

PROTHONOTARY
CLERK OF COURTS
RE-OPENING POLICIES AND PROCEDURES

General Policies

- Office hours are 8:00 – 3:30.
- All persons entering the office will wear face masks for the duration of their visit.
- Sanitizing wipes will be made available for the public to wipe down equipment before use. It is suggested they also wipe down that equipment before leaving.
- Social distancing guidelines will be followed at all times. The public is asked to not move tables or chairs in the hallway or public search area and to maintain proper social distancing while awaiting entry into the office.
- Searching appointments will be scheduled on the hour, and can be scheduled by calling the Office before 2:00 PM the day prior to the appointment.

Prothonotary Policies

- E-filing is strongly encouraged.

Clerk of Courts Policies

- Pacfile is strongly encouraged.
- Record checks – Mail is the preferred method but will also process at the counter.