

# PROBATE COURT OF CHATHAM COUNTY

## FEE CALCULATORS

### **Probate Court Uniform Rule 5.3.12 Filing requirements**

Pleadings or petitions presented to the clerk for filing shall be filed only when accompanied by the proper filing fee, fee for sheriff service or a pauper's affidavit, and, when applicable, any forms required by law or rule to be completed by the parties. The attorney or party filing the petition shall furnish the necessary service copies.

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Petition to Probate Will in Solemn Form GPCSF 5 O.C.G.A. § 53-5-20 et seq.		
FEES	CALCULATION	AMOUNT
Filing Fee	\$205.00	
Service of Notice Certified Mail \$15.00/person* (*Provide three mailing labels/person and service copies of pleadings for each mailing)	\$15.00 x ___ # of persons to be served	
If electing (not required) to serve via Chatham County Sheriff	\$50.00 x ___ # of persons to be served	
If minor or incapacitated adult heir, Guardian Ad Litem Fee \$250 (minors living in one household or estates of deceased heirs with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
If named Executor is declining to server, Declination to Serve as Personal Representative	\$15.00	
<b>TOTAL FEE OWED</b>		
<p><i>PUBLICATION OF NOTICES are Attorney or Petitioner's responsibility</i></p> <p>Notice by Publication to Heirs with unknown addresses or unknown heirs* \$185.00 to SMN *file detailed affidavit of diligent search</p> <p>Notice to Debtors and Creditors \$65.00 to SMN</p>		
<p><b>NOTIFICATION REQUIREMENTS</b></p> <p><i>O.C.G.A. §53-5-22 Due notice to all heirs and, if there is any other purported will of the testator for which probate proceedings are pending in this state, on all the beneficiaries under and propounders of such purported will.</i></p> <p><i>O.C.G.A. §53-11-3 Parties <b>within Georgia</b> by personal service or by registered or certified mail or statutory overnight delivery restricted to addressee only.</i></p> <p><i>O.C.G.A. §53-11-4 Parties <b>outside Georgia</b> by registered or certified mail or statutory overnight delivery not restricted. Parties with unknown addresses, notice by publication after detailed affidavit of diligent search (see above).</i></p> <p><i>O.C.G.A. §29-9-2(a)(1) and §15-9-17 Parties <b>that are minors or incapacitated adult heirs</b> by personal service or by registered or certified mail or statutory overnight delivery not restricted and the guardian filing an acknowledgment of service and certification of service to the minor or incapacitated adult.</i></p>		

# Petition for Letters of Administration GPCSF 3 § 53-6-20 et seq.

FEES	CALCULATION	AMOUNT OWED
Filing Fee  (do not attach blank pages after Notice page) (do not add pages for future orders)	\$205.00	
Service of Notice First Class Mail \$5.00/person  § 53-6-22. Notice	<p>\$5.00 x ____ # of persons to be served</p> <p>If attorney/party <i>elects</i> to serve by registered mail: \$15.00 x ____ # of persons to be served (three mailing labels/person and service copy of pleadings must be provided at time of filing if requesting registered mail)</p> <p>If attorney/party elects to serve by Sheriff: \$50.00 x ____ # of persons to be served by sheriff</p>	
If minor or incapacitated adult heir, Guardian Ad Litem Fee \$250	<p>\$250 x ____ # of Guardians Ad Litem to be appointed</p> <p>(minors living in one household or estates of deceased heirs with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)</p>	
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><i>PUBLICATION OF NOTICES</i>  <b>Attorney or Petitioner's responsibility</b></p> <p style="text-align: center;">Notice by Publication Unanimous Consent (Relieved/Full Powers) \$185.00 to SMN</p> <p style="text-align: center;">Notice by Publication to Heirs (unknown address or unknown) <b>No</b> Unanimous Consent \$185.00 to SMN <b>[file detailed affidavit of diligent search]</b></p> <p style="text-align: center;">Notice to Debtors and Creditors \$65.00 to SMN</p>		
<p style="text-align: center;"><i>NOTIFICATION REQUIREMENTS</i></p> <p><i>O.C.G.A. § 53-6-22 Notice... shall be by first-class mail to each heir with a known address at least 30 days prior to the date on or before which any objection is required to be filed.</i></p> <p><i>If heir's current address is unknown or any heir is unknown, notice shall be published once each week for four weeks prior to the week which includes the date on or before which objection must be filed.</i></p>		

