



PROBATE COURT OF CHATHAM COUNTY

Mailing Address:
P.O. Box 8344, Savannah, GA 31412
Physical Address and Overnight Delivery:
133 Montgomery Street, Room 509, Savannah, GA 31401
Phone: (912) 652-7264; Fax: (912) 652-7262
Website: <https://courts.chathamcountyga.gov/Probate>

Thomas C. Bordeaux, Jr.
Judge
Wendy W. Williamson
Chief Clerk
Nikki M. Poulos
Deputy Chief Clerk

METHODS OF SERVICE AND ASSOCIATED FEES

PLEASE NOTE: The Probate Court is not currently accepting cash or personal checks. Mailed in requests must be paid by money order, cashier's check, or law firm check. Debit and Credit Cards (Discover, MasterCard, and Visa only) are accepted if services are rendered on the premises by appointment.

FIRST-CLASS MAIL - \$5.00 per party being served

- *Only applicable to filing types that allow service by First-Class Mail: PLA / PYS / Discharge Solely from Office
- Provide Court with one (1) service copy of pleadings per party being served and one (1) mailing label per party being served.

CERTIFIED MAIL - \$15.00 per party being served

- *Delivery restricted to addressee if party is a resident of Georgia and sui juris
- Provide Court with one (1) service copy of pleadings per party being served and three (3) mailing labels per party being served.

STATUTORY OVERNIGHT DELIVERY (sui juris party in GA)- Petitioner pays shipping company directly

- Signature Required / Delivery restricted to Addressee
- Provide Court with one (1) service copy of pleadings per party being served and one (1) mailing envelope with prepaid shipping label affixed per party being served. Delivery method must require signature of party.
- File Proof of Delivery showing signature of party after service is perfected.

STATUTORY OVERNIGHT DELIVERY (sui juris party outside Georgia) - Petitioner pays shipping company directly

- Also applies to non sui juris party within Georgia that is represented by a guardian with no conflict or Guardian Ad Litem)
- Signature Required by Someone at Party's Address
- Provide Court with one (1) service copy of pleadings per party being served and mailing envelope with prepaid shipping label per party being served. Delivery method must require signature of someone at party's address.
- File Proof of Delivery showing signature of recipient after service is perfected.

SHERIFF SERVICE WITHIN CHATHAM COUNTY - \$50.00 per party

- Provide Court with one (1) service copy of pleadings per party being served. Sheriff's office will file original Entry of Service form with Court.

SHERIFF SERVICE OUTSIDE CHATHAM COUNTY - Petitioner pays Sheriff's office directly

- Send request to Court for Sheriff Service outside Chatham County. A clerk will send the order for service and notice to Petitioner.
- Petitioner is responsible for supplying the order for service, notice, and service copy of pleadings to the Sheriff's office.
- File original Sheriff's Entry of Service form from Sheriff's office.

PROCESS SERVER - Petitioner pays Process Server directly

When a party elects to use a private process server to complete any needed service on an interested party in Probate Court proceedings, the judge will need to approve the proposed process server.

*****Any private process servers who are already approved in Chatham County Superior and/or State Courts will be approved. Therefore, alleging this information, if applicable, is sufficient.*****

- File a motion with the Court to appoint their chosen process server including at least the following information along with any other relevant information:
 1. The name, address, contact information of the process server
 2. Sufficient information for the Court to determine the person is eligible and appropriate.
 3. The name and address of the interested party or parties who should receive service and notice.
 4. Petition/pleading being served
- Upon approval, the Court will issue an order appointing the designated process server which will incorporate a list of the required documents to be served.
- This list will include the relevant petition, any notice or citation that is required, and a copy of the order appointing the process server.
- The party requesting service will then provide the required copies of documents from the list to the approved process server for service.
- **The court's order will also require a return of service** filed by the process server which conforms to GA Probate Court Standard Form Supplement 2 available from the Council of Probate Court Judges website here: <https://georgiacourts.gov/probate/standard-forms/>.

GUARDIAN AD LITEM - \$250.00 per Guardian Ad Litem appointed

- Provide Court with one (1) service copy of pleadings per Guardian Ad Litem being appointed.
- If party represented is a minor or incapacitated adult, the Guardian Ad Litem must acknowledge receipt of service and certify that he or she delivered a copy of the document so served to the minor or incapacitated adult (see O.C.G.A. § 15-9-17).
- The certificate of service by mailing on such minor or incapacitated adult must be filed with the Court.
- **Minors living in one household or estates of deceased heirs with common or non-adverse interests may have (1) Guardian Ad Litem appointed to represent their interests.*

PUBLICATION - Petitioner pays Savannah Morning News directly (\$125.00)

- File Affidavit of Diligent Search for each party that service by publication is requested for.
- If approved by the Court, an order for service by publication will be issued.
- Upon issuance, Petitioner is responsible for publishing notice.
- A clerk will send a form for the notice with the order.