

# Overview

The Clerk of Court is an elected position serving Superior and State Courts. The Clerk of Superior Court was established by the Constitution of the State of Georgia and is one of four constitutional officers which include the sheriff, the tax commissioner, and the probate judge. The clerk's duties are statutory in nature and are found throughout the Official Code of Georgia. In addition, the clerk has an obligation to follow the court rules for each court they may serve.

## General Duties and Responsibilities of the Clerk's Office include:

- Deed and plat recording
- Transfer tax and intangible tax collection
- UCC and lien recording
- Military discharge recording
- Civil case filings including domestic matters, adoptions, and garnishments
- Criminal case filings including felonies and misdemeanors
- Traffic violations case filings
- Appeals to Court of Appeals and Supreme Court
- Notary public appointments
- Trade name registration
- Records management
- Fine and fee collection and disbursement
- Court registry management

## Divisions

There are six (6) divisions within the office: Civil, Criminal, Jury Duty & Courts, Real Estate, Traffic Violations, and the Records Management division which also manages the Board of Equalization. You may click on the links below to find contact information and a description of the function of each division.

- [Board of Equalization](#)
- [Civil Division](#)
- [Criminal Division](#)
- [Jury Duty & Courts Division](#)
- [Real Estate Division](#)
- [Records Management Division](#)
- [Traffic Violations Bureau](#)

## Frequently Asked Questions

[Civil Division](#)  
[Criminal Division](#)  
[Real Estate Division](#)  
[Traffic Violations Division](#)

## **Staff Contacts**

[Charles Baker](#)

Clerk of Superior and State Court

(770) 531-7025   [Email](#)

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