<b>Petition for Year's Support GPCSF 10</b> § 53-3-1 et seq.		
FEES	CALCULATION	AMOUNT OWED
Filing Fee  <i>Required to include Exhibit "A" and Certificate of Order of Year's Support with complete legal description if real estate to be transferred.</i>	\$205.00	
Service of Notice First Class Mail \$5.00/person or entity* (Please provide a mailing label and copy per person) *Each person or entity listed on Exhibit B unless signed acknowledgment (Service by Registered Mail can be requested \$15.00/person; Provide three mailing labels and a copy for each) person)	\$5.00 x ___ # of persons to be served	
If minor or incapacitated adult heir, Guardian Ad Litem Fee \$250  (minors living in one household with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem	
<b><i>*Provide check made payable to Savannah Morning News \$85.00 Court will file Publication Notice</i></b>		
<b>TOTAL FEE OWED</b>		
PUBLICATION NOTICE <b><i>Court responsible for notice and sending Petitioner's check* to SMN</i></b> <b><i>*Provide to Court with initial filing check made payable to Savannah Morning News \$85.00</i></b>		
NOTIFICATION REQUIREMENTS <i>O.C.G.A. §53-3-6(b) Probate Court shall issue citation and publish a notice once a week for four weeks</i>  <i>O.C.G.A. §53-3-6(c)(1) If there is personal representative of decedent's estate, probate court will cause a copy of the citation to be sent by mail to the personal representative.</i>  <i>O.C.G.A. §53-3-6(c)(2) If there is no personal representative of decedent's estate, petitioner or attorney shall file with court an affidavit, upon oath, (Exhibit B) showing name, address and age of each interested person and probate court shall mail a copy of the citation to each interested person.</i>  <i>O.C.G.A. §53-3-6(d) The probate court shall mail a copy of the petition within five days of its filing to the tax commissioner or tax collector of any county in this state in which real property proposed to be set apart is located</i>		

<b>Petition for Temporary Letters of Administration GPCSF 2</b> O.C.G.A. Form §53-6-30 et al		
FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$190.00	
Service of Notice	No notice required unless ordered by Court*	
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><b>NO PUBLICATION OR NOTIFICATION REQUIREMENTS</b></p> <p style="text-align: center;">*However, O.C.G.A. § 53-11-5, "The probate judge may direct any additional service or notice or extend the time to respond with respect to any proceedings covered by this chapter...."</p>		

<b>Petition for Order Declaring No Administration Necessary GPCSF 9</b> O.C.G.A. § 53-2-40 et seq		
FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$205.00	
(must include final order with legal property description)		
Service of Notice Heirs	No notice required upon heirs because unanimous consent required	
Service of Notice Known Creditors Certified Mail	\$15.00 x    # of persons to be	
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><b>NOTIFICATION AND PUBLICATION REQUIREMENTS</b></p> <p><b>Known Creditors with known addresses</b> O.C.G.A. § 53-2-41(a) Upon the filing of a petition that states that there are known creditors of the estate who are to be served, a citation shall be issued and any creditors of the estate shall be served as provided in Chapter 11 (53-11-3) of this title.</p> <p><b>Known Creditors with no current address</b> "must be served by publishing the notice once a week for four (4) weeks. O.C.G.A. § 53-11-4</p>		

**Petition to Probate Will in Solemn Form and for Letters of  
Administration with Will Annexed GPCSF 7** O.C.G.A. § 53-5-20 et seq  
**a/k/a “CTA”** (*administrator cum testamento annex*)

