

This week our Q & A is focusing on the Clerk of Superior Court which is an elected office (Judy Odom). We are providing general information and as with all the series that we have done on elected officials you should contact their office directly for more detailed and specific information (706) 439-6022).

Q. What are the duties of the Clerk of Superior Court of Union County?

A. This office is responsible for all the civil and criminal affairs and filings made in the Union County Superior Court. It also serves as the official recorder of real-estate documents for the County, maintaining records of deeds, plats, etc. The Clerk also provides the jury pool for Grand Jury and civil and criminal trials.

Q. What is needed to have deeds and plats recorded?

A. Deeds need to have a witness and be notarized to be recorded. Plats must have a survey with signature (in black ink) of a certified engineer on the seal. A digital image must also be provided. Subdivision plats need to be approved by the County Building and Development Office prior to recording.

Q. Does the Clerk of Court's office handle passports?

A. Yes, they do. You should bring with you the following to apply for a passport: (Do not sign the passport application before hand. The application should be signed in the Passport Agent's office!)

- Bring one 2X2 official passport photograph (made within the last six (6) months.
- Certified copy of birth certificate with raised or embossed seal (from Vital Records Dept.) Or Naturalization Papers (proof of U.S. Citizenship)
- Georgia Driver's License with picture Or Valid Picture Identification Card

Q. What else does the Clerk of Court's office do that the public typically does not know about?

A. The Clerk of Courts office provides to veterans the recordation and permanent preservation of military discharge records. Military discharge records include:

- Copy 4, DD Form 214 issued by the United States government;
- Any copy of DD Form 214 with a raised seal issued by the United States National Personnel Records Center; or
- United States National Archives form 13038.

A veteran desiring to have his or her military discharge records permanently recorded in the Office of the Clerk of Superior Court of Union County should bring the records to the Clerk's Office. The office is located in the Union County Courthouse, 65 Courthouse Street, Blairsville, Ga 30512.

Q. Someone told me you could register your trade name in the Clerk's Office.

A. Yes, you can. Georgia law (O.C.G.A. § 10-1-490) requires every "person, firm, or partnership, carrying on in this state any trade or business under any trade name or partnership name or other name" to register the trade name of the business within 30 days from "commencing to do business." As provided by law, the registration shall be filed with the Clerk of the Superior court "of the county in which the business is chiefly carried on or, in the case of a domestic corporation using any name other than its corporate name, in the county of its legal domicile." Notice of the filing shall be published in the newspaper in which the sheriff's advertisements are printed once a week for two weeks. If you have questions about filing a trade name please call the Clerk's Office at 706-439-6022. For more information on the Clerk of Superior Court, you can visit the county website (www.unioncountyga.gov) and go to the Courts page under the Government tab.