



OFFICE OF THE PROBATE JUDGE

100 South Clinton Street, Suite D
Athens, Alabama 35611
256-233-6427*

*Do not hesitate to call our office if we can be of assistance and/or you have specific questions regarding matters in our office.

The Office of the Probate Judge is located on the Second Floor in Suite D. Pursuant to an Order of the State Health Officer, please maintain six (6) feet of separation AT ALL TIMES, including if you use the stairs AND no more than one (1) person on elevator at a time. Please note, the following procedures are being implemented to comply with the Order of the State Health Officer for YOUR safety and the safety of our staff:

- (1) No more than nine (9) "Probate Customers" are allowed in the building at one time.
- (2) No more than six (6) of the nine (9) "Probate Customers" are allowed in the probate lobby at one time.
- (3) Please follow the instructions on all signs and from probate staff as to where you should wait until we can assist you and/or while we are assisting you.
- (4) No more than nine (9) "Title Searchers" allowed in Record Rooms at one time.

"PROBATE CUSTOMERS" include individuals:

- (1) Filing documents in Probate Court cases;
- (2) Recording real estate, corporation, and/or other documents of public record;
- (3) Filing Alabama Marriage Certificates;
- (4) Renewing or applying to become a Notary Public;
- (5) Needing copies of documents filed or recorded in our office.

IMPORTANT INFORMATION FOR "PROBATE CUSTOMERS"

FILING DOCUMENTS IN PROBATE COURT CASES

Option 1: Proceed as directed to the Chief Clerk's Office (you may be asked to wait your turn) to present your documents for filing and to pay proper filing fees [cash, check, money order, bank check only (payee: Limestone County Probate Judge) – no debit or credit cards]. Once your documents have been filed and filing fees have been paid, the Chief Clerk will provide you copies of the filed documents.

Option 2: Place your documents in the plastic container labeled "Probate Documents to be Filed or Recorded" which is located to the left of the entrance to the building. Please provide your name and telephone number in the event our Chief Clerk needs to contact you. Please also include a note as to whether you want to return to pick up your copies with an invoice for the filing fees (which will be placed in the plastic container labeled "Probate Documents for Pick Up") OR have your copies with an invoice for filing fees mailed to you (please include a self-addressed-stamped envelope).

**RECORDING REAL ESTATE, CORPORATION,
and/or OTHER DOCUMENTS OF PUBLIC RECORD**

Option 1: Proceed as directed to the Recording Counter (you may be asked to wait your turn) to present your documents for recording and pay the proper recording fees [cash, check, money order, bank check only (payee: Limestone County Probate Judge) – no debit or credit cards]. Once your documents and recording fees have been accepted, our staff will process everything and return the original documents to you. Please note, you may be asked to wait in a designated location.

Option 2: Place your documents with proper recording fees [cash, check, money order, bank check only (payee: Limestone County Probate Judge) – no debit or credit cards] in the plastic container labeled “Probate Documents to be Filed or Recorded” which is located to the left of the entrance to the building. Please provide your name and telephone number in the event our office needs to contact you. Please also include a note as to whether you want return to pick up the original recorded documents (which will be placed in the plastic container labeled “Probate Documents for Pick Up”) OR have the original recorded documents mailed to you (please include a self-addressed-stamped envelope).

FILING ALABAMA MARRIAGE CERTIFICATES

Information packet regarding the Alabama Marriage Certificate is available on the table with the plastic containers to the left of the entrance to the building. Included in the packet is the Alabama Marriage Certificate. A fillable Alabama Marriage Certificate is also available on-line at <https://adph.state.al.us/marriage>

The filing fee for the original completed Alabama Marriage Certificate is \$70.00 and certified copies are \$3.00 each. We accept cash, check, money order, bank check only (payee: Limestone County Probate Judge) – no debit or credit cards.

The Limestone County Probate Court does not provide notary services for documents filed in this office, including the Alabama Marriage Certificate.

If you (one person only please) are delivering a fully completed Alabama Marriage Certificate signed by both parties and properly acknowledged by a Notary Public to be filed in our office you have three options:

Option 1: Proceed as directed to the Front Counter (you may be asked to wait your turn) to present the Alabama Marriage Certificate for filing and to pay the proper filing fee and certified copy fee (see above). Once your Alabama Marriage Certificate and proper filing fees have been accepted, our staff will process everything and return your certified copy(ies). Please note, you may be asked to wait in a designated location.

Option 2: Place the Alabama Marriage Certificate with proper filing fee and certified copy fee (see above) in the plastic container labeled “Probate Documents to be Filed or Recorded” which is located to the left of the entrance to the building. Please provide your name and telephone number so our office can contact if we have any questions and/or when your Certificate has been filed and your certified copy(ies) is/are ready to be picked up. You are welcome to wait in your car until that time.

