



# ELECTRONIC FILING GUIDELINES FOR FCJC.CLERK

*Below are the guidelines for electronically filing subsequent pleadings (with an existing case number) via [FCJC.Clerk@fultoncountyga.gov](mailto:FCJC.Clerk@fultoncountyga.gov)*

**NOTE: Initial pleadings, where a case number needs to be assigned, should be sent to [FCJC.Intake@fultoncountyga.gov](mailto:FCJC.Intake@fultoncountyga.gov).**

- The subject line of emails sent to [FCJC.Clerk@fultoncountyga.gov](mailto:FCJC.Clerk@fultoncountyga.gov) should be formatted as follows:
  - **“Please File: File Number, Juvenile’s Last Name, Name of document being filed”**
    - **Ex. Please File: 123456, Jones, Motion to Quash**
      - If there is more than one document being submitted for filing in one email, the subject line should be formatted to reflect the number of documents as follows:
        - **“Please File: File Number, Last Name, Number of documents attached”**
          - **Ex. Please File: 123456, Jones, 3 Documents**
- Filings submitted via [FCJC.Clerk@fultoncountyga.gov](mailto:FCJC.Clerk@fultoncountyga.gov) must be legible and include the following:
  - A file number (six digit number assigned to a family—ex.123456); and
  - A case number\* (a 9 digit number—ex.20DL12345); and
  - The child’s initials/name; and
  - The filer’s signature; and
  - Space in the top right corner of the document for the file-stamp to be affixed.
- Once a filing is submitted, it will be filed unless it is missing one of the aforementioned items, the information does not match our records, or we do not have record of the case referenced.
- Documents submitted for **delinquency cases (DL case number)** should only list one delinquency case number per document.
- Documents submitted for dependency cases can include more than one number.
- Filings should be submitted as a pdf. Word documents are not acceptable.
- If you submit a filing and realize you need to submit a revised version of the filing, the entire document should be resubmitted. **Additional documents or revised documents submitted will not be added to previously filed submissions.**
- If more than one document is submitted for filing at once, each document should be a separate pdf. **E.g. If you file a Motion for Discovery and an Entry of Appearance, there should be two separate pdfs attached in one email.**
- Proposed orders are not accepted without a leading document—meaning a request of some sort (e.g. motion, letter, request) must be precede the Proposed Order.
- File-stamped copies of submissions will be returned to the filer using “Reply All” in response to the email our office received with the original filing within 24 business hours.
- Documents will be file-stamped for the time of receipt so long as it’s during office hours and not a holiday.
- Documents submitted **after 4:30 p.m.** will be filed the next business day.

**\*Note: Only one case number should be listed on documents being filed into delinquency cases.**