

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

IN RE: SMALL CLAIMS SERVICE OF PROCESS

STANDING ORDER FOR SERVICE OF PROCESS IN SMALL CLAIMS CASES

In order to promote judicial efficiency and to ensure the timely movement and resolution of small claims cases through the judicial process, the Magistrate Court of DeKalb County adopts the following procedure, effective September 1, 2026.

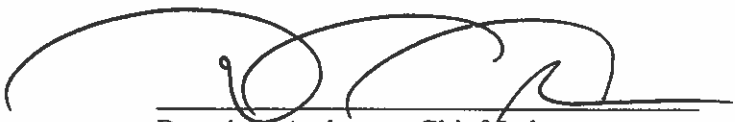
Service of process in all civil small claims cases shall be accomplished within ninety (90) days of the filing of the Statement of Claim. Plaintiffs shall e-file or file in person the Affidavit/Proof of Service in each case within five (5) days of perfecting service.

If the Plaintiff is unable to perfect service within this time period, it is the Plaintiff's sole responsibility to petition the Court for an extension of time. The Court will grant extensions for good cause shown and for no more than a 30-day period.

If service of process has not been perfected within this time period, and the Plaintiff has not filed a request for an extension of time, the case shall be subject to administrative dismissal without prejudice and without further notice.

This Order shall be effective for all cases beginning on September 1, 2026.

So ORDERED this 14th day of August, 2026.


Berryl A. Anderson, Chief Judge
DeKalb County Magistrate Court

FILED IN THIS OFFICE
THIS 14th DAY OF Aug, 2026

Clerk, Magistrate Court, DeKalb County