Option 3: Place the Alabama Marriage Certificate with proper filing fee and certified copy fee (see above) in the plastic container labeled "Probate Documents to be Filed or Recorded" which is located to the left of the entrance to the building. Please provide your name and telephone number so our office can contact if we have any questions. Include a self-addressed-stamped envelope and your certified copy(ies) will be mailed to you.

RENEWING OR APPLYING TO BECOME A NOTARY PUBLIC

Notary Publics are commissioned by the Judge of Probate of the county where the Notary Public resides. To be commissioned as a Notary Public a person must provide the following in our office:

- (1) Valid Alabama Driver's License;
- (2) Voter Identification Card;
(available from the Board of Registrars in Suite E on Second Floor)
- (3) \$25,000 Notary Public Bond payable to the State of Alabama;
(available from certain insurance companies)
- (4) \$26.00 filing fee
[cash, check, money order, bank check only (payee: Limestone County Probate Judge) – no debit or credit cards]

When you have ALL of the items above proceed as directed to the Front Counter (you may be asked to wait your turn). Our staff will use the information you provide to complete a Notary Public application that you must sign and will administer your Oath of Office. Please note, you may be asked to wait in a designated location.

Once your application has been signed and your Oath of Office has been administered, you will proceed as directed to the Recording Counter to present your Notary Public Bond and \$26.00 filing fee. Once your bond and filing fee have been accepted, our staff will process everything and return the original bond to you. Please note, you may be asked to wait in a designated location.

NEEDING COPIES OF DOCUMENTS FILED IN OUR OFFICE

If you need copies of documents filed in our office (court documents, deed, mortgage, release of mortgage, other real estate documents, corporation documents, marriage license/certificate, DD214, etc), proceed as directed to the Front Counter (you may be asked to wait your turn). Our staff will assist you in obtaining the copies you need.

Please note that all real estate documents in our office are indexed by the name of the owner/grantor/grantee. We cannot search real estate documents (including deeds, mortgages, release of mortgages) by property address. Property tax records can be searched by property address in the Office of the Revenue Commissioner (Suite A on First Floor) and often the assessment sheet from that office has a reference to the recorded deed which can lessen the time it takes to locate and to obtain a copy of the deed. If you need a copy of a recorded deed, we will do our best to locate it in our records, but you may be directed to the Office of the Revenue Commissioner to obtain a copy of the assessment sheet.

"TITLE SEARCHERS" include individuals needing access to the Record Rooms (Recording Workroom and Records Storage) to research real estate records.

IMPORTANT INFORMATION FOR "TITLE SEARCHERS"

Proceed as directed to the Record Rooms (Recording Workroom and Records Storage) and please maintain six (6) feet of separation AT ALL TIMES.

As noted above no more than nine (9) "Title Searchers" will be allowed in the Record Rooms at one time.

No more than five (5) of the nine (9) "Title Searchers" will be allowed to work on the public computer terminals in the Recording Workroom at one time. The terminals have been arranged to maintain six (6) feet of separation. Please note, you may have to wait until a terminal is available.

Please use the hand sanitizer provided prior to each time you use the keyboard.

No more than six (6) of the nine (9) "Title Searchers" will be allowed to work in the Records Storage area at one time. Chairs at the tables have been arranged to maintain six (6) feet of separation.

Please use the hand sanitizer provided prior to each time you use the copier, index books, and volumes of recorded documents.

If you need to review a Probate Court file (estate, conservatorship, etc), you may either access the file through the "Court" icon on a public computer terminal OR proceed to the Front Counter and request a member of our staff provide you the actual Court file. Access to the actual Court files is limited to our staff.

If you need to access property tax records in the Office of the Revenue Commissioner, you may either access those records on-line at <https://www.limestonerevenue.net> on a public computer terminal in the Recording Workroom OR proceed to the front counter in that office (Suite A on First Floor). The Revenue Commissioner has established his own procedure and protocol regarding access to information in that office.

Please note that access to the facsimile machine is limited to our staff. We will assist you as needed (within reason) regarding facsimile transmissions.

On-line access to real estate records is available at www.syscononline.com

IMPORTANT REMINDERS FOR EVERYONE

All procedures are subject to change as necessary and/or needed for YOUR safety, the safety of our staff, and to insure we can assist you as much and as quickly as possible. Thank you for your patience and understanding. As always, documents to be filed or recorded may be mailed to our office (include self-addressed-stamped envelope).

Websites: www.limestonecounty-al.gov/departments/probate-judge
www.probate.limestonecounty.net
www.votelimestone.com (*Election Information*)