



PLAINTIFF'S RESPONSIBILITY FOR REAL PROPERTY LEVY

Fulton County Marshal's Department
Justice Center Building, Suite J-102
160 Pryor Street S.W., Atlanta, Georgia 30303
Office: 404-612-4451

Plaintiff's Responsibility for Real Property Levy

- Provide a notarized affidavit stating that a search has been made to locate personal property first, belonging to the defendant and that none has been found to satisfy the judgment. The deputy must first make a demand for payment and give sufficient time for the defendant to pay the judgment.
- Provide the original Writ of Fieri Facias (FIFA).
- 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 Certificate on real property.
- Plaintiff will be responsible for paying all advertising costs directly to the Fulton Daily Report upon completion of Advertising run. Real Property Sales are held only on the 1st Tuesday at 10:00 a.m. at 185 Central Avenue, Atlanta, GA 30303.
- 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 draft of the Advertising with the legal description included, that you will be responsible for submitting and coordinating with the Daily Report(ALMcollection@alm.com) 800-974-0946, upon completion of the levy by the Marshal's Department, whereby you will be notified.
- Plaintiff will be responsible for paying all advertising cost directly to Fulton Daily Report upon completion of the Advertising run. Real Property Sales are held only on the 1st Tuesday at 10:00 a.m. at 185 Central Avenue, Atlanta, GA 30303.
- 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.