

Information from the Lycoming County Prothonotary and Clerk of Courts and Lycoming County Register and Recorder

Prothonotary

Mailing of court documents to attorneys. Effective Thursday, June 11, 2020, the Prothonotary's Office will no longer be mailing documents to local attorneys (today will be the last mailing). Attorney representatives are requested to begin picking up the mail via their box located in the front area of the Prothonotary's Office.

"Filing drop box" located in the front lobby of the Courthouse. Effective Friday, June 12, 2020, the "filing drop box" located in the front lobby of the Courthouse next to the security area will be removed. All filings must be made at the Prothonotary's or Clerk of Courts' counter, dropped off in the mail room located on the 1st floor of the Courthouse (in the hallway that leads from the lobby to the Prothonotary's office), or sent to the Prothonotary/Clerk of Courts via U.S. mail.

Office of the Clerk of Courts

Effective May 18, 2020, the Office of the Clerk of Courts (all criminal matters) moved its operations to the former Collections Office in the lobby area of the Courthouse. The Clerk of Courts and the Costs and Fines departments have combined to form the Office of the Clerk of Courts in an effort to streamline the processing of criminal matters.

All criminal filings that were normally filed in the Prothonotary/Clerk of Courts Office must now be filed in the Clerk of Courts' new office location in the lobby area of the Courthouse; however, all criminal case files will continue to be housed in the Prothonotary's Office.

Should you need to contact the Office of the Clerk of Courts, please see below:

Thomas Heap Clerk Of Courts 570-327-2256

Kevin Williams Deputy Clerk Of Courts 570-327-2502

Leah Dawes Asst Supervisor/Financial 570-327-2312

Diana Richardson Administrative Specialist 570-327-2444

Holly Thomas Data Entry Operator (Legal) 570-327-2492

Ashlea Woolley Clerk III/Financial 570-327-2273

Cleo Hunt Clerk III/Financial 570-327-2269

Register and Recorder's Office

Welcome back to the register and recorders' office. For increased services in the Register & Recorder office:

Starting for scheduling on Friday, June 12 we will be expanding our appointment times for the week of June 15 (15-19 M-F). We are now scheduling for 3 hour time periods instead of 90 minutes. Time slots will be 9:00 - 12:00 & 1:00 - 4:00. Please remember to bring a mask. You must wear a mask when you are in the office.

Please call Kimber (570-327-2258) in advance to schedule. As always please cancel in advance if you can't make it. Please also provide Kimber with your phone number. You may schedule for any day for the next two weeks. On Friday, June 26 we will post another update for the office with any changes in the procedure moving forward.

Appointments best to be made over the phone, not in person. Thank You.

No drop box: Although we still request mail as the primary means of delivery in conducting business to better monitor activity within the office, starting Monday, June 15 we will now accept walk-ins for recording only. It is still necessary to make an appointment to do any computer searches (see above). We will accept documents to record up until 4 pm and please no walk-ins between 12 and 1 so we have that time to clean and sanitize.

Miscellaneous Searches: For small projects that involve computer searches, we ask that you use just the one computer at the end of the counter close to the front door entrance/exit. Please call us in advance to let us know when you plan to use it. At least a couple of hours advanced notice scheduling would be appreciated to avoid others having to wait. Again, this would be something like quick searches for bring downs, copies for deeds, etc. that may take less than 20 minutes to complete. This will hopefully fill an important need for those who do not need a full 3 hour time slot.

You must enter and exit at the front entrance. Back entrance is closed.

The office is re-arranged to provide added safety, security and service for the current covid-19 crisis and on into the future.

We are hopeful the scheduling will end over the next few weeks or ASAP. Thank you for your patience, in the meantime.