



## WILLOUGHBY MUNICIPAL COURT WEDDING CEREMONY APPLICATION

**NOTE: WEDDINGS ARE HELD ON MONDAYS BETWEEN  
10:30AM-12PM AND DEPEND ON COURT AVAILABILITY.**

NAME (BOTH PARTIES):

ADDRESS:

PHONE NO: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREFERRED DATE & TIME: MONDAY, \_\_\_\_\_ at (CIRCLE ONE) **10:30AM /11:00AM /11:30AM**

Will you be exchanging rings? **YES / NO** How many guests will be attending? \_\_\_\_\_

- Expiration of Marriage License (60 days from issuance) Date: \_\_\_\_\_

- I/We have NOT applied for our Marriage License, but will do so prior to the scheduled wedding date and understand that it is valid for 60 days from issuance. Initial: \_\_\_\_\_ / \_\_\_\_\_

- I/We have been advised to bring an interpreter. You **MUST** provide your own interpreter if one is needed. Initial: \_\_\_\_\_ / \_\_\_\_\_

**ON THE DAY OF YOUR WEDDING, PLEASE ARRIVE 10-15 MINUTES BEFORE YOUR SCHEDULED TIME TO CHECK IN WITH THE CIVIL DEPARTMENT IN THE MAIN LOBBY. PLEASE BRING THE PACKET YOU RECEIVED FROM THE PROBATE COURT WITH YOU. YOU WILL BOTH NEED TO BRING A VALID PHOTO ID AND PAYMENT OF \$50, CASH/CHECK/CREDIT CARD.**

PLEASE EMAIL COMPLETED WEDDING APPLICATION TO:

Karli Soria, [soriak@willoughbycourt.com](mailto:soriak@willoughbycourt.com)