

Probate matters are by appointment only to ensure adequate time for the specific needs of each individual estate. We apologize for this inconvenience; however, we strive for eminence for your Probate needs during this difficult time. Due to the recent COVID Pandemic, we have extended our policy regarding appointments for Probate. This policy will ensure that all parties have less in-person contact to help prevent further spread of illness. We ask that you gather all the documents listed in the Probate Instructions located in the Probate Required Items (Pro Se), and DROP OFF at the General Sessions, Juvenile & Probate Court Clerk's window located inside the Loudon County Justice Center. Please note, we also have a Night Drop Box located on the outside brick wall at the Justice Center Entrance Doors. If you leave something in the Drop Box, please call the following business day and confirm the Probate Department has received the documents. Please leave name and phone number for the Probate Clerk to call you when the documents are ready for your signature. We will schedule your appointment at that time. Please allow 7 to 10 business days to process and call you for an appointment. The appointment will be made for your appearance to sign all Probate Documents. In most cases, you will leave the same day with your Letters Testamentary / Administration, ready to begin your Fiduciary duties. The appointment will take less than 45 minutes. Thank you for your patience during this time as we all do our part to put an end to this Pandemic.