



**“Working for YOU!”**  
Debra DeBerry, Clerk

## Clerk’s Corner

### Greetings from your DeKalb County Clerk of Superior Court, Debra DeBerry

This Clerk’s Office is committed to providing the most efficient, professional, courteous, knowledgeable, up-to-date service available. I am committed to the citizens of DeKalb County to ensuring both Judicial and Real Estate documents are filed, docketed, recorded, maintained, and archived in an expeditious manner and always available for public access. I am proud to announce that I, along with my staff, have made significant improvements in service delivery by achieving same-day Real Estate recording, by providing 24-hour turnaround for judicial documents, and by implementing methods to prevent fraud. Furthermore, my office is “Going Green!” My goal is to become paperless. In the meantime, my office has imaged over eight million documents within the last year and soon these documents will be made available online. I have also begun electronic filing of UCC’s. This newsletter is an extension of the user-friendly nature of my office, with useful tips and information. Please feel free to visit my website at <http://web.dekalbcountyga.gov/clerk> or you may call my office at 404-371-2251.



*Debra DeBerry*

## Property Fraud Registry

**Now available!** The Property Fraud Registry Alert System debuted on Monday, February 24, 2014. The system is designed to provide property owners with the ability to register properties and receive notice anytime something is recorded on their property.

In order to receive alerts, property owners are strongly encouraged to register their properties at [web.co.dekalb.ga.us/clerk/](http://web.co.dekalb.ga.us/clerk/).

For more information, please call the Clerk’s Office at 404-687-3812.

### Passports



**Appointments are NOT necessary when applying for a passport in our office.**

*Please be certain you have the following:*

1. Birth certificate with a raised seal
2. Picture ID
3. Application is completed in **black ink** only
4. Children must be present if applying for a passport for children
5. Check or money order for application fee
6. Cash only for execution and photo fees

Remember texting while driving is illegal in Georgia. Distracted driving is **NOT** worth a life!

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## Filing Civil/Criminal Actions in Superior Court

- ⇒ Please be sure to have the correct filing fee amount and any additional necessary filing fees (fee schedule on website).
- ⇒ A completed case initiation form must be included.
- ⇒ All cases should be styled to the court and state the correct county (DeKalb).
- ⇒ Original signatures must be in black or blue ink.
- ⇒ When filing motions, briefs, & supporting documents, the court requires an original plus one copy to be stamped "filed". If you wish to have a copy returned to you, please include additional copies along with a self-addressed stamped envelope.
- ⇒ Please be sure to submit a leave of absence for each civil/criminal action listed and /or letter of conflict.
- ⇒ Filing by publication requires the original and one (1) copy.
- ⇒ If filing a publication, a complete affidavit of diligent search must be included.

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## HELPFUL LINKS

Online Judicial System (OJS) at [www.ojs.dekalbga.org](http://www.ojs.dekalbga.org)

The Georgia Superior Court Clerks' Cooperative Authority at <http://www.gsccca.org>

Family Law Information Center at <http://web.co.dekalb.ga.us/superior/centers.html>

National Center for State Courts at <http://www.ncsconline.org/>

State Bar of Georgia at <http://www.gabar.org/>

State of Georgia at <http://www.georgia.gov>

Unclaimed property at <https://etax.dor.ga.gov/unclaimedproperty/main.aspx>

Confirm Voter Registration Status at <http://sos.ga.gov/MVP/>

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## *A few more services we provide:*

- **Real Estate Records** - Recording, Maintenance, and Retrieval
- **Personal Property Records** - Recording, Maintenance, and Retrieval
- **Judicial Records** - Civil & Criminal Filing, Maintenance, and Retrieval
- **General Executions (Fi Fa's)** - Recording and Cancellations
- **Notary Public Application & Renewal** - Application, Commission, and Revocation
- **Appeals** - To Court of Appeals and Supreme Court of Georgia
- **Adoptions** - Private Agency, DHR, Third Party, Adult Adoptions, Foreign Adoptions, and termination of parental rights
- **Passports** - New Issues, Renewals, Photos
- **Trade Name Registrations** - Application and Recording
- **General & Limited Partnerships** - Filing and Maintenance

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To remove your name from our mailing list, please E-mail [dkennon@dekalbcountyga.gov](mailto:dkennon@dekalbcountyga.gov).

Questions or comments? E-mail us at [cscinfo@dekalbcountyga.gov](mailto:cscinfo@dekalbcountyga.gov) or call 404-687-3875.