

**BERRIEN COUNTY GEORGIA  
PROBATE COURT**

Christina S. Allen  
Probate Judge  
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**OPERATING GUIDELINES PURSUANT TO STATEWIDE ORDER  
DECLARING JUDICIAL EMERGENCY**

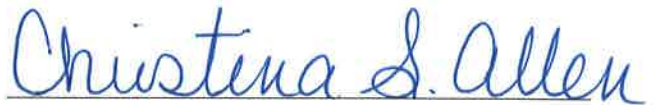
On March 14, 2020 the Chief Justice of the State Supreme Court, Harold Melton, issued an Order declaring a Judicial Emergency due to COVID-19, until April 13, 2020. That Order was extended four times with modifications, on April 6, May 11, June 12, and July 10, 2020. The Berrien County Probate Court remains open to serve its citizens; however, the safety and welfare of the employees and the consumers of the Court system is vital. The Probate Court has taken every measure to limit the transmission of COVID-19 by maintaining healthy Court operations and facilities as required by law.

**UNTIL FURTHER NOTICE;**

- A. All persons entering the Court shall wear a mask, or face covering when entering the Probate Court, including Attorneys. Attorneys will also need to make sure that their clients and witnesses are aware of this prior to arrival, as masks will not be provided. You will not be allowed entry into the Court without a mask.
- B. All persons appearing for in-court proceedings shall be subject to temperature checks prior to entering the Probate Court with a no contact thermometer. Anyone having a temperature of 100 degrees or higher shall be denied entry. However, if said individual feels that they need the opportunity for a cooling down period for outside heat exposure, shall be retested upon request.
- C. Any person(s) denied entry for health reasons shall have his/her case continued and asked to seek medical evaluation and testing.
- D. For in-person hearings, social distancing shall apply in the courtroom as well as other areas of the building. When the Courtroom has reached capacity for social distancing, person(s) shall return to their vehicles or outside the Administration Building while maintaining social distancing while awaiting reentry.

- E. The following person(s) shall contact the Court to request a continuance if they:
- a. are currently effected with COVID-19 or in quarantine due to exposure to a person with COVID-19.
  - b. 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).
  - c. are over the age of 65.
  - d. have small children, but do not have child care due to COVID-19.
- F. Probate Court will continue to conduct essential and non-essential hearings through video conferencing when available, and in-person hearings. All in-person hearings are open to the public unless otherwise restricted.
- G. No person shall be allowed entry into the Probate Court without an appointment. Prior to arrival of the individual(s) appointment, they shall complete their application online for a Marriage License or Weapons Permit at [www.georgiaprobaterecords.com](http://www.georgiaprobaterecords.com).  
Appointments shall also be made for Inquires and filings for Estates, Vital Records, Guardianships and Conservatorships for Minors and Adults, Mental Health and all other matters involving the Probate Court.

**All individuals visiting the Courthouse should follow the recommendations of the Centers for Disease control and the Georgia Department of Public Health. Please refrain from coming to the Courthouse if you have a fever or symptoms of respiratory illness or have been exposed to a person with COVID-19, flu, or any other transmittable disease.**



Christina S. Allen

Probate Judge, Berrien County, Georgia