



ELECTRONIC FILING GUIDELINES FOR FCJC.INTAKE

Below are the guidelines for electronically filing initial pleadings (where a case needs to be built) via FCJC.Intake@fultoncountyga.gov.

NOTE: Subsequent pleadings, being filed into an existing case, should be sent to FCJC.Clerk@fultoncountyga.gov.

- The subject line of emails sent to FCJC.Intake@fultoncountyga.gov should be formatted as follows:
 - “Please File: File Number (if one exists), Juvenile’s Last Name, Name of document being filed”
 - **Ex. Please File: 123456, Jones, Petition for Legitimation OR Please File: No File Number, Jones, Petition for Legitimation**
 - 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.Intake@fultoncountyga.gov must be legible and include the following:
 - The file number (six digit number assigned to a family—ex. 123456) if one exists; and
 - The child's initials/name; and
 - The child's date of birth; and
 - Title of the document; 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, we do not have record of the case referenced, or if the filing must be submitted in person. If any of the aforementioned situations apply, you will be contacted.
- 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 Petition for Legitimation and Motion for Publication, there should be two separate pdfs attached in one email.**
- 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.