

IN THE PROBATE COURT OF LICKING COUNTY, OHIO
ROBERT H. HOOVER, JUDGE

SPECIAL NOTICE RE: COVID-19

As a result of the COVID-19 virus emergency, our filing process will change temporarily. The probate court will remain open to the public and provide all essential services. However, to protect public health, citizens are discouraged from visiting the Licking County Probate Court for matters that are not essential or time sensitive.

Beginning immediately, you should file your documents by **mail** or you may **drop them off** in the Probate Clerk's Office. The court's mailing address is:

Licking County Probate Court
Courthouse, 1 North Park Place
Newark, Ohio 43055.

Court personnel are currently reviewing the hearing docket for the next several weeks. You will be notified if your case is being continued to a later date.

At present, the marriage department will be issuing marriage licenses by **appointment only on Mondays, Wednesdays and Fridays 10:00 a.m. – 3:30 p.m.** Please be aware that the marriage license is only valid for sixty-days. All requests for a certified copy of marriage record may be submitted by telephone, mail or email. You may call (740) 670-5624 to make an appointment or to request a certified copy of marriage.

Thank you for your assistance and understanding as we continue to serve the public during this difficult time.