

DATE: March 13, 2020

FROM: Hon. James E Drane, III
Chief Magistrate

SUBJECT: Expanded Electronic Filing in Civil Cases

This Court has accommodated electronic filing for civil Statements of Claim and Dispossessory actions for several years. Effective immediately, electronic filing is extended to all types of civil cases, including, but not limited to:

- Statements of claim
- Dispossessory actions
- Personal Property Foreclosures
- Abandoned Vehicle actions
- Abandoned Mobile Home actions
- Abandoned Vessel actions
- Garnishments
- All other civil cases.

The electronic filing portal can be accessed from the court's Internet site: www.cherokeega.com/Magistrate-court/. Click on the "E-filing" link.

Electronic filing requirements are found at [Uniform Magistrate Court Rule 19, O.C.G.A. § 10-12-11](#), "Satisfaction of notarization, acknowledgment, verification or oath requirement;" [O.C.G.A. § 15-10-53](#), "Filing documents by electronic means;" and [O.C.G.A. § 15-10-54](#), "Use of personally identifiable data in court documentation; redaction."

Any document required to be submitted under oath, such as a verified statement of claim, can be verified by one of the methods shown in O.C.G.A. § 15-10-53(d).

Advantages of Electronic Filing

Documents can be filed remotely as a way to help with "social distancing" during flu and virus epidemics.

E-filing can help conduct court business without missing work or other important activities.

Documents e-filed outside of normal business hours will be date- and time-stamped as of the moment they are filed, even if the Clerk processes the filing days later.

If e-filed documents meet the signature and verification requirements referenced above, a notary public is not required.