



CLERK OF SUPERIOR COURT
DEKALB COUNTY COURTHOUSE
CIVIL AND FAMILY
GROUND FLOOR, ROOM 210
556 NORTH MCDONOUGH STREET
DECATUR, GEORGIA 30030

Debra DeBerry
CLERK OF SUPERIOR COURT

404-371-2836

REQUEST FORM: COPIES AND SUBPOENAS

Customer's Name _____

Date _____ Phone _____

CASE INFORMATION

Civil Action # _____ Plaintiff _____

Case Type _____ Defendant _____

Child's Name (for Child Support Requests ONLY) _____

DOCUMENTS REQUESTED

Final Order/Judgment

Miscellaneous Document*

Settlement Agreement

*Documents Needed _____

DOCUMENT COPY

Regular Copies
(\$1.00 per page)

Number of Copies _____

Certified Copies
(\$2.50 for the 1st page, \$0.50 for each additional page)

Number of Copies _____

Subpoenas
(\$5.00 each)

Witness: #

Production of Documents: #

Please include payment (money order or cashier's check) and a self-addressed, stamped envelope.

Civil and Family * Ground Floor * Room G210