

Duties of Superior Court Clerk include but are not limited to the following:

Administrative

Accounting for all funds paid into the registries of the court. • Issuing and approving applications for notary public commissions. • Filing and maintaining all partnership records. • Filing and maintaining all trade name registrations. • Filing and maintaining Attorney Bar Admission records. • Filing and maintaining Military Discharge records. • Filing physician's licenses and maintaining Physician's Registry. • Administering oaths.

Judicial

Filing, storing, and retrieving civil and criminal court records. • Providing support to the court through management of court records and attendance during court proceedings. • Issuing subpoenas, summonses, and trial notices. • Transmitting dispositions to the Georgia Crime Information Center and the Department of Driver Services. • Transmitting civil filing and disposition information to the Georgia Superior Court Clerks Cooperative Authority. • Preparing Appeals for transmission to the Court of Appeals and Supreme Court. • Preparing Prisoner Packages for electronic transmission to the Department of Corrections. • Transmitting Family Violence Protective Orders and Stalking Protective Orders to the Georgia Crime Information Center.

Real and Personal Property

Receiving, indexing, maintaining, and recording deeds, plats, liens, and UCC Financing Statements. • Collecting and disbursing intangible recording and real estate transfer taxes. • Transmitting deed, lien, plat, and UCC data and images to the Georgia Superior Court Clerks Cooperative Authority. • Maintaining accessible real and personal property indexes.

In addition, Clerks of Superior Court may serve as:

County Board of Equalization Appeal Administrator • County Board of Equalization Appeal Administrator • Jury Clerk – Maintain and manage jury pool information, summon jurors, and manage juries during jury selection. • Passport Acceptance Agents – Process U.S. Passport Applications for transmittal to the U.S. State Department. • State Court Clerk • Juvenile Court Clerk • Magistrate Court Clerk