FEE'S	CALCULATION	AMOUNT OWED
Filing Fee	\$205.00	
Service of Notice Registered Mail \$15.00/person* (*Service required on Heirs at law, <i>beneficiaries and executor, if any</i> ) (*Provide three mailing labels/person and service copies of pleading at time of filing)	\$15.00 x ___ # of persons to be served	
If minor or incapacitated adult heir/beneficiary, Guardian Ad Litem Fee \$250 (minors living in one household with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
If named Executor is declining to server, Declination to Serve as Personal Representative	\$15.00	
<b>TOTAL FEE OWED</b>		
<p align="center"><b>PUBLICATION OF NOTICES</b>  <i>Attorney or Petitioner's responsibility</i></p> <p>Notice by Publication to Heirs with Unknown Address or Unknown Heir* \$185.00 to SMN            *file detailed affidavit of diligent search</p> <p>Notice to Debtors and Creditors \$65.00 to SMN</p>		
<p align="center"><b>NOTIFICATION REQUIREMENTS</b></p> <p><i>O.C.G.A. §53-5-22 Due notice to all heirs, beneficiaries under the will and executor, if any, and "personal service" on parties who reside within Georgia</i></p> <p><i>O.C.G.A. §53-11-3 (e) Parties <b>within Georgia</b> service by registered or certified mail or statutory overnight delivery <b>restricted to addressee only</b>; Parties <b>outside Georgia</b> by registered or certified mail or statutory overnight delivery not restricted After detailed affidavit of diligent search, notice by publication (see above)</i></p>		

<b>Petition for Letters of Administration with Will Annexed (Will previously probated GPCSF 8</b> O.C.G.A. § 53-6-15 (b) <b>a/k/a DBN CTA</b> ( <i>administrator de bonis non cum testament annexo</i> )		
FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$190.00	
Service of Notice Registered Mail \$15.00/person* (*Service required on beneficiaries and Executor, if any, of any deceased Executor) (*Provide three mailing labels/person and service copies of pleading at time of filing)	\$15.00 x ___ # of persons to be served	
If minor or incapacitated adult heir/beneficiary, Guardian Ad Litem Fee \$250 (minors living in one household or estates of heirs with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
If named Executor is declining to server, Declination to Serve as Personal Representative	\$15.00	
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><i>PUBLICATION OF NOTICES</i>  <i>Attorney or Petitioner's responsibility</i></p> <p style="text-align: center;">Notice by Publication to Heirs with Unknown Address or unknown heirs* \$185.00 to SMN  *file detailed affidavit of diligent search</p>		
<p style="text-align: center;"><i>NOTIFICATION REQUIREMENTS</i></p> <p><i>O.C.G.A. § 53-6-15 (b) provides that the petition shall be served on the beneficiaries of the Will and the Executor, if any, of any deceased Executor whose death created the vacancy</i></p> <p><i>O.C.G.A. §53-11-3 (e) Parties <b>within Georgia</b> service by registered or certified mail or statutory overnight delivery <b>restricted to addressee only</b>; Parties <b>outside Georgia</b> by registered or certified mail or statutory overnight delivery not restricted After detailed affidavit of diligent search, notice by publication (see above)</i></p>		

## Petition for Temporary Letters of Guardianship of a Minor GPCSF 28

O.C.G.A. § 29-2-5

FEES	CALCULATION	AMOUNT OWED
Filing Fee  Complete Criminal History Consent Form Complete Guardian Information Sheet	\$140.00	
Service of Notice Registered Mail \$15.00/person* (*Service required on natural parents in state) (*please provide three mailing labels/person)	\$15.00 x ___ # of persons to be served by Registered Mail	
Service of Notice First Class Mail** (*Service required on natural parents out of state)	\$5.00 x ___ # of person to be served by First Class Mail  If attorney/party elects to serve by Sheriff: \$50.00 x ___ # of persons to be served by sheriff	
GCIC Fingerprinting Fee	\$42.00	
Birth Certificate of Minor		
Death Certificate of Deceased Parent		
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><i>PUBLICATION OF NOTICES</i> Attorney or Petitioner's responsibility</p> <p style="text-align: center;">Notice by Publication to non-consenting parent(s) <b>\$65.00 to SMN</b></p>		
<p style="text-align: center;"><i>NOTIFICATION REQUIREMENTS</i></p> <p><i>O.C.G.A. §29-2-6(b)(2) The notice shall be by personal service [registered/certified mail restricted delivery] if the parent resides in this state at a known address; by first-class mail if the parent resides outside this state at a known address; or by publication for two weeks in the official county legal organ for the county in which the petition is filed if no address is known.</i></p>		



## Petition to Terminate Temporary Letters of Guardianship of a Minor

O.C.G.A. §29-2-8 (no standard form; form available in Court)

FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$55.00	
Service of Notice Registered Mail \$15.00/person* (*Service required on natural parents) (*please provide three mailing labels/person)	\$15.00 x ___ # of persons to be served  If attorney/party elects to serve by Sheriff: \$50.00 x ___ # of persons to be served by sheriff	
<b>TOTAL FEE OWED</b>		
<i>NO PUBLICATION OF NOTICES</i>		
<i>NOTIFICATION REQUIREMENTS</i>		
<p><b>§ 29-2-8 (b)</b> Either natural guardian of the minor may at any time petition the court to terminate a temporary guardianship; provided, however, that notice of such petition shall be provided to the temporary guardian.</p>		

## Petition to Probate Will in Common Form GPCSF 4

O.C.G.A. §53-5-15

FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$205.00	
Service of Notice Heirs	No notice required upon heirs	
If minor or incapacitated adult heir/beneficiary, Guardian Ad Litem Fee \$250 (minors living in one household or estates of heirs with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
<b>TOTAL FEE OWED</b>		
<i>NO PUBLICATION OF NOTICES</i>		
<i>NOTIFICATION REQUIREMENTS</i>		
<p>O. C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian</p> <p>The Court may require notice or deny a Petition to Probate a Will in Common Form. (Henderson v. McVay, 269 Ga. 7 (1998))</p>		

## Petition for Letters of Conservatorship of Minor GPCSF 30

O.C.G.A. § 29-3-8

FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$205.00 Original Petition	
Complete Criminal History Consent Form	\$190.00 Subsequent Petition	
Service of Notice on the Minor Registered Mail <b>§ 15-9-17. Serving a minor or incapacitated adult</b>	\$15.00	
GCIC Fingerprinting Fee	\$42.00	
Service of Notice Registered Mail \$15.00/person* (*Service required on individuals listed in paragraph 8 who live in Georgia at known address) (*please provide three mailing labels/person)  Service of Notice First Class Mail** (**Service required on individuals listed in paragraph (5) who live OUTSIDE Georgia at known address)	\$15.00 x ___ # of persons to be served by Registered Mail	
Guardian Ad Litem Fee \$250 (no service on Minor)	\$250.00	
<b>TOTAL FEE OWED</b>		

### PUBLICATION OF NOTICES

#### *Attorney or Petitioner's responsibility*

Notice by Publication for two (2) weeks to individuals listed in paragraph 5 with no address known

**\$185.00 to SMN**

### NOTIFICATION REQUIREMENTS

**§ 29-3-8 (c)** Notice of the petition for appointment of a conservator for a minor shall be given to any designee named in paragraph (4) of subsection (b) of this Code section and the individuals named in paragraph (5) of subsection (b) of this Code section. The notice shall be by personal service if the individual resides in this state at a known current address; by first-class mail if the individual resides outside this state at a known address; or by publication for two weeks in the official county legal organ for the county in which the petition is filed if no address is known. The notice shall state that the individual is entitled to object either to the establishment of a conservatorship or to the selection of the petitioner as conservator, or both. The notice shall require that any objection be filed in writing with the court within ten days of the personal service, within 14 days of the date of the mailing of the notice, or within ten days of the date of the second publication of the notice.

## Petition to Compromise Doubtful Claim of Minor/Adult Ward GPCSF 19

O.C.G.A. § 29-3-3 (Minor) or O.C.G.A. § 29-5-2 (c)(5)

FEES	CALCULATION	AMOUNT OWED
Filing Fee	\$205.00 Original Petition \$190.00 Subsequent Petition	
Guardian Ad Litem Fee \$250  The Guardian ad Litem must certify that he or she has delivered a copy of the petition to the minor.	\$250.00	
Service of Notice Registered Mail \$15.00/person* Minor should be served a copy of the petition by certified mail.	\$15.00 x ___ # of persons to be served by Registered Mail	
<b>TOTAL FEE OWED</b>		
<p><i>PUBLICATION OF NOTICES</i> <i>No Publication Requirements</i></p> <p><b>NOTIFICATION REQUIREMENTS</b></p> <p>§ 29-9-2. Guardians ad litem; appointment; service or notice; petitions; counsel ineligible</p> <p>(a)(1) The court, in its discretion, may at any time appoint a guardian ad litem to represent the interests of a minor, a proposed ward, or a ward in proceedings relating to the guardianship or conservatorship of that individual. However, the appointment of a guardian ad litem does not supersede any specific requirement for that individual to be served either by personal service or in the manner provided by subsection (a) of <a href="#">Code Section 15-9-17</a>, and the guardian ad litem may not waive personal service for that individual.</p>		

