

OGLETHORPE COUNTY PROBATE COURT

COVID-19 COURT OPERATING GUIDELINES

Oglethorpe County Probate Court has taken certain health and safety measures to limit the transmission of COVID-19, by maintaining healthy court operations and facilities for the public and court employees while exercising flexibility to ensure each litigant receives a fair hearing as required by law. The Court is currently and will continue to conduct certain types of cases through video conferencing.

All persons entering the building should wear their own protective equipment, including a face covering. Persons may be required to remove face coverings for a brief period for identification purposes.

The temperature of each individual seeking to enter the building may be taken with a no-contact thermometer and entry will be denied to anyone with a fever of 100.0 degrees or higher. (Persons may be retested, upon request, taking into consideration the outside temperature and opportunity for a cooling down period) Persons reporting a fever above 100.0 degrees in the past 72 hours will also be denied entry.

Any person denied entry for health reasons will have his or her case continued and be advised to seek medical evaluation and testing. The following information should be collected from any person denied entry for health reasons: name, contact information, the court he or she was scheduled to attend and why, and the specific reason for denying entry.

Once the facility is at capacity for social distancing, security shall obtain the name and phone number for the person to be called to the courtroom when space is available. Person/s should return to their vehicles or outside the Courthouse while maintaining social distancing while awaiting entry.

Person/s shall comply with directions and seating requirements posted. Social distancing shall apply in the courtroom as well as other areas of the office; each room has a designated maximum capacity to ensure distancing guidelines are met.

The following persons should contact the court to request a continuance if they

→ *Are currently effected with COVID-19 or in quarantine due to exposure to a person with COVID-19.*

→ *Are a member of an immune-compromised or medically fragile population (or living in a household with someone who is immune-compromised or medically fragile).*

→ *Are over the age of 65.*

→ *Have small children but do not have child care due to COVID-19.*

Probate Court Specific:

Traffic Court Arraignments: Multiple arraignment dates have been scheduled in July to accommodate a limited number of attendees. Defendants, who are not required to appear, having questions about how to dispose of their case should contact a Clerk of the Court.

Essential and Non-Essential Hearings: Probate Court will continue to conduct essential and non-essential hearings through videoconferencing and in-person hearings.

Weapons Carry Applicants: Applications for Weapons Carry Renewal and New License may be filled out online @ www.georgiaprobaterecords.com. You must come to the Court in-person to complete the application process. Only 2 applicants are allowed in the office at a time.

Marriage License: Marriage License applications may be filled out online @ www.georgiaprobaterecords.com. Both parties must come to the Court in-person to complete the process. Only one marriage party (applicants only) may be in the office at a time.

Filings: All Petitioners are encouraged to file through the mail. Individuals may enter the building to file and make payment to the Clerk of the Probate Court. Attorneys are encouraged to contact the Court.

Oaths: The Probate Court will continue to use videoconferencing to administer oaths. To take an oath in-person, please contact a Clerk of the Probate Court and schedule an appointment.

Records Searching: Only one record searcher is allowed in the vault at a time.

All Other Services: These services include but are not limited to Birth or Death Certificate Request, Certified Copy of Marriage License or other request, may be requested in-person by completing the request form. Before requesting a document by mail, please contact a Clerk of the Probate Court.

*Kayla Miller, Judge
Oglethorpe County Probate Court
June 18, 2020*