

1. A loan closing must be pending with a financial institution within 10 days of the request and closing of the loan cannot occur without access to said records.
2. Upon satisfaction of requirement #1, an appointment must be made with the Probate Office at least one business day in advance of your request by emailing probatescheduling@co.morgan.al.us. The email must include your name, business/law firm, loan closing date and requested time. Requests will be processed according to the time stamp of the email. Available times can be viewed by clicking on the link of the scheduling calendar on the home page of the Morgan County Probate Court at www.morgancountyprobatecourt.com. Only 1 time slot can be requested at a time. You cannot request a second time slot until after your initial time slot has been used.
3. Only 2 members of the public will be allowed in the vault at the same time. The two people cannot be a representative from the same firm/business and each person is limited to a maximum of two hours a day.
4. The person entering the Courthouse must not have any symptoms related to COVID-19 and should not have been exposed to anyone with symptoms within the last 14 days.
5. The schedule will be provided to Courthouse Security and everyone entering will be required to prove their identity to Courthouse Security and sign the printed schedule.
6. Social Distancing as required under the State of Emergency must be adhered to while in the vault.
7. The Morgan County Probate Office nor the Morgan County Commission will provide protective equipment (gloves, masks, sanitizer, etc.) to anyone entering the vault. Please remember these are paper records and cannot be sanitized.
8. All public writing utensils (pens, paper, sticky notes, etc.) normally provided by the Probate Office will be removed during this time.
9. No one will be allowed in the employee areas of the Probate Office, including the break room.
10. Probate employees will not provide any assistance in the vault during this time.
11. To further minimize contact between employees and the public, please either bring change for the copier or bring one check to cover the estimated cost of copies/printing for the next 30 days that will be applied to a copy card/account.

Every person requesting an appointment should do as much “prep work” as possible at the office or at home before scheduling an appointment. The Probate Office provides free access to our public records online. Each user must have a username and password. All real property indexes that are available in the vault are viewable online as a PDF at <http://api.morgancountyprobate.com/IndexBookBrowser>.

The limited access allowed by this protocol is being provided at the discretion of the Morgan County Commission and the Morgan County Probate Court and can be withdrawn at any time without notice. Anyone that violates any provision of this protocol will be asked to leave by Security and will not be allowed back in the vault during the State of Emergency.