

Clerk of Records Policies Regarding Access to Offices Beginning November 30, 2020

Pursuant to the Supreme Court of Pennsylvania and Court of Common Pleas orders regarding the Statewide Judicial Emergency, the Clerk of Records policies for limited access to the offices beginning November 30, 2020, are as follows. Mask, social distancing, disinfecting and temperature monitoring measures will be in effect. We continue to encourage all documents, to be filed or recorded in the four Clerk of Records offices, be sent via U.S. mail, overnight courier or e-recording (where available). All paper filings/recordings should include self-addressed stamped envelopes for the return of timestamped filings or recordings. The drop off of documents and filings at the 6th street security entrance is strongly encouraged.

Limited access to the offices by the public, legal professionals, title searchers, etc. will continue by appointment. Direct access by legal professionals, law firm runners or walk-in service will continue to be strictly limited to those situations which require person to person contact.

RECORDER OF DEEDS

Limited access is available by appointment. Title searchers will continue access by the schedule maintained by the office on a weekly basis. Others who need access to the office must call or e-mail to make an appointment and/or be placed on the searcher schedule. Notary appointments and renewals are also by appointment. Courthouse boxes are currently closed. Include self-addressed stamped envelopes for the return of original recordings until the boxes are re-opened.

REGISTER OF WILLS

Estates will continue to be opened by appointment only. Original documents are to be forwarded to the Register and an appointment will follow. The Register of Wills will continue to offer swearing in and signing of documents through videoconferencing/Zoom. We may offer “in-person” appointments as well.

Marriage Bureau: Applications will be by appointment using in-person and Zoom conferencing.

PROTHONOTARY

Access to a limited number of people where personal appearance is necessary and important will be permitted by appointment, including law firm runners. It is suggested that those needing to transact business with the Prothonotary in person contact the office for an appointment. While a party is being helped at the counter, others may have to wait in the hallway or outside the Courthouse. Filing by mail and drop box is still encouraged, with stamped addressed envelopes for return copies, as Courthouse boxes will remain closed for the time being.

CLERK OF COURTS

Limited access to the counter, using the spacing floor markers will be enforced. Parties may contact the office for an appointment. Court and other agency personnel, including Public Defender and District Attorney staff, will be required to limit their access to the office to what is necessary.