



Rita Harkins

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GEORGIA, LUMPKIN COUNTY
CLERK OF SUPERIOR COURT

Filed 5:00 P M 6/4/2020

Recorded in BDA Book 129 Page 037-038

June 4, 2020

Rita Harkins
RITA HARKINS, CLERK

PUBLIC NOTICE

Limited Access to Clerk of Courts Office
(*Amended)

In an effort to protect the safety of office staff and citizens who utilize our services, we are limiting access to the Clerk of Courts office to our staff and **essential functions only**, (as listed in the Judicial Emergency Order posted on our webpage via www.lumpkincounty.org) i.e. petitions for restraining/protective orders. To help keep exposure to a minimum, I ask citizens and litigants to contact my office via email or telephone as listed above.

Based upon Chief Justice Melton of the Supreme Court of Georgia having extended the Statewide Order Declaring Judicial Emergency **until June 12, 2020 at 11:59 PM, unless otherwise further modified or extended** and Chief Superior Court Judge Raymond E. George having extended the local Order Declaring Judicial Emergency **until June 30, 2020 at 11:59 PM**, the Clerk of Superior Court's office is still open to assist via telephone, electronically and by appointment for essential matters.

Members of the public should call the main office number 706-864-3736 for assistance or make an appointment based upon request.

Providing Notary Public services for signing documents, etc. are suspended until expiration of the Statewide Emergency Order.

Real Estate (Deeds, Liens, Plats and UCC's)

NOTE: ANY PERSON ENTERING THE PUBLIC RECORD ROOM SHALL WEAR GLOVES AND MASK.

- The public record room is **ONLY** open to those individuals performing title searches (Attorneys, Title Examiners and Surveyors) Time limits may apply.
- Individuals requesting copies of their deed, lien or plat are to call the main office number for assistance and/or appointment.
- Electronic filing is available 24/7 at <https://efile.gsccca.org/Home.aspx>

Superior Court Civil Filings

- Electronic filing is available 24/7 at <https://peachcourt.com>.
- Temporary Protective Orders (TPO's) and other evidentiary hearings will continue to be initiated under the stalking and family violence acts where there is imminent danger or risk of physical harm to a party or dependent child.
- Pro se filers (unrepresented by an attorney) are to call the main office number for an appointment.

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Superior Court Criminal Filings

- Electronic filing is **NOW** available 24/7 at <https://peachcourt.com>
- Original pleadings may also be mailed to the address above listed on 1st page.

Magistrate Court Civil Filings

- Filing of new cases and Answers may be filed via <https://www.ncourt.com/OrigEFile/forms/GA/navigation.aspx?Juris=GALumpkin>
- Pro se filers (unrepresented by an attorney) are to call the main office number for an appointment.

Juvenile Court Filings

- Original pleadings must be mailed to the address above listed on 1st page.

Business Professional Administrative Filings

- Notary Public Renewal Applications **expiring before June 30, 2020** are to be completed online at <https://www.gscca.org/notary-and-apostilles/notaries/notary-public-application>. Applicants should call the main office number to schedule an appointment to process your Application.
- Trade Name Applications or Partnerships will be processed **after June 13, 2020, unless otherwise modified or extended** by Chief Justice Melton of the Supreme Court of Georgia.

Military Discharge Records

- Customers should call the main office number listed above on the 1st page to schedule an appointment to process your DD214 Form(s).

Passport Applications *

- Applicants should call the main office number to schedule an appointment to process your Application
- Processing times are currently not specified by the U.S. Department of State. Applicants should expect significant delays until Dept. of State resumes normal business operations.
- Expedited service of Applications are currently suspended until further notice.
- Department of State's COVID-19 Update via their website <https://travel.state.gov/content/travel/en/traveladvisories/ea/passport-covid-19.html>
 - NOTE: The status of their operations may change quickly. Update of Notices on their website will update as the status changes.
- Customers with any questions should call 1-888-407-4747

Thank you for your patience and understanding as we reduce office traffic to protect the safety of office staff and citizens who utilize our services during this time of emergency and uncertainty.



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