SEVEN (7) DAYS**, THE NEXT STEP WILL BE TO FILE A:
3. **WRIT OF POSSESSION** – COMPLETE THE TOP PORTION, DATE & SIGN; THEN SEND THE APPLICATION ALONG WITH \$50.00 TO THE COURT. AT THIS POINT, THE COURT WILL GIVE TENANT ANOTHER NOTICE ALLOWING AN ADDITIONAL **THREE (3) DAYS** TO PAY OR MOVE. AFTER THE **THREE (3) DAYS**, CHECK HOUSE TO SEE IF TENANT HAS MOVED OR PAID. IF NOT CONTACT THE COURT TO HAVE A CONSTABLE MEET YOU AT THE HOUSE FOR THE EVICTION – YOU PROVIDE THE LABOR TO SET EVERYTHING TO THE EDGE OF YOUR PROPERTY. YOU MAY ALSO NEED TO CONTACT THE CITY SO THEY CAN BE PREPARED TO PICK UP ANY TRASH.

IF YOU HAVE ANY QUESTIONS ABOUT THE EVICTION PROCESS, PLEASE CALL THE COURT 229-928-4524 THE COURT CAN NOT GIVE LEGAL ADVICE IF YOU FEEL YOU NEED LEGAL ADVICE PLEASE CONSULT AN ATTORNEY