

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

*****Please note that individual pages on this site might not contain the below information*****

**Judge Frank Barger Suspends Non-Emergency Probate Court Proceedings
and Public Operation Until Further Notice**

To protect the citizens of Madison County and Court Staff and to comply with the order issued by the Alabama Supreme Court, Judge Frank Barger will suspend all non-emergency hearings and proceedings before the Probate Court of Madison County and close all Court operations to the public effective Monday, March 16, 2020. The Madison County Courthouse has been closed to all public access by the Madison County Commission effective the same date. The court will operate as outlined below until further notice.

Offices Closed/Services Suspended Until Further Notice:

- The Probate Office and all ancillary locations including the Courthouse Record Room and Madison County Records Center will be closed to physical public access
- All direct services including passport applications and notary applications are suspended

Hours of Operation:

Essential Probate Court Staff will be available from **8:00am to 12:00pm** Monday-Friday to answer calls, respond to email, and to process all transactions received electronically or via US Mail or other carrier.

Please Use Our General Number:

Please keep in mind that certain members of Probate Court Staff might not be available as we will only be operating with essential members of our team. We will respond to all inquiries as soon as reasonably possible. Please call our general number, 256-532-3330, for all matters or inquiries.

Court Proceedings:

- All scheduled non-emergency hearings and proceedings are suspended until further notice – these hearings and proceedings will be rescheduled
- The Probate Court will accept petitions and set hearings for involuntary commitments and emergency guardianships
- Petitions for involuntary commitment and emergency guardianship will be accepted via email to probate@madisoncountyal.gov - the original documents should be presented to the court at the scheduled hearing. A member of our staff will be available during business hours to coordinate hearings for involuntary commitment and emergency guardianship.
- Petitions for all other matters (wills, administrations, summary distribution, guardianship, conservatorship, eminent domain, adoption, named changes, etc.) will be processed and, if necessary, hearings set for a date after April 16. Petitions for all matters other than involuntary commitment and emergency guardianship should be mailed along with the correct filing fee to:
Probate Court

Madison County Courthouse
100 North Side Square
Huntsville, Alabama 35801

- For questions regarding involuntary commitment, emergency guardianship, or any other matter please call 256-532-3330

Access to Records:

- Available records may be accessed using our online portal at: cotthosting.com/almadisonexternal/LandRecords/protected/SrchQuickName.aspx
- Requests for Probate Court records or records held at the Madison County Records Center which are not available online should be emailed to probate@madisoncountyal.gov or a request made via telephone to 256-532-3330. Requested records will be supplied as soon as possible via email or placed in U.S. Mail. Standard fees will apply.

To Record Documents:

- Documents for recording will only be accepted via U.S. Mail or electronically via one of our approved vendors
Approved vendors for electronic filing:
Simplifile 800-460-5657 www.simplifile.com
CSC / Corporation Service Company 855-200-1150 www.erecording.com
ePN / eRecording Partners 888-325-3365 www.GOePN.com
- Business formations and dissolutions can be filed electronically with the Secretary of State at: www.alabamainteractive.org/sos/welcome.action
- When mailing documents please ensure that the correct fee is enclosed and mailed to the following address:
Probate Court
Madison County Courthouse
100 North Side Square
Huntsville, Alabama 35801
- Questions related to recording documents should be emailed to probate@madisoncountyal.gov or by calling 256-532-3330

To Record a Marriage Affidavit:

- The marriage affidavit and instructions are available at: <http://www.alabamapublichealth.gov/vitalrecords/marriage-certificates.html>
- You may mail your fully completed and executed marriage affidavit along with a money order or cashier's check for \$89 made payable to Probate Judge of Madison County to:
Probate Court
Madison County Courthouse
100 North Side Square
Huntsville, Alabama 35801
- We strongly encourage you to mail the affidavit via certified mail or an overnight carrier so you can track/ensure it is received
- Please keep in mind that the marriage affidavit must be received within 30 days of the latter signature on the document for it to be accepted/considered valid
- Once received and processed, a certified copy of your marriage affidavit will be mailed back to you
- Please email probate@madisoncountyal.gov or call 256-532-3330 for questions related to marriage affidavits

We are Honored to Serve You!

We will do our best to provide services for any matter that falls within the above parameters. Please do not hesitate to contact us if we may be of assistance to you. It is our great honor and pleasure to serve the people of Madison County.