



COWETA COUNTY PROBATE COURT

Carrie B. Markham, Judge

NOTICE PURSUANT TO STATEWIDE ORDER DECLARING JUDICIAL EMERGENCY

Due to the Covid-19 Pandemic, Judicial Emergency Orders were issued by Chief Justice of the Georgia Supreme Court and the Chief Judge of the Superior Court, Coweta Judicial Circuit. The Judicial Emergency Order issued by the Supreme Court directed courts to develop operating guidelines. Below are the operating guidelines for the Coweta County Probate Court.

1. General Guidelines

- Every person entering the Probate Court must wear a face covering.
- Every person entering the Probate Court must receive a screening, including a temperature check at the security checkpoint.
- Please limit persons coming into the Probate Court for filings or applications to the applicant/filer and attorney (if applicable). If other accommodations need to be made, please let our office know.
- All in-person court proceedings will be conducted with litigants and members of the public socially distanced in accordance with public health guidelines.
- The Probate Court will continue to utilize video conferencing for hearings and related matters, where appropriate.
- The Probate Court will follow the Georgia Department of Public Health guidelines if any employee tests positive for COVID-19. If the Court must close to the public, persons with appointments will be notified by either email or telephone. It is important that you make sure your voice mail is set up to receive messages.

2. Applicants for Weapons Carry Permits and Applicants for Marriage Licenses

- Applicants for new weapons carry permits and applicants for weapons carry permit renewals will be processed by appointment only at this time. Applicants for these services must complete your application online before coming into the office. Please contact our office to make an appointment and receive instructions for filling out your application online.
- Applicants for marriage licenses will be processed by appointment only at this time. Please call our office to make an appointment and receive instructions for filling out your application online prior to coming into the office.

3. Vital Records

- We strongly encourage vital records requests and requests for certified marriage licenses to be accomplished through the US Mail or via the drop box located on the west side of the building. Please call our office for instructions. You may request these records in our office, but please be aware that we are experiencing high volume at times, and you may be required to wait.

4. **Other Probate Filings**

- For all other probate filings, we encourage filings to continue to be made through the US Mail or through our secure dropbox located on the west side of the building. If you need to file in our office, please call and make an appointment.
- We will be administering oaths by appointment. We also have the capability to administer video oaths at this time. Please call to make an appointment.
- Emergency proceedings and matters involving mental health will continue to be addressed as usual. Please advise courthouse security upon arrival to the courthouse if you are here for an emergency matter or for a mental health matter.

We ask all individuals visiting the Probate Court to use common sense and follow the recommendations of the Center for Disease Control and the Georgia Department of Public Health. Please practice social distancing and refrain from coming to the Court if you have a fever or symptoms of respiratory illness or have been exposed to a person with coronavirus, flu, or any other communicable disease.

Any further modifications of our procedure will be posted on the Court website. We will strive to meet the needs of our citizens in a safe and efficient manner.

Please contact our office at 770-254-2640 or email us at cowetaprobate@coweta.ga.us with any questions or to schedule an appointment. We appreciate your continued patience.