

INSTRUCTION FOR FILING SUITS

Enclosed is original and 2 copies of Complaint and Summons for each suit to be filed.

CHECK all dollar amounts and "interest from" date that appear in Paragraph VI and the last paragraph of Complaint beginning with WHEREFORE (page 2). If an error is found, please return the original and all copies to this office so that corrections can be made.

Complaints (originals and copies) **MUST BE VERIFIED**, before a notary public, by the person authorized by the institution to do so.

Address an envelope to the sheriff of each county indicated. Take everything--complaints with summons, checks (\$56.00 for each complaint) and addressed envelopes-- to your Clerk of Superior Court for filing. When proper entries have been made by the Clerk, she will retain the original complaint for the Court records and return the white summons and copies of complaint with yellow summons to you. Retain one copy for your files. Mail copy of complaint with yellow summons attached, the white summons and a check in the amount of \$5.00 for each complaint to be served by sheriff. Mail to the sheriff's department indicated on the summons, in order that he may obtain service of process on the defendant. The sheriff will return the white summons to the Clerk of Court for their records. If the complaint is to be mailed certified mail, return the original white summons to the Clerk of Court. This office will prepare and file with the Clerk of Court an Affidavit For Service of Process once the defendant is served and the "green card" is returned to this office.

If you have any questions, please call me!

Karen Ricks, Manager
Collections Section
(919) 716-6895

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