

**CHEROKEE COUNTY SHERIFF'S OFFICE  
WARRANT/CIVIL UNIT  
498 CHATTIN DRIVE CANTON GA. 30115  
Phone 678-493-4251**

**FIERI FACIAS (Fi.Fa.) COLLECTION PROCEDURES**

- 1. The plaintiff must have received a monetary judgment from the court before a Writ of Fieri Facias (Fi.Fa.) can be issued.**
- 2. The plaintiff may pursue a garnishment of defendant's employer and/or bank account.**
- 3. If the plaintiff is not familiar with defendant's place of employment, bank accounts, or property owned, the defendant may be served with post-judgment interrogatories. Interrogatories are a set of questions whereby the defendant must list any assets and file back with the court. These can be filled in the Magistrate Court's civil section.**
- 4. When the Fi.Fa. has been recorded on the General Execution Docket (G.E.D.) it can be taken to the Sheriff's Office Civil Division.**
- 5. Upon receiving a Fi.Fa. we will mail the defendant a Fi.Fa. collection letter in hopes the defendant will voluntarily respond. This step is not required by law, but does produce results. Each time a levy attempt is made a \$50.00 fee will be collected from the plaintiff.**
- 6. It is the plaintiff's responsibility to locate any property owned by the defendant that is not subject to any prior outstanding lien and to be prepared to designate the property upon which to levy. The judgment can be taken to 1200 Trade Port Blvd, Hapeville, Ga. Dept of Motor Vehicle Services to obtain ownership and lien information on the defendant's vehicles.**
- 7. At the time of the levy the Deputy will first make a verbal demand for payment. If payment is not made, the defendant is given the opportunity to designate property upon which to levy, sufficient to satisfy the Fi.Fa. If the defendant chooses not to it is then the responsibility of the plaintiff to do so.**
- 8. The transportation, towing and storage fees are the plaintiff's responsibility. The items will only be stored at a place deemed safe and secure by the Cherokee County Sheriff's Office.**
- 9. The property must be published in the legal organ of the Cherokee Tribune for four consecutive weeks and sold at public auction on the first Tuesday in the following month. The advertisement costs are the plaintiff's responsibility and a receipt is required to be shown.**
- 10. Fi.Fa.'s are in force for seven years and renewable every seven years. If the full amount has not been collected, additional levies can be made.**
- 11. All fees accrued during the collection process can be added to the Fi.Fa. after the sale has been completed.**

**IF YOU NEED ANY ADDITIONAL INFORMATION PLEASE CONTACT DEPUTY PEAVY AT THE WARRANT/CIVIL DIVISION.**