

Fulton County Marshal's Department

Justice Center Building, Suite J-102
160 Pryor Street S.W., Atlanta, Georgia 30303
404-612-4451 Office

Plaintiff's Responsibility for Real Estate Levy

- Provide the original Writ of Fieri Facias (FIFA).
- Provide a check or money order (no personal checks are accepted), payable to the Fulton County Marshal's Department, in the amount of \$165.00 as a deposit for advertising in the Fulton Daily Report. Plaintiff will be responsible for paying any additional advertising costs, if necessary. Sales are held on the 1st Tuesday at 10:00 a.m.
- Provide an affidavit stating that the property to be levied belongs to the defendant named on the FIFA and is free and clear of **all liens**. Also, provide a current Title Search on real property.
- Provide a legal description of the property to be levied from the Clerk of Superior Court of Fulton County.
- Provide a complete Fulton County street address of property to be levied.
- Provide a notarized affidavit stating that a search has been made to locate personal property belonging to the defendant and that none has been found to satisfy the judgment. If the plaintiff, or plaintiff's attorney, is unable to provide such statement, the deputy must first make a demand for payment and give sufficient time for the defendant to pay said judgment.
- Plaintiff will be responsible for paying the levy cost (\$15.00).
- The initial cost for a foreign FIFA is \$25.00 to make a demand.