## Petition of Conservator for Final Settlement of Accounts and Discharge from Office and Liability GPCSF 34

O.C.G.A. § 29-5-80 and 29-5-81

FEES	CALCULATION	Amount Owed
Petition Filing Fee	\$190.00	
Final Return with assets Filing Fee \$40.00 Final Return no assets Filing Fee \$0.00 [if final balance is "0" but reporting transactions, Filing Fee \$40]	\$40/\$0	
Service of Notice First Class Mail**  Notice required on Surety and Ward's Guardian	\$5.00 x ____ # of person to be served by First Class Mail	
Guardian Ad Litem Fee \$250 Guardian Ad Litem required if Conservator is also Executor/ Administrator <i>***Please review Acknowledgment of Receipt of Property and Release of Liability to see who signed and to make sure \$_____ is completed.</i>	\$250.00	
<b>TOTAL FEE OWED</b>		

### PUBLICATION OF NOTICES

*Attorney or Petitioner's responsibility*

Notice by Publication one time designating date on or before which objections must be filed in  
**\$45.00 to SMN**

### NOTIFICATION REQUIREMENTS

#### § 29-5-81 (b)

Notice by first-class mail of the settlement proceeding must be given to the surety on the conservator's bond and to the ward's guardian, if any. If the ward has not been restored to capacity or if the conservator is the ward's personal representative, the court shall appoint a guardian ad litem for the ward who shall be served personally.

#### § 29-5-80 (a)

(a) Upon the termination of the conservatorship or the resignation of the conservator, the conservator may petition the court for an order dismissing the conservator from office. The petition shall include a final return to the court which covers the period from the latest annual return filed by the conservator. The final return shall contain the information required for annual returns and shall otherwise comply with the provisions of Code [Section 29-5-60](#). Notice shall be published one time in the newspaper in which sheriff's advertisements are published in the county in which the petition is filed and shall state that any objection must be made in writing and shall designate the date on or before which objections must be filed in the court, which shall not be less than 30 days from the date of publication. The court shall examine any objections filed.

**Petition of Conservator for Leave to Sell Property or Rent, Lease or  
Otherwise Dispose of Property GPCSF 14**

O.C.G.A. § 29-3-35 (Minor) or § 29-5-35 (Adult)

FEES	CALCULATION	AMOUNT OWED
Filing Fee (appraisal or proposed sale documents attached)	\$190.00	
Sheriff's Service on Ward	\$50.00	
Service of Notice on Guardian ad Litem Registered Mail \$15.00/person* (*please provide three mailing labels/person)	\$15.00 x ____ # of persons to be served by Registered Mail	
Guardian Ad Litem Fee \$250	\$250.00	
<b>TOTAL FEE OWED</b>		
<p><i>PUBLICATION OF NOTICES</i> <i>No Publication Requirements</i></p> <p><b>NOTIFICATION REQUIREMENTS</b></p> <p><b>§ 29-5-35 (d)</b> Upon the filing of the petition, the court shall appoint a guardian ad litem for the ward. The petition and notice shall be served personally on the ward and the guardian ad litem.</p>		

