

IN THE MAGISTRATE COURT OF LEE COUNTY, GEORGIA

AFFIDAVIT OF DESIGNATION PURSUANT TO UNIF. R. MAG. CT. 31

CASE NO.: \_\_\_\_\_  
PLAINTIFF: \_\_\_\_\_  
DEFENDANT: \_\_\_\_\_  
OTHER PARTIES: \_\_\_\_\_

COMES NOW \_\_\_\_\_, who does testify and make his or her affidavit as follows:

1. I am [\_\_] an officer or [\_\_] a full-time employee of \_\_\_\_\_ (name of business entity).

I am not a lawyer. My contact address and telephone number are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I have been appointed by the management of my company to represent the company in court as its agent in this case.

3. *I understand that if my employer did not appoint me as its agent for litigating this case, or if it later denies having appointed me and I do not have written evidence of my appointment, I will be prosecuted for the crime of practicing law without a license. Practicing law without a license is a misdemeanor crime punishable by up to one year in jail and/or a fine of up to \$1,000.00 plus applicable statutory surcharges.*

4. I understand that I am responsible for presenting this case according to applicable statutory law, case law, and the Uniform Rules for the Magistrate Courts. It is my responsibility to understand court procedures and rules for presenting evidence. The Court cannot, and will not, give me any legal advice or assist me in presenting my case.

5. I understand that all notices from the Court will be sent directly to me at the address I have given until another representative is appointed. If my address or other contact information changes, I must notify the Court and all parties to the case, in writing, or risk missing important deadlines and information.

I do solemnly swear under the pain and penalties of perjury that the foregoing affidavit is true and correct to the best of my knowledge, information, and belief.

WITNESS my hand and seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_(SEAL)  
(Signature of Affiant)

STATE OF GEORGIA )  
COUNTY OF \_\_\_\_\_ ) ss.

Having first been duly sworn, the foregoing Affiant, before me, a notary public in and for the State of Georgia or a Judge or Deputy Clerk of the Lee County Magistrate Court, did, on the date above written, testify and make his or her affidavit that the foregoing information is true and correct to the best of his or her knowledge, information, and belief.

\_\_\_\_\_  
Notary Public [ ] Judge or [ ] Deputy Clerk  
My Commission Expires: \_\_\_/\_\_\_/\_\_\_\_\_

**Certificate of Service**

I hereby certify that I have served true copies of the foregoing Affidavit upon all opposing parties via first-class United States mail, postage prepaid, on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

**Rule 31. Designated Agent for Civil Actions**  
Any officer or full-time employee of a corporation, sole proprietorship, partnership or unincorporated association may be designated by such entity as agent for purposes of representing it in civil actions to which it is a party in magistrate court. An action on behalf of a corporation, sole proprietorship, partnership, or unincorporated association, except affidavits in attachment, may be filed and presented by such designated agent.  
Said individual claiming to represent one of the aforementioned entities as its agent shall file with the court a sworn affidavit or otherwise provide supporting documents sufficient to establish to the court that said individual is in fact a bona fide officer or full-time employee of the entity that is a party to the action.  
*Unif. R. Mag. Ct. Effective Date: June 26, 2015*