

To: All Attorneys / Members of the Calhoun/Cleburne County Bar Assoc.
RE: UPDATE – MEASURES BEING TAKEN AS A RESULT OF THE
CORONAVIRUS PANDEMIC
DATE: APRIL 1ST, 2020

The Probate Office of Calhoun County is striving to remain operational and responsive to the needs of attorneys, title workers, and the public. Please keep in mind that we have limited staff at this time, and as of April 1st, **the county office closings have been extended to April, 13, 2020.**

We are asking for your patience during this unprecedented and challenging time.

Due to the fact that the closing of our county offices has now been extended to April 13th, we provide the following modified guidelines to better assist you and your clients:

1. If you have a question about a Court case, 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.
2. 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.

3. 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
4. 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.
5. 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, commencing April 2nd. 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.
6. 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

7. 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.)

8. MARRIAGE CERTIFICATES will be recorded as they are received in the mail. Instructions and a link to the marriage certificate forms can be found on our county website; www.calhouncounty.org. Please 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.

9. COURT PROCEEDINGS: We are continuing 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 Hearings, at the discretion of the Court, with the use of video conferencing, but only when there is no issue regarding notice or matters in dispute. Also, Attorney Conferences with the use of teleconferencing have been scheduled in certain cases, at the discretion of the Court.

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:
amartin@calhouncounty.org

Thank you again for your patience, and stay safe.

Alice K. Martin
Judge of Probate, Calhoun County