



# Carroll County Probate Court

Edith F. Haney, Judge

## OPERATING GUIDELINES & PROCEDURES

On July 10, 2020, Chief Justice Harold Melton of the Georgia Supreme Court issued a Fourth Order Extending the Statewide Judicial Emergency in the State of Georgia (the "Order"). This Order directs courts regarding efforts to resume court operations in a manner that protects public health. **Currently the Statewide Judicial Emergency Order terminates on August 11, 2020, at 11:59 p.m., unless otherwise extended.**

As a result of this Order, the Probate Court of Carroll County will adhere to the following Operating Guidelines and Procedures, designed to protect the safety of our citizens and our staff and to comply with the recommendations, requirements and best practices provided by the CDC, the Georgia DPH and our local health department:

### **General Guidelines and Protocols:**

1. In-person business is restricted and entry to the Probate Court offices is by appointment only. Sheriff's Office Court Services personnel will be given a calendar of daily appointments for verification purposes.
2. Persons with appointments will be provided email notification of Probate Court Operating Guidelines and requirements prior to appointment and will be screened regarding possible exposures and risk factors before appointments.
3. All persons entering the Carroll County Courthouse and the Probate Court will be required to wear a mask or face covering.
4. Prior to entering Probate Court, each person entering Probate Court will be expected to comply with general hygiene requirements including handwashing and/or hand sanitizer and social distancing. Signage and hand sanitizer will be provided to encourage compliance.
5. The Probate Court lobby will be cleaned throughout the day, if possible between each appointment.
6. Court personnel will comply with safe practices including glass partitioning, face coverings and gloves, and handwashing/and sanitizing between appointments.
7. In the event any Court employee tests positive, displays symptoms or is exposed to COVID-19, the Probate Court will comply with those recommendations and requirements of the Order, the CDC and DPH regarding isolation, quarantine and notifications.

### **Applications and Filings:**

1. Applicants will be required to complete preliminary applications online to minimize "in-office" time and contact. Marriage and weapons carry license applications may be found at [www.georgiaprobaterrecords.com](http://www.georgiaprobaterrecords.com)
2. We will continue to accept court filings via U.S. Mail. In addition, we will accept drop-off filings at the security checkpoint on the first floor of the Courthouse. We will be providing email confirmation of "stamp filed" status. Standard filing forms are available at <https://www.gasupreme.us/probate-court-standard-forms/>.

## Courtroom Proceedings:

1. In accordance with the Order, jury trials are prohibited and will not be conducted or scheduled until further notice.
2. We will endeavor to use technology to conduct judicial proceedings remotely by videoconferencing or teleconferencing as a preferred alternative to in-person proceedings. Parties will have an opportunity to apprise the Court of any specific circumstances requiring a remote hearing, an in-person hearing, or a continuance based on specific extenuating circumstances or to request reasonable and necessary accommodations.
3. For any in-person proceedings, courtroom capacity will be limited, to allow adequate 6 foot social distancing. The Courtroom will be marked to assure adequate spacing. If necessary, witnesses will be sequestered in separate locations (conference rooms, jury rooms, etc.) and overflow accommodations will be arranged in advance. In addition, access will be provided to remote hearings as necessary and appropriate.
4. The Courtroom will be cleaned and disinfected after each proceeding.

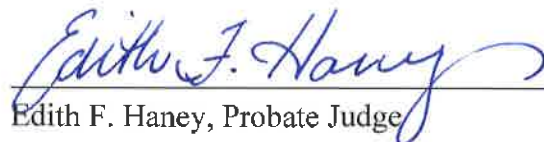
*All individuals visiting the Courthouse should follow the recommendations of the Center for Disease Control, the Georgia Department of Public Health and the Carroll County Health Department.*

*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 coronavirus, flu, or any other transmittable disease.*

**For Appointments, call 770-830-5840 or email: [probateinfo@carrollcountyga.com](mailto:probateinfo@carrollcountyga.com).** Please see [Requirements for Probate Court Appointments](#) on our website for procedures to be observed for the public health safety of our citizens and our Court staff.

If you are currently a Weapons Carry License holder and your permit is up for renewal, **please be advised that** on May 8, 2020, Governor Brian Kemp issued an Executive Order extending the renewal period for any Weapons Carry License expiring between February 13, 2020 and June 12, 2020. The renewal period for these expiring licenses will be extended to 120 days from the date of expiration.

We appreciate your patience as we navigate this unprecedented situation in real time. For additional information, and to view any modifications or updates to our Operating Guidelines and Procedures. **Please visit our website <https://www.carrollcountyga.com/223/Probate-Court> or contact our office at 770-830-5840 or [probateinfo@carrollcountyga.com](mailto:probateinfo@carrollcountyga.com).**



Edith F. Haney, Probate Judge  
Carroll County, Georgia