

LOWNDES COUNTY PROBATE COURT E-FILING RULES

- 1) Only **ESTATES** may be E-Filed.
- 2) Please use updated Probate Court Standard Forms.
- 3) Prior to E-Filing, please confirm whether there is an existing case/case number.
- 4) All filings shall be filed when accompanied by the proper filing fee.
- 5) By electronically filing the document, the filer verifies that the signatures are authentic.
- 6) Documents of verification consent and acknowledgment of the Petition signed by a party shall be created with a wet signature and written initials, when required, and properly notarized and sealed.
- 7) All imaging must comply with the imaging standards issued by the Judicial Council of Georgia.
- 8) The original Last Will and Testament shall be delivered to Probate Court within five (5) business days from the date of acceptance of E-Filing. If oath is administered on the same day of E-Filing, then the original Last Will and Testament shall be delivered to Probate Court the same day.
- 9) The original Codicil(s) shall be delivered to Probate Court within five (5) business days from the date of acceptance of E-Filing. If oath is administered on the same day of E-Filing, then the original Codicil(s) shall be delivered to Probate Court the same day.
- 10) A Death Certificate **shall not** be E-Filed. A certified copy or copy of the Death Certificate shall be delivered to Probate Court within five (5) business days from the date of acceptance of E-Filing. If oath is administered on the same day of E-Filing, then certified copy or copy of the Death Certificate shall be filed the same day.
- 11) The original Surety Bond shall not be E-Filed. The original Surety Bond shall be delivered to Probate Court prior to entry of a Final Order.
- 12) Original documents shall be available for court review at any hearing and maintained by the Petitioner(s) or Attorney(s).

CUSTOMER SUPPORT FOR ASSISTANCE WITH E-FILING:

E-File Customer Support Line.....1-800-297-5377. Filers will need to call this number with any issues submitting an E-Filing.

Thank you,

Detria Carter Powell
Judge, Probate Court