

Butts County Probate Court

Elizabeth H. Biles, Judge

206 South Mulberry Street
P O Box 1940
JACKSON, GA 30233
PHONE 770-775-8204
ALT PHONE 770-504-9444
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Courtney J. Drake
Janelle Potts
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Clerks

Guidelines For Judicial Proceedings

The following are guidelines set out in accordance with the Fourth Order Extending Declaration of a Statewide Judicial Emergency. Judicial Proceedings shall be conducted under these provisions until such time as this Judicial Emergency is lifted. All efforts will be made to conduct court hearings remotely using technology, when remote hearings are not possible the following guidelines will apply.

DO NOT come to Court if ANY of the following applies to you. Please notify the probate court office at one of the numbers above.

If you (or anyone in your household) have experienced symptoms of COVID 19, including: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, OR, if you have been (or anyone you have been in the presence of) tested positive for COVID 19 within the last 14 days, OR if you are in quarantine due to exposure to a person with COVID 19;

If you are a member of an immune-compromised population (or living in a household with someone who is immune-compromised);

If you are over the age of 65;

If you have small children but do not have childcare due to COVID 19.

All parties are to appear for court at the EMC Annex Building located at 1083 South Mulberry Street, Jackson, GA 30233 at 9:00 am. Temperature will be checked prior to entry of the building, and anyone with a temperature of 100.4 or above will be denied entry. Anyone exhibiting symptoms of COVID 19, as described above shall be denied entry and issued a new court date. Sanitizer will be provided upon entry and must be used. All parties must wear a face covering while inside the building. All parties shall maintain a distance of 6 feet apart and continue to practice social distancing for the entirety of their court appearance.

There will be a check in station located inside the building. Upon check-in you will need to provide your name, address and cell phone number. The maximum number of persons permitted in the courtroom during each session could be limited to space available. If maximum space is met direction will be provided as to where parties will wait to enter the courtroom.

Any person denied entry for health reasons will have his or her case continued, and the following information should be collected from any person unable to enter due to health reasons: name, address and phone number.

Daily Operational Procedure

Butts County Probate Court will re-open by appointment only to the public on Monday May 18, 2020 for all court functions.

Please follow the steps below for each function:

Weapon's Carry License:

Go to **Georgiaprobaterecords.com** and submit a request.

Must have Butts County address on driver's license

Contact the Probate Court to and create an appointment.

Marriage License

Go to **Georgiaprobaterecords.com** and submit a request, then contact the office for appointment time. One of the applicants must be a resident of Butts County or the ceremony must be taking place in Butts County.

Birth/Death Certificate

Contact the Probate Court to provide information and create an appointment. Individual's birth or death must have occurred in Georgia. Will need date of birth or death. Requestor must present valid identification.

Traffic Citation

Contact Probate Court to discuss options to pay or contest ticket.

Estates/Guardianships

Contact the Probate Court to discuss options and create an appointment.

Butts County Probate Court may be reached Monday - Friday 8-4:30 excluding holidays at 770-775-8204 or 770-504-9444.