

MAGISTRATE COURT OF _____ COUNTY, GEORGIA

Date Filed _____

Case No: _____

Plaintiff(s) Name, Address

TRANSFER LETTER

Vs.

Defendant(s) Name, Address

Dear Plaintiff:

The above-style case was filed in our office on _____ day of _____, 20____, and still pending.

The venue of your case lies in the county of _____. You may request to have your case dismissed and file same in the court of venue or request to transfer your case to the court of venue by paying an additional \$50.00 for service. If the service fee is not received within 30 days of this letter the case will be dismissed without prejudice for lack of prosecution.

If you wish to dismiss your case, please so state in the space provided below and return it to this court, or if you wish to transfer your case please so state in space provided below and send check payable to _____ County Magistrate Court in the amount of \$50.00 for service fee and return it to the court for prompt transfer.

Thank you for your prompt attention to this matter.

Sincerely,

Judge, _____ County Magistrate Court

PLAINTIFF'S COMMENTS

Plaintiff's Signature