STATE OF GEORGIA
CLAYTON COUNTY
CLERK OF SUPERIOR COURT

Notary Division
9151 Tara Blvd. Suite 1CL01
Jonesboro, GA 30236-4912
PHONE: 770-477-3401
E-MAIL: superiorcourtrealestate@co.clayton.ga.us
WEBSITE ADDRESS: www.co.clayton.ga.us

COMPLAINT FORM

Pursuant to Official Code of Georgia Annotated 45-17-20, each Clerk of the Superior Court in the State of Georgia is authorized to recommend to the appropriate prosecuting officers that criminal proceedings be instituted for violations of the Georgia Notary Law.

Instructions: Please provide detailed information, be specific and compose clear, concise answers. Please furnish copies of any documents or other materials relating to this complaint. If additional space is needed, attach separate sheets and reference the item. **Please type or print clearly.**

COMPLAINANT INFORMATION

FULL NAME: _____ **DATE OF BIRTH:** _____
First Middle Last MM/DD/YY

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME PHONE: _____ **BUSINESS PHONE:**_____

CELL PHONE:_____ **FAX NUMBER:**_____

E-MAIL:_____

INFORMATION ABOUT THE NOTARY WHICH YOU ARE FILING A COMPLAINT AGAINST

If more space is needed, please attach additional pages and reference the item as "Notary Information".

NOTARY NAME: _____ **NOTARY PHONE:**_____

NOTARY ADDRESS:_____

NOTARY'S EMPLOYER:_____

EMPLOYER'S ADDRESS:_____
Street Address City State Zip

EMPLOYER'S PHONE: _____ **EMPLOYER'S FAX:**_____

If you need more space, attach additional sheets and reference the item number.

#1. Describe your complaint. Be specific.

#2. Describe documents in your possession that relate to your complaint. Please attach copies of all relevant materials to this complaint.

#3. Have you contacted any other agency regarding your complaint? If so, please provide the name, address, phone number of the agency and the contact person.

#4. Have you contacted the person or organization against which you have a complaint? If so, please provide us with the name of the individual you spoke with and tell us their response. (Please attach copies of any correspondence along with other documents exchanged between you and this entity.)

#5. Have you contacted a private attorney regarding this matter? If so, please include the attorney's name, address and phone number.

#6. Is court action pending regarding this matter? If so, please furnish the name and location of the court as well as the style of the case and case number.

#7. Are you aware of any person other than yourself that might have or had a similar experience with this notary or who might be able to provide additional information that would be helpful? If so, please provide their name, address and phone number and explain their role below.

By signing below, you acknowledge that you are willing to appear in court and testify in this matter if necessary.

_____ _____

Signature Printed Name

_____

Date

Response/ Outcome: