

OPERATING GUIDELINES

**FAYETTE COUNTY PROBATE COURT
ONE CENTER DRIVE
FAYETTEVILLE, GEORGIA 30214**

770-716-4220; FAX 770-716-4854

June 26, 2020

During the current COVID-19 pandemic the Fayette County Probate Court must comply with the first, second and third Orders of Chief Justice Harold D. Melton of the Supreme Court of Georgia declaring and extending the period of "Statewide Judicial Emergency." Those Orders declare a state-wide judicial emergency for the period of March 14, 2020 through July 12, 2020.

The Fayette Probate Court is performing essential and previously designated non-essential functions, with limitations and conditions needed to promote and protect the health and safety of consumers and court staff.

GENERAL GUIDELINES AND PROTOCOLS:

1. In-person business is restricted and entry to the court offices is by appointment only. Sheriff's Office Court Services personnel will be given a calendar of daily appointments and persons seeking access to the Probate Court offices must be on the daily calendar.
2. All persons are subject to being screened at the front doors to the Fayette Justice Center by Sheriff's Office personnel. See the "Courthouse Guidelines" for the Superior Court of Fayette County filed June 1, 2020 and posted on the website of the Administrative Office of the Courts under "Covid-19 Court Operating Guidelines."
3. All persons are encouraged to wear masks. Masks will not be provided by the Court.
4. All hearings and appointments are specially set.
5. Hearings are open to the public unless otherwise restricted. The number of attendees may be limited due to the requirements of physical distancing. Overflow attendance will be addressed in advance and accommodated as needed.
6. No cash payments are accepted.

SUBJECT SPECIFIC GUIDELINES:

ESTATES AND GUARDIANSHIPS

1. Georgia Probate Court Standard Forms can be obtained at georgiacourts.gov/probate or by making a written request to the Court. Forms requested from the Court will be mailed.
2. Pleadings and documents may be filed by mail or by deposit into the Probate Court box at the entry to the Fayette County Justice Center.
3. Oaths will be administered by video upon appointment made with clerk.
4. Costs will be billed by mail.

VITAL RECORDS

1. Requests for certified copies of birth and death certificates must be mailed to the Court or can be placed on Vitalchek.com. Provide address and telephone number on any request. After payment certified copies will be mailed.
2. Miscellaneous vital record requests and petitions must be mailed.
3. For disposition permits call 770-716-4220.

MARRIAGE LICENSE

1. Applications processed **by appointment only.**
2. Prior to making appointment complete the Georgia Marriage License application form at **www.fayettecountyga.gov/probate_court/marriage_license.htm** **or** **www.georgiaprobaterecords.com/marriage/marriageapplication.aspx**.
3. Call the Fayette County Probate Court at **770-716-4220** for an appointment time to come in person to the Probate Court offices and for instructions and costs.
4. Payment made at the time of appointment by debit, credit or money order. No cash accepted.
5. Requests for certified copies of marriage licenses must be submitted by mail.

WEAPONS CARRY LICENSE

1. Appointment required.
2. Prior to making appointment complete online application found at www.georgiaprobaterecords.com. Court staff will print the application and witness signatures during the appointment.
3. If unable to access a computer call 770-716- 4220 and an application will be mailed. Return the completed but unsigned application by mail before making an appointment.
4. Call 770-716-4220 to make an appointment and determine costs.
5. If f not on time a new appointment will probably have to be scheduled.
6. Fingerprinting, if required, will be completed at Fayette County Sheriff's Office, 155 Johnson Ave., Fayetteville, Building A.

ORDERS TO APPREHEND

1. Call 770-716-4220 to request form and instructions.

PASSPORT APPLICATIONS

1. Call 770-716-4220 for instructions, costs and to make appointment.

These guidelines may be modified or updated.

Ann S. Jackson, Judge
Fayette County Probate Court