

Announcement regarding electronic filing for dispossessory actions and small claims

Electronic filing is available in the Clerk's Office in the Magistrate Court of DeKalb County for dispossessory actions and small claims cases. Electronic filing in Magistrate Court is not non-mandatory. Where a case has been initiated electronically, a filer is not required to use electronic filing for the life of the case, but can choose to submit a paper filing at any stage of the proceedings.

Additionally, self-represented filer may wish to use the forms generator that is available on the Magistrate Court's website to develop pleadings for filing. With the forms generator, a party can create a dispossessory warrant and an answer for a dispossessory action or a statement of claim or an answer to a statement of claim. For more information regarding the forms generator, also known as Guide and File, please see the Court's website on the Civil Matters tab. The forms generator is made available through the Council of Magistrate Court Judges. The Guide and File forms can be electronically filed directly from the Guide and File site by following the directions for filing at the end of the online interviews once the pleading has been generated. Filers will have the option to view and download the pleading. The filer will have the option of filing the pleading as a paper form by mailing the forms and any appropriate fees to the Clerk's Office on the 2nd Floor of the DeKalb County Courthouse at 556 North McDonough Street, Decatur, GA 30030 or by coming to the Clerk's office in person. Alternatively, there are kiosks at the Clerk's office available for use for the public who do not have access to a personal computer but who wish to use Guide and File.

For filers that are not using the forms generator, please go directly to www.odysseyfilega.com. Users who are not already registered to file electronically with this electronic filing vendor, Tyler Technologies will be required to do so. Training, written materials, and support are accessible at the site. Filers that are already registered to use EfileGA with other courts can use the same user name and password, but should select the Magistrate Court of DeKalb County. The Clerk's Office can be contacted by phone at 404-371-2261.