

REQUESTING REFUND(S) ON TAX FORECLOSURES

You must complete and e-file the attached Motion for Disbursement.

After it is e-filed a copy will be forwarded/emailed to the Judge's office for a hearing to be set.

All interested parties will be notified of the hearing by the Judge's office.

The Judge will determine how the money is to be disbursed and an Order will be filed as to what the Judge stated.

Once the Order is filed the money will be disbursed as stated on the Order. ·

PLAINTIFF/PETITIONER	person who filed the complaint/petition.
DEFENDANT/RESPONDENT	person case was filed against or who is requesting money.
CIVIL ACTION NUMBER	Write exactly as it is on the document.

COMPLETE ATTACHED FORMS:

- Motion for Disbursement
- Certificate of Service (2019 through current should have info to e-file the service)
- eFile and Serve Registration need to be complete by the person requesting the disbursement so our office can file these documents for you.

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

PLAINTIFF

VS

CASE # _____

DEFENDANT

MOTION FOR DISBURSEMENT

COMES NOW, _____, Pro Se and prays the
Honorable Judge of said Court for the following:

Respectfully submitted, this ____ day of _____, 20 ____.

Defendant, Pro Se (Signature)

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

Plaintiff

vs

Civil Action Number _____

Defendant

CERTIFICATE OF SERVICE

This certifies that on _____ I sent copies of the following documents: _____

to the opposing party by first class mail certified mail, return receipt requested
 electronically filed

They were addressed as follows:

Dated: _____

 Plaintiff/Petitioner Defendant/Respondent
Pro se (Check & sign above)

Print Name: _____

Address: _____

Phone: () _____

E-mail address: _____

eFile and Serve Registration & Quick Tips

(PLEASE PRINT CLEARLY)

- Email: _____
 - Address: _____

 - Phone #: _____
 - Security Question? EX: What high school did you attend?
Q _____
A _____
 - Password: Abcd1234
 - Click on link sent to your email to activate your account.
 - Login to www.efilega.com from Kiosk or phone and change your password under manage security.
 - Scan documents
 - File your case
 - Tutorials and user guides are available online. To learn more, visit www.efilega.com
-

Case / Envelope #: _____

Cases filed with an agreement: File your Request Letter 46 days after filed date:

Cases filed with Sheriff Service: File your Request Letter 46 days after defendant has been served. You will receive notification once the defendant has been served with the email that you have on file.

Divorce by Publication: File Request Letter 60 days after 1st day of Publication; Publisher's Affidavit must be on file.

Adult Name Change: Take filed stamp Notice of Name Change to The Telegraph, File Request Letter 46 days after filing date, Publisher's Affidavit must be on file.

Minor Name Change: File Request Letter 46 days after filing date, , Publisher's Affidavit must be on file.

YOU MUST NOTIFY THE CLERK'S OFFICE OF ANY ADDRESS CHANGES OR TO UPDATE YOUR EMAIL ADDRESS BY FILING A NOTICE TO CHANGE ADDRESS.

Clerk Assisted: _____