

**IMPORTANT! USE THIS FORM ONLY IF YOU DO NOT KNOW  
WHERE THE RESPONDENT IS.**

**INSTRUCTIONS FOR SERVICE BY PUBLICATION**

If you do not know where the Respondent resides, you must serve the Respondent by publishing a notice in the legal organ for the county of the respondent's last known address. The legal organ is the newspaper that publishes legal notice for a particular county.

To do this you must complete the following steps:

1. Prepare your petition. Make sure that you state in your petition that it is being served by publication.
2. Make a diligent effort to locate Respondent.
3. Complete the Affidavit of diligent search form indicating you have made a diligent effort to locate Respondent.
4. Complete the Notice of Publication form.
5. Complete the top portion of the Order for Service by Publication. The Judge will sign the bottom portion if the Order is granted. In addition to the normal filing fee, you must also pay a publication fee. Please check with the Clerk of the Superior Court to get the fee amount.

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

AFFIDAVIT OF DILIGENT SEARCH

I am the Petitioner in this case. I am filing this Affidavit of Diligent Search under O.C.G.A. §9-11-4(f)(1)(A).

I hereby swear and affirm, before a notary public, that the following information is true:

A diligent search has been made, and the Respondent cannot be found within the State. I do not know where the Respondent lives or where the Respondent can be found.

The last known address and telephone number I have for the Respondent is:

\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, the Respondent still lived at that address as of: \_\_\_\_\_ (date), but no longer lives there.

I have made the following efforts to find the Respondent:

1. Checked with Respondent's friends, relatives, employers, landlords or others I have listed below:

(a) Name of Person Contacted: \_\_\_\_\_

Contact's Relationship with Respondent \_\_\_\_\_

Address & phone number \_\_\_\_\_ Date I

contacted this person: \_\_\_\_\_ Results of

Contact/What they told me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(b) Name of Person Contacted: \_\_\_\_\_  
Contact's Relationship with Respondent \_\_\_\_\_  
Address & phone number \_\_\_\_\_ Date \_\_\_\_\_  
I contacted this person: \_\_\_\_\_ Results of  
Contact/What they told me: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Name of Person Contacted: \_\_\_\_\_  
Contact's Relationship with Respondent \_\_\_\_\_  
Address & phone number \_\_\_\_\_ Date \_\_\_\_\_  
I contacted this person: \_\_\_\_\_ Results of  
Contact/What they told me: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Checked telephone information and directories, with the following results:  
\_\_\_\_\_  
\_\_\_\_\_
3. Service attempted at the Respondent's last known residence OR the Respondent's last known place of employment, which was at the following address: \_\_\_\_\_  
\_\_\_\_\_
4. The following other efforts, with the following results:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Petitioner (Sign in front of the Notary)

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC My Commission expires: \_\_\_\_\_