<b>Petition for Appointment of a Guardian and/or Conservator for a Proposed Adult Ward GPCSF 12</b> O.C.G.A. § 29-4-10 and 29-5-10		
FEES	CALCULATION	AMOUNT OWED
Filing Fee  Complete Criminal History Consent Form	\$205.00 Original Petition \$190.00 Subsequent Petition	
Chatham County Sheriff's Office Personal Service for service on Proposed Ward  Service of Notice First Class Mail** (**Service required on individuals listed in paragraph six (6))	\$50.00 for service on proposed ward  \$5.00 x ____ # of person to be served by First Class Mail	
GAL / ATTY Fee \$250.00 Evaluator Fee \$250.00	\$250.00 \$250.00	
GCIC Fingerprinting Fee	\$42.00	
<b>TOTAL FEE OWED</b>		
<p style="text-align: center;"><i>PUBLICATION OF NOTICES</i>  <i>No Publication Required</i></p> <p><b>29-4-11</b>  (1) The court shall immediately notify the proposed ward of the proceedings by service of all pleadings on the proposed ward, which notice shall:  (A) Be served personally on the proposed ward by an officer of the court and shall not be served by mail; ...  (3) The court shall give notice of the petition by first-class mail to all adult individuals and other persons who are named in the petition pursuant to the requirements of paragraphs (7), (8), and (9) of subsection (b) of Code Section 29-4-10; and....</p>		

**Petition for Appointment of an Emergency Guardian and/or Conservator  
for a Proposed Adult Ward GPCSF 11**

O.C.G.A. § 29-4-14 and 29-5-14

FEEs	CALCULATION	AMOUNT OWED
Filing Fee  Complete Criminal History Consent Form	\$205.00 Original Petition \$190.00 Subsequent Petition	
Chatham County Sheriff's Office Personal Service for service on Proposed Ward	\$50.00 for service on proposed ward	
GAL / ATTY Fee \$250.00 Evaluator Fee \$250.00	\$250.00 \$250.00	
GCIC Fingerprinting Fee	\$42.00	
<b>TOTAL FEE OWED</b>		

*PUBLICATION OF NOTICES  
No Publication Required*

**29-4-15**

(4) Immediately notify the proposed ward of the proceedings by service of all pleadings on the proposed ward, which notice shall:

(A) Be served personally on the proposed ward by an officer of the court and shall not be served by mail;

# Petition for Discharge of Personal Representative

## GPCSF 33      O.C.G.A. § 53-7-50

FEES	CALCULATION	Amount Owed
Filing Fee	\$190.00	
Final Return with assets Filing Fee \$40.00 Final Return no assets Filing Fee \$0.00 [if final balance is "0" but reporting transactions, Filing Fee \$40]	\$40 / \$0.00 Only required if not relieved of filing returns	
Service of Notice Registered or Certified Mail** (provide three mailing labels per person/entity)  Notice required on Surety if bond was required	\$15.00 x ___ # of person to be served by Registered or Certified Mail	
If minor or incapacitated adult heir/beneficiary, Guardian Ad Litem Fee \$250 (minors living in one household with common or non- adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
<b>TOTAL FEE OWED</b>		

### PUBLICATION OF NOTICES

*Attorney or Petitioner's responsibility*

Notice by Publication one time designating date on or before which objections must be filed in  
**\$45.00 to SMN**

### NOTIFICATION REQUIREMENTS

#### **O.C.G.A. § 53-7-50**

(b) (1) Subject to paragraphs (2) and (3) of this subsection, upon the filing of a petition for discharge, citation shall issue to all heirs or beneficiaries, as provided in Chapter 11 of this title, requiring them to file any objections to the discharge, except that in all cases a citation shall be published one time in the newspaper in which sheriff's advertisements are published in the county in which the petition is filed at least ten days prior to the date on or before which any objection is required to be filed. Any creditors whose claims are disputed or who have not been paid in full due to insolvency of the estate shall be served in accordance with Chapter 11 of this title.

#### **O.C.G.A. § 53-11-3**

(e) When personal service is required by this Code section, unless otherwise directed by the probate court, service may be made by registered or certified mail or statutory overnight delivery if the petitioner so requests in the petition. The court shall cause a copy of the petition and the citation to be sent by registered or certified mail or statutory overnight delivery with return receipt requested and with delivery restricted to addressee only. If the return receipt is not signed by the addressee, dated at least ten days before the date specified in the citation, and received by the court before the date specified in the citation for the filing of objections, service shall be made as otherwise required by this Code section.

