



SUPERIOR COURT CLERKS OF GEORGIA

Administrative

- Accounting for all funds paid into the registries of the court.
- Issuing and approving applications for notary public commissions.
- Filing and maintaining all partnership records.
- Filing and maintaining all trade name registrations.
- Filing and maintaining Attorney Bar Admission records.
- Filing and maintaining Military Discharge records.
- Filing physician's licenses and maintaining Physician's Registry.
- Administering oaths.

Judicial

- Filing, storing, and retrieving civil and criminal court records.
- Providing support to the court through management of court records and attendance during court proceedings.
- Issuing subpoenas, summonses, and trial notices.
- Transmitting dispositions to the Georgia Crime Information Center and the Department of Driver Services.
- Transmitting civil filing and disposition information to the Georgia Superior Court Clerks Cooperative Authority.
- Preparing Appeals for transmission to the Court of Appeals and Supreme Court.
- Preparing Prisoner Packages for electronic transmission to the Department of Corrections.
- Transmitting Family Violence Protective Orders and Stalking Protective Orders to the Georgia Crime Information Center.

Real and Personal Property

- Receiving, indexing, maintaining, and recording deeds, plats, liens, and UCC Financing Statements.
- Collecting and disbursing intangible recording and real estate transfer taxes.
- Transmitting deed, lien, plat, and UCC data and images to the Georgia Superior Court Clerks Cooperative Authority.
- Maintaining accessible real and personal property indexes.

In addition, Clerks of Superior Court may serve as:

- County Board of Equalization Appeal Administrator
- Jury Clerk – Maintain and manage jury pool information, summon jurors, and manage juries during jury selection.
- Passport Acceptance Agents – Process U.S. Passport Applications for transmittal to the U.S. State Department.
- State Court Clerk
- Juvenile Court Clerk
- Magistrate Court Clerk