

“CHILD ABANDONMENT” WARRANT GUIDE

Gwinnett County, Georgia

STEP BY STEP GUIDE — NO LEGAL ADVICE PROVIDED, SOCIAL RESOURCE ONLY

1 Prepare Paperwork



- Bring your photo ID. and child's SSN.
- Bring the parent's name, reliable home or work address in Georgia, and date of last payment (must be 30 days or more).

2 Go to Gwinnett Magistrate Jail Court Annex



- 8:30-10:30am Mon/Tues/Wed
- 2900 University Parkway NE, Lawrenceville, GA 30043
- No large bags allowed past 1st security checkpoint. No phones allowed past 2nd security checkpoint. Info from step 1 must be written or printed on paper so you can bring it in with you.
- Follow signs to Court, 2nd floor, first hallway on your right, filing window is halfway down on your left.

TIP: Get there early and be prepared. Doors close at 10:30am sharp.

3 File Your Application



- Go to filing window, request “child abandonment” warrant application. Return the completed application to the filing window, and wait for your name to be called.
- Magistrate (judge) clerk will come out, and ask you to swear to the facts in the application.
- The clerk will take your sworn warrant application to the back. Wait for your name to be called back to the filing window, where they give you the copy that a process server must deliver.
- Save the application to your phone using iPhone shortcut “Make PDF” or Android Google Drive “Scan”, or take clear photos of EVERY page, front and back.

4 Get Your Application Served

- \$50 Gwinnett County sheriff deputy (or any other GA county sheriff office, prices vary)
- Court-approved process server – [LoveBuilds.Love/freehelp/pdfs/process-server-shortlist.pdf](https://lovebuilds.org/freehelp/pdfs/process-server-shortlist.pdf)



TIP: Use our list for faster, personal service on evenings and weekends! County deputies only serve week-days, and you cannot speak to them personally about your situation!

5 Print & Prepare for Court



FORMAL PAYMENTS

- Canceled checks
- Bank statements
- Court orders with payment history

INFORMAL PAYMENTS

- Receipts for cash payments
- Written agreements or payment logs
- Text messages, screenshots, emails & payment screens from Cash App, Venmo, Zelle, PayPal, Western Union, etc.

OTHER IMPORTANT ITEMS

- Photo ID
- Completed application
- Proof of service that was emailed/mailed/texted to you by the process server.

6 Come to Court



- Return to the same Gwinnett Magistrate Jail Court Annex from Step 2, at the date and time noted on your application.
- On time. Organized with all documents from step 5 in a folder or binder. Well-dressed.
- Do not look at or speak to the defendant, only to the Magistrate. Protect your peace and energy.
- Speak clearly, stick to the facts, and answer only the questions asked.

TIP: If parent makes a payment before court, you can withdraw the application OR proceed. If you show up, but the other parent doesn't, a Failure to Appear arrest warrant is issued.