

ATTENTION

Pursuant to Uniform **Magistrate Court Rule 31**, a business entity can be represented in the Magistrate Court by a designated agent. However, this agent must be a full-time employee or officer of the corporation, Limited Liability Company, sole partnership, partnership, unincorporated associations or other legal entity.

The individual representing the business entity shall file a sworn affidavit or provide other supporting documentation sufficient to establish that the individual is a bona fide officer or full time employee. Therefore, beginning June 20, 2016 the Magistrate Court will require a completed DESIGNATION OF AGENT FOR BUSINESS ENTITY form accompany **ALL Civil Actions and Answers** where a business entity is a party.

A Designation of Agent for Business Entity form will be filed with each case involving a business entity.

If you have any additional questions regarding completing or acquiring this form, please contact the Magistrate Court at 229-671-2610. This form is also available on our website at <http://www.lowndescounty.com/205/Forms>

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.

**IN THE MAGISTRATE COURT OF LOWNDES COUNTY
STATE OF GEORGIA**

Plaintiff's Name/Address/Telephone

vs.

Civil Action No. _____

Defendant's Name/Address/Telephone

AFFIDAVIT OF DESIGNATION OF AGENCY FOR CIVIL ACTION

Pursuant to Uniform Magistrate Court Rule 31, I certify that I am an **officer or full time employee** of a business entity (corporation, limited liability company, sole partnership, partnership, unincorporated association, or other business entity) that is a party in the above-styled litigation.

I further certify that I have been designated by the business entity to represent it in this litigation. As such, I have the authority to act on the business entity's behalf and to bind it in the same manner as myself to any and all matters related to this case.

Under penalty of perjury, signed this _____ day of _____, 20__.

Signature

Printed name

Company Represented

Address

Telephone Number

E-Mail Address

Sworn to and signed before me on

This _____ day of _____, 20__.

Judicial/Deputy Clerk/Notary