

## **CERTIFICATE OF SERVICE**

Supplement 3

### **INSTRUCTIONS**

#### **I. Specific Instructions**

This form is to be used when:

1. a party, or counsel for a party, serves other litigants with pleadings; or
2. when court personnel serve litigants with documents.

#### **II. General Instructions**

General instructions applicable to all Georgia Probate Court Standard Forms are available in each probate court, labeled GPCSF 1.

**IN THE PROBATE COURT**  
**COUNTY OF \_\_\_\_\_**  
**STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
**DECEASED/MINOR/ADULT WARD/** )  
**ALLEGED INCAPACITATED ADULT** )

**CERTIFICATE OF SERVICE AS TO PETITION**

\_\_\_\_\_  
*[Name of Petition]*

I certify that I have on this date mailed (unless otherwise noted below) in an envelope with proper postage affixed thereto for first-class delivery a copy of \_\_\_\_\_

\_\_\_\_\_  
*[List documents to be served]*  
to the following person(s) at the address(es) listed below:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature (Pro Se Party) (Attorney)  
(Clerk/Deputy Clerk of the Probate Court)

\_\_\_\_\_  
Printed Name