

## **E-FILING RULES**

Lowndes County Probate Court  
327 North Ashley Street  
Valdosta, GA 31601  
229-671-2650 (main)  
229-333-7646 (fax)  
<http://www.odysseyfilega.com/>

1. **Please adhere to Guidelines established by the Uniform Probate Court Rules as they pertain to Pleading and Filings.**
2. Prior to E-Filing, please confirm whether there is an existing case/case number. E-Filings submitted as a new case on Established Cases will be rejected.
3. All filings shall be considered filed when found to be complete, in good order, and accompanied by the proper filing fee, if required. Please note: We **do not** accept American Express.
4. E-Filing is available for Estates, Adult Guardianships and Conservatorships, Minor Guardianships and Conservatorships, and all Reports (Estate Inventory, Estate Return, Adult/Minor Inventory and Asset Management Plan, and Personal Status Reports). Wills for Non-Probate Basis, and Wills for Safe Keeping **are not** offered for E-Filing. If you are unsure, please contact the Court.
5. All filings shall be prepared on the updated 2021 Probate Court Standard Forms as approved by the Georgia Supreme Court. Any Petition filed not using a Probate Court Standard Form, if available, shall have **CERTIFICATE IN ACCORDANCE WITH UNIFORM PROBATE COURT RULE 5.9 (D)**. Please refer to Uniform Probate Court Rule 5.9(D) for further guidance.
6. All Reports (Estate Inventory, Estate Return, Adult/Minor Inventory and Asset Management Plan, and Personal Status Reports) must be complete and have required notarized Signatures.

7. All E-Filings pertaining to Adults or Minors must have Sealed Document selected by the E-Filer. This security option is available when selecting your Filing Code.
8. When submitting a subsequent filing on an Adult or Minor, you must query by Case Number.
9. E-Filings submitted under the incorrect Filing Code will be rejected. Please note: An E-Filing Code may not be available for the document you wish to E-File. Please contact the Court if you are unsure.
10. A photocopy of Last Will and Testament must be uploaded along with Petition for Probate, however, the original Last Will and Testament and/or Codicil(s), if applicable, shall be delivered to the Court within five (5) business days from the date of E-Filing Petition for Probate. It is recommended, that if the Last Will and Testament and/or Codicil(s) is not hand delivered, then the Last Will and Testament and/or Codicil(s) be mailed via USPS priority mail or other secured mailing, to include, but not limited to FedEx, or UPS.
11. Birth and/or Death Certificates **shall not** be E-Filed. A copy of the Birth and/or Death Certificate shall be delivered to the Court within five (5) business days from the date of E-Filing.
12. The original Surety Bond **shall** be delivered to the Court, and not E-Filed.
13. By electronically filing the document, the filer verified that the signatures are authentic.
14. Documents of consent and acknowledgment of the Petition signed by a party other than the Petitioner shall be created with a wet signature and written initials, when required, and properly notarized and sealed.
15. All imaging must be in compliance with the imaging standards issued by the Judicial Council of Georgia.
16. Original documents shall be available for court review at any hearing and maintained by the Petitioner or Attorney pursuant to the State Bar of Georgia retention schedule and the Georgia Records Association.

17. Notice of Leave of Absence (Uniform Probate Court Rule 6.9) may be E-Filed to each individual case, as needed.

**TECHNICAL SUPPORT FOR ASSISTANCE WITH E-FILING**

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

Thank you,

Probate Court  
Lowndes County, Georgia