

TO: The Public and Professionals requiring services of the Probate Office
RE: 2ND UPDATE – MEASURES BEING TAKEN AS A RESULT OF
THE CORONAVIRUS PANDEMIC
DATE: APRIL 8th, 2020

The Probate Office of Calhoun County continues to strive to remain operational and responsive to the needs of attorneys, title workers, and to the general public who need services. **Please keep in mind we have limited staff at this time, and someone may not always be available to take your phone call.**

As of April 8th, **the county office closings have been extended to May 4th, 2020.** We are asking for your patience during this unprecedented and challenging time.

We provide the following modified guidelines to better assist you:

1. **MARRIAGE CERTIFICATES** will be recorded as they are received in the mail, and **MUST BE DELIVERED TO THE PROBATE COURT WITHIN 30 DAYS** of the date of the marriage, pursuant to the required forms. Instructions and a link to the marriage certificate forms can be found on our county website; www.calhouncounty.org. Please mail your certificates timely after executing same, and include a phone number and a self-addressed, stamped envelope with check or money order payable to the Judge of Probate for \$107.00. We will return the certified copy in the envelope you provide.
2. **NOTARY RENEWAL:** Notaries whose commission during this period of time is expiring may renew *via* mail, by forwarding the required documents for renewal and a check or money order payable to the Judge of Probate for \$34.00. Please also include a self-addressed, stamped envelope and a phone number where you can be reached if we have questions. Application for Notary Appointment can be found on our county website; www.calhouncounty.org, (on home page, select Offices and then scroll down to Probate Judge.)
3. **PENDING COURT CASES:** If you have a question about a Court case and you have an attorney, please contact your attorney. Otherwise, please email your question to: kelkins@calhouncounty.org AND khyatt@calhouncounty.org
Court staff members are working in rotation, and may not always be available.
4. **MAIL COURT DOCUMENTS FOR FILING** with filing fees to:
Calhoun County Probate Office, ATTN: COURT
1702 Noble Street, Suite 102, Anniston, AL 36201
At this time, we are processing all UPS, FedEx and USPS mail on a daily basis, with the exception of Saturday and Sunday.

5. **COURT PROCEEDINGS:** We continue to have Involuntary Commitment Hearings as these emergency Petitions are filed, pursuant to the Administrative Order issued by the Supreme Court of Alabama on March 13th. We are also conducting Attorney Conferences and Hearings, at the discretion of the Court, with the use of video conferencing and teleconferencing, but only when there is no issue regarding notice or matters in dispute.

6. **RECORDING OF PUBLIC RECORDS:** Our e-recording vendor is simplifile. Visit their website; simplifile.com or call 800 460-5657. Records for recording can also be mailed, but cannot be recorded unless the fee for recording is forwarded with the records. For assistance with this, please email Assistant Chief Clerk Freda Heard: fheard@calhouncounty.org

7. **The Public Records Room is NOT OPEN.** Calhoun County's public records are available electronically through SYSCON. www.syscononline.com/remote. Most of our title workers subscribe to this on-line service. Please contact SYSCON for assistance in subscribing and establishing your account.

8. **REQUEST FOR RECORDS:** Due to the Probate Office's extended closure, we have made provisions to accept your request for records by email and mail. We cannot, however, perform a title search for you, as we are not legally qualified to do so. If you, in fact, know the record you need (i.e. Estate name; case number; Will Book and Page Number; Deed Book and Page Number) and you have a copy account, please email your request to: kelkins@calhouncounty.org AND khyatt@calhouncounty.org
A Court Clerk will respond to your request *via* email, and charge your copy account for the copies forwarded. Copy Cost: plain copy, \$1.00 per page; certified copy, \$3.00 per page.

9. If you are mailing your request for certain records, please forward with your request a phone number where you can be reached, a self-addressed, stamped envelope, and your check or money order made payable to Judge of Probate to: Calhoun County Probate Office
ATTN: RECORDS REQUEST
1702 Noble Street, Suite 102, Anniston, AL 36201
If you have an emergency, or if you simply have questions as they relate to the Calhoun County Probate Office and our revised procedures due to the coronavirus pandemic, please send your email to:
probate@calhouncounty.org

Thank you again for your patience. Please take precautions to stay healthy. It is important to that we each do our part to protect ourselves and others.
Alice K. Martin, Judge of Probate, Calhoun County