

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/mailed 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 _____ 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)

Name: _____

Address: _____

Phone: (_____) _____

eFile Registration & Quick Tips Guide

EMAIL: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

TEMPORARY PASSWORD SETUP: Abcd1234

1. Account Registration & Setup Steps:

Register Your Account: Go to <https://efilega.tylertech.cloud> to create your profile.

Activate Account: Click the verification link sent to your email immediately to activate it.

Add Safe Sender: Add no-reply@efilingmail.tylertech.cloud to your email contacts to prevent notifications from going to spam. All case updates will come to your email.

Case Tracking & Portal: To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

2. Preparing & Filing Your Case:

Document Preparation: Separate, scan, and save each of your documents to your computer as individual PDF files before uploading.

Submit Your Case: Visit efilega.tylertech.cloud to upload your documents and formally submit your case filing.

Need Assistance? For step-by-step Technical Help, visit the official support center at odysseyfileandservecloud.zendesk.com/hc/en-us.

Notice of Address Change: If your physical address or email address changes, you MUST file a formal 'Notice of Address Change' form directly with the Clerk's Office.

3. Important Notice for Poverty Affidavits:

• **If you are filing your case with a Poverty Affidavit:** You must wait until the Judge issues a decision on your Poverty Order *before* your case begins.

- **If Denied:** You must pay the full required filing fee to proceed with your case.

- **If Accepted:** Please follow the specific instructions below that apply to your exact case type.

4. Mandatory Next Steps After Your Case is Accepted (follow the steps that apply to the type of case you filed):

- ☐ **Cases Filed with an Agreement:** File your formal Request Letter 46 days after you receive the automated email notification that your case filings have been ACCEPTED.
- ☐ **Cases Filed with Sheriff Service:** File your Request Letter exactly 46 days after the Defendant has been served. You will receive an automated email notification notifying you of the date of service.
- ☐ **Adult Name Change Cases:** Download the electronic file-stamped 'Notice of Name Change' from your email. Provide this document to The Macon Reporter (478-994-2358) to run in the newspaper for 4 consecutive weeks. After 4 weeks have concluded, request the 'Publisher's Affidavit' from the Macon Reporter; E-File it into your case, and then file your Request Letter.
- ☐ **Minor Name Change Cases:** File your Request Letter only after you receive notification that your 'Publisher's Affidavit' has been accepted into your case.

To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

Envelope #: _____

Case #: _____
(Assigned when case has been **accepted**)

Clerk Assisted: _____

Date: _____