

Jan Hunt
Judge of Probate Court
Spalding County, Georgia
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**GUIDELINES FOR JUDICIAL PROCEEDINGS IN THE SPALDING COUNTY
PROBATE COURT**

During the current COVID-19 pandemic the Spalding County Probate Court must comply with the Fourth Order Extending Declaration of a Statewide Judicial Emergency. Judicial Proceedings shall be conducted under these guidelines until such time as the Judicial Emergency is lifted.

If you have exhibited any signs or symptoms of COVID 19, or have been in the presence of someone who has tested positive for COVID 19 within the last 14 days, DO NOT come to the Courthouse. Please notify the Sheriff's Office Court Services personnel if you are exhibiting symptoms or have possible exposure.

GENERAL GUIDELINES AND PROTOCOLS:

1. In person business is restricted and entry to the Probate Court office 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 to be screened at the front doors to the Spalding County Courthouse by Sheriff's Office personnel.
3. All persons are required to wear masks to be able to enter Probate Court.
4. All persons are required to use hand sanitizer when entering the Probate Court Lobby.
5. Please maintain social distancing at all times while in the Probate Court.
6. All appointments are set by the Probate Court staff.

GUIDELINES FOR ESTATES AND GUARDIANSHIPS

1. Georgia Probate Court Standard Forms can be obtained at georgiacourts.gov/probate or by calling 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 drop box in the lobby of the Spalding County Courthouse.
3. Oaths will be administered by video upon appointment being made and by the parties agreement to do so.
4. Basic Court Cost is \$162.50, due at the time of filing. Additional court cost will be billed.

MARRIAGE LICENSE

PLEASE FOLLOW GENERAL GUIDELINES LISTED ABOVE

1. Applications processed by **appointment only**.
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. Call 770-467-4341 for an appointment and to determine cost.
4. Payment is made at the time of your appointment by local check, money order or cash.
5. Request for certified copies of marriage licenses must be submitted by mail.

WEAPONS CARRY LICENSE

PLEASE FOLLOW GENERAL GUIDELINES LISTED ABOVE

1. Applications processed by appointment only.
2. Prior to making appointment complete online application found at www.georgiaprobaterecords.com Court staff will print the application and witness your signature during the appointment.
3. Call 770-467-4341 to schedule your appointment and to determine cost.
4. If not on time a new appointment will have to be scheduled.
5. Fingerprinting, if required, will be completed at Spalding County Sheriff's Office after you have been to Spalding County Probate Court to process your application. Fingerprinting is done on Monday, Wednesday and Friday from 8:00 AM until 12:00 PM.

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