

# Probate Court Record Room

## Estate Research or Copy Request

Date Requested:	Requested by (Your Name):
Estate No.:	Estate Name:
<input type="radio"/> <del>Call when ready</del> <span style="color: red; font-weight: bold;">Not available during COVID</span> <input type="radio"/> See below to make appointment <input type="radio"/> I have enclosed a self-addressed and stamped envelope so the copies can be mailed to me	Telephone Nos:  <div style="border: 1px solid black; padding: 5px; font-weight: bold; text-align: center;"> <i>You are required to provide a self-addressed and stamped envelope with every mailed request.</i> </div>
Full Mailing Address: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<input type="radio"/> Money Order Enclosed <input type="radio"/> I will pay when I pick up documents in the Record Room <div style="text-align: center; font-weight: bold; font-size: small;">       \$10.00 Research Fee; \$1.00 /page for copies; \$10.00 for certified copies plus \$1.00/ page        \$15.00 for exemplified copies plus \$1.00/page     </div> Money Order No.: _____ Amount: _____ <div style="text-align: center; font-weight: bold; font-size: small;">       No checks or cash will be accepted     </div>	

### I am requesting:

Quantity	Description	Plain Copies \$1/page	Certified Copies \$10.00 plus \$1/page	Exemplified Copy \$15.00 plus \$1/page	Cost
	Letters Testamentary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Letters of Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Letter of Guardianship Minor / Adult	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Last Will and Testament	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Entire Proceeding or File	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Research Fee Required with mail request				\$10.00
	<b>TOTAL OWED</b> <b>Money Order Only</b>				

Mail to: Probate Court of Chatham County  
 P.O. Box 8344  
 Savannah, Georgia 31412

To make an appointment with the Record Room,  
 please go to  
<https://www.signupgenius.com/go/RECORDROOM>  
 Only 1 person will be admitted for the 30 minute  
 appointment and all must wear a facemask