

**IN THE SUPERIOR COURT OF DEKALB COUNTY  
STATE OF GEORGIA**

\_\_\_\_\_  
**PLAINTIFF**

**NUMBER**  
**vs.**

\_\_\_\_\_  
**DEFENDANT**

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**CIVIL ACTION FILE**

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**STANDING ORDER GOVERNING IN FORMA PAUPERIS APPLICANTS**

It appears to the Court that the orderly conduct of its business requires the establishment of a standing order for applicants submitting an *Affidavit of Poverty*, and the same having been developed and adopted by the Court, it is therefore:

**ORDERED THAT** that any litigant who asserts an inability to pay any fees or costs which would normally be assessed to pursue a court action shall complete a detailed *Affidavit of Poverty* as required by OCGA § 9-15-2.

The following documents must accompany the *Affidavit of Poverty*: a copy of the party's most recent bank statement and copies of the two most recent paychecks or disability checks. In lieu of a bank statement, a copy of a utility bill, cable bill, and cell phone bill can be provided. **The party presenting the documents described above shall strike out the full date of birth and social security number and all but the last four digits of any account numbers appearing on the documents.** If one of the required documents cannot be included, an explanation for its absence must be provided in writing.

The *Affidavit of Poverty* and the supporting documents listed above should be attached to the unfiled petition or complaint and submitted to the Office of the Clerk of Superior Court. Staff in that office will forward all of the information to chambers for judicial review. *Affidavits of Poverty* without all of the required supporting documentation may not be considered.

**IT IS FURTHER ORDERED** that upon filing of an *Affidavit of Poverty* executed by a party, as provided under OCGA 9-15-2(a)(1), the filing party shall have thirty (30) days from the date the *Affidavit* is submitted to retrieve the documents from the Clerk of Superior Court. If the documents are not retrieved within the time allotted, the Clerk shall have the authority to dispose of said documents and the case shall be closed.

The Clerk of Court is **HEREBY ORDERED** to enter this Order in the record of each pauperis case at its inception (or as soon thereafter as possible), and to contemporaneously provide a copy of same to the Applicant submitting an *Affidavit of Poverty*.

**IT IS SO ORDERED** this 1st day of January, 2026.

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Honorable Shondeana C. Morris  
Chief and Administrative Judge  
DeKalb County Superior Court  
DeKalb Judicial Circuit