

**INSTRUCTIONS FOR FILING FORECLOSURE ON PERSONAL PROPERTY  
IN MAGISTRATE COURT OF RICHMOND COUNTY, GEORGIA**

AUGUSTA- RICHMOND COUNTY JUDICIAL CENTER  
735 JAMES BROWN BLVD  
STE. 1400  
AUGUSTA, GEORGIA 30901  
706-821-2370

- ❖ COMPLETE FORECLOSURE PETITION BY TYPING OR PRINTING ALL THE INFORMATION REQUIRED ON FRONT AND BACK OF PETITION.

- ❖ 1 DEFENDANT ORIGINAL AND 2 COPIES 1 BLANK STAMPED ENVELOPE
- ❖ 2 DEFENDANTS ORIGINAL AND 4 COPIES 2 BLANK STAMPED ENVELOPES

**Acceptable payment types are cash, money order, cashier check, business check or credit card (Master Card or Visa only). If payment by credit card, the cardholder must present a picture identification. There is a processing fee charged on all credit card payments.**

**\*\*THIS OFFICE DOES NOT ACCEPT PERSONAL CHECKS**

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<b>COST FOR FILING</b>	<b>ONE (1) DEFENDANT</b>	<b>\$ 98.00</b>
	<b>TWO (2) DEFENDANTS</b>	<b>\$148.00</b>
	<b>EACH ADDITIONAL DEFENDANT(S)</b>	<b>\$50.00</b>
	<b>WRIT OF POSSESSION</b>	<b>\$50.00</b>

- ❖ COPIES OF THE CONTRACT MUST BE ATTACHED TO THE ORIGINAL AND ALL COPIES.
- ❖ AS THE PLAINTIFF YOU MAY FIND INFORMATION REGARDING YOUR CASE ON THE CIVIL AND MAGISTRATE COURT'S WEB PAGE WHICH CAN BE FOUND ON THE [AUGUSTAGA.GOV](http://AUGUSTAGA.GOV) WEBSITE THEN BY SEARCHING THE CASE MANAGEMENT.
- ❖ THE DEFENDANT HAS A TOTAL OF 14 DAYS FROM THE DATE OF SERVICE TO ANSWER THE PETITION.
- ❖ ONCE AN ANSWER HAS BEEN FILED, A HEARING WILL BE SCHEDULED. YOU WILL RECEIVE NOTICE OF THE TIME AND DATE THE HEARING WILL BE HELD. ALL HEARINGS ARE HELD IN THE JUDICIAL CENTER, 735 JAMES BROWN BLVD. AUGUSTA, GEORGIA 30901.
- ❖ IF THE DEFENDANT FAILS TO ANSWER YOU ARE REQUIRED TO PREPARE THE WRIT OF POSSESSION AND ORDER. YOU MAY MAIL OR DELIVER THE WRIT OF POSSESSION AND ORDER. **NO REQUEST FOR WRIT AND ORDER WILL BE ACCEPTED BY TELEPHONE OR FAX.**
- ❖ ONCE THE JUDGE HAS GRANTED THE WRIT OF POSSESSION AND ORDER, THE MARSHAL'S DEPARTMENT WILL CONTACT YOU TO SCHEDULE THE LEVY.

**MARSHAL'S DEPARTMENT**  
**AUGUSTA-RICHMOND COUNTY MUNICIPAL BUILDING**  
**535 TELFAIR STREET STE. 720**  
**AUGUSTA, GEORGIA 30901**  
**706-821-2368**