**\*\*For additional service methods, refer to applicable Code Sections and/or our handout on Methods of Service.**



**Petition of Personal Representative for Leave to Sell Property**  
**GPCSF 13**

O.C.G.A. § 53-8-13

FEES	CALCULATION	AMOUNT OWED
Filing Fee  (appraisal or proposed sale documents attached)	\$190.00	
Service of Notice on heirs or beneficiaries** Registered Mail (provide three mailing labels per person)	\$15.00 x ___ # of persons to be served by Registered Mail	
If minor or incapacitated adult heir/beneficiary, Guardian Ad Litem Fee \$250 (minors living in one household with common or non-adverse interests may have one guardian ad litem appointed to represent their interests)	\$250 x ___ # of Guardians Ad Litem to be appointed	
<b>TOTAL FEE OWED</b>		

*PUBLICATION OF NOTICES*

*No Publication Requirements unless heirs or beneficiaries with unknown addresses*

*Attorney's responsibility*

**NOTIFICATION REQUIREMENTS**

**§ 53-8-13 (b)** Upon filing the petition, notice shall be given to the heirs of an intestate estate or the affected beneficiaries of a testate estate in accordance with the provisions of Chapter 11 of this title.

**\*\***For additional service methods, refer to applicable Code Sections and/or our handout on Methods of Service.

**Petition for Leave to Encroach on Corpus**

**GPCSF 20**

O.C.G.A. § 29-3-22(c) (Minor) or 29-5-23(c) (Adult)

FEEs	CALCULATION	AMOUNT OWED
Filing Fee	\$190.00	
Guardian Ad Litem Fee \$250	\$250.00	
<b>TOTAL FEE OWED</b>		
<p><i>PUBLICATION OF NOTICES</i> <i>No Publication Requirements</i></p> <p>NOTIFICATION REQUIREMENTS</p> <p>(c) After appointment of a guardian ad litem for the minor / adult and such hearing as the court deems appropriate, in granting the petition for appointment of conservator or at any time during the conservatorship, the court may grant the conservator any of the following powers on a case-by-case basis...</p>		

**Petition of Termination of Guardianship/ Conservatorship  
and Restoration of Rights**

**GPCSF 65**

O.C.G.A. §§ 29-4-42; 29-5-72

FEES	CALCULATION	AMOUNT OWED
Filing Fee *The Ward can be the petitioner **Single petitioner can file but physician affidavit required	\$190.00	
Chatham County Sheriff's Personal Service on Ward	\$50 per person	
Evaluator Fee (optional) *If the Court determined that there is no probable cause to believe that there has been a significant change in Ward's capacity, the petition shall be dismissed. If the petition is not dismissed, the Court shall order and evaluation.	\$250.00	
United States Postal Service 1 <sup>st</sup> Class Mail *1 <sup>st</sup> class mail on Ward's legal counsel, and the Ward's conservator, if any. Also notify the surety (bonding) company	\$5.00 x ____ # of persons/entities being served	
GAL/ATTY FEE if minor or incapacitated *The Court shall appoint legal counsel for the Ward and may, in its discretion, appoint a guardian ad litem	\$250 per GAL/ATTY	
<b>TOTAL FEE OWED</b>		

## Motion, Response, Request, Citation, Caveat or Objection

*No fee will be charged for “non-substantive motions” including motion to withdraw, entry of appearance, dismissal, motion for continuance, leave of absence, motion for hearing, etc.  
If in doubt, contact the Court.*

FEES	CALCULATION	AMOUNT OWED
<p>Filing Fee</p> <p>“All objections or caveats to an order sought shall be in writing and verified, setting forth the grounds of such caveat.” O.C.G.A. §15-9-88</p> <p><b>U.P.C.R. Rule 5.3.4 Signatures.</b> All judgments, orders, pleadings and other documents shall bear the signature of the responsible attorney or party who prepared the document, and his name, proper address and telephone number shall be typed or printed underneath. If a party is represented in the matter by an attorney of record, that attorney must sign the document to be filed for the document to be eligible for filing.</p> <p><b>U.P.C.R. Rule 6.1 Filing Motions.</b> Every motion made prior to trial, except those consented to by all parties, when filed shall include or be accompanied by citations of supporting authorities and, where allegations of unstipulated fact are relied upon, supporting affidavits, or citations to evidentiary materials of record. The clerk shall promptly upon filing furnish a copy provided by the attorney of such motions and related materials to the judge.</p>	<p>\$75</p>	
<b>TOTAL FEE OWED</b>		
<p><i>PUBLICATION OF NOTICES</i> <i>No Publication Requirements</i></p>		