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JUDGE, PROBATE COURT
LIBERTY COUNTY
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LIBERTY CO. PROBATE COURT
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LIBERTY COUNTY PROBATE COURT COVID-19 OPERATING GUIDELINES

Nancy K. Aspinwall
JUDGE PROBATE COURT

In compliance with the Fourth Order Extending Declaration of Statewide Judicial Emergency entered by Chief Justice Harold D. Melton of the Supreme Court of Georgia, as well as the Order Establishing Guidelines for In-Person Court Proceedings entered by Chief Judge Robert L. Russell, III, of the Superior Courts of the Atlantic Judicial Circuit, the following guidelines are hereby established in consideration with continued social distancing and public health guidelines provided by the Centers for Disease Control and Prevention ("CDC"), the Georgia Department of Public Health, and our local health department:

GENERAL GUIDELINES AND PROTOCOLS

1. The Liberty County Probate Court is open **BY APPOINTMENT ONLY** until further notice.
2. Customers should contact the Probate Court to schedule an appointment for the issuance of marriage licenses, issuance of weapons carry licenses, filing of petitions, requesting birth and death certificates, and other functions of the Court. Some functions (i.e., birth and death certificate requests) may be handled by mail. Please contact the Probate Court at **(912) 876-3635** for more information or to schedule an appointment or visit our webpage at www.libertycountyga.com.
3. All persons are subject to being screened by Sheriff's Office personnel before entry into the Liberty County Justice Center. Please refer to Chief Judge Russell's Order Establishing Guidelines for In-Person Proceedings filed on May 29, 2020 and posted on the Administrative Office of the Court's website for more detailed information.
4. Prior to your appointment, complete and submit the online application or request form located on the Probate Court's webpage at www.libertycountyga.com, if applicable.
5. Do not come to the Probate Court office if you have a fever of 100 degrees or higher, are experiencing other COVID-19 symptoms or have been exposed to anyone who has tested positive for COVID-19 within the last two (2) weeks. Specifically, do not come to the Probate Court office if you can answer YES to ANY of the following questions:
 - Have you had a fever of 100 degrees or higher in the past 14 days?
 - Have you had a recent onset of coughing?
 - Have you had any recent difficulty breathing and/or shortness of breath?
 - Have you had a recent upper respiratory illness accompanied by fever?
 - Have you had a recent change in sense of taste or smell?
 - Have you or anyone you have been in contact with been out of the country in the last 14 days?
 - Have you or anyone you have had contact with been diagnosed with or is suspected of being infected with COVID-19 within the last 14 days?

Probate Court staff may ask the above questions of any person who wishes to enter the Probate Court office and may take a person's temperature with a no contact thermometer, notwithstanding any screening conducted by Sheriff's Office personnel.

6. Please do not bring children or other family members to your appointment as they will not be allowed in the Probate Court office.
7. Customers are required to wear masks, bandanas, or scarves which cover their mouth and nose prior to entering the Probate Court office and at all times while in the Probate Court office.
8. If you are late to your appointment, it may be re-scheduled.

SPECIFIC GUIDELINES AND PROTOCOLS

1. Persons entering the Probate Court office or courtroom must comply with signage and staff direction with respect to seating and social distancing. Additionally, the following capacity limits are established:

Lobby	No more than 7 people including court staff
Inner Office	No more than 16 people including court staff
Courtroom	No more than 15 people including Judge and court staff
2. The Court will continue to conduct oaths, hearings and other proceedings using a combination of in-person appearances and videoconferencing via Zoom or Webex as determined appropriate by the Court on a case by case basis.
3. Court staff shall: (1) maintain good hygiene by washing hands and/or using hand sanitizer frequently; (2) clean/wipe down frequently touched surfaces in their individual office area after each customer interaction; (3) clean/wipe down frequently touched surfaces in the lobby area on a regular basis; and (4) immediately notify their department head if they are experiencing COVID-19 symptoms, have tested positive for COVID-19, or have been exposed to anyone who has tested positive for COVID-19 within the last two (2) weeks.
4. These guidelines are subject to modification by the Court if further directives or recommendations are issued by the Supreme Court of Georgia, the Governor of Georgia, the CDC, the Georgia Department of Public Health, or our local health department.

Approved on this 20th day of July, 2020.



Nancy K. Aspinwall,
Judge, Liberty County Probate Court