

DIVISION OF JUDICIAL SERVICES & RECORDS

2022 Budget Meeting

November 1, 2021

Recorder of Deeds/Register of Wills/Clerk of Orphans' Court

A number of state mandates and requests for increased services have added to the function of the Department.

- ▶ Department of State required the office to download and print notary commissions directly from the state website.
- ▶ Department of State required the office to upload Notary Bonds.
- ▶ the AOPC mandated the Guardianship Tracking System (GTS).

Recorder of Deeds/Register of Wills/Clerk of Orphans' Court

- ▶ Real ID.
- ▶ Marriage Licenses & Virtual marriage license.
 - ▶ Approximately 50-55% of the marriage license applicants have language barriers.

Recorder of Deeds/Register of Wills/Clerk of Orphans' Court

DEEDS/WILLS FIVE YEAR COMPARISON

	Filings - Recordings	Marriage Licenses	Estates	Notaries	Certified Marriage Licenses
2018	64,290	1,643	1,379	380	1,632
2019	62,638	1,603	1,395	374	3,123
2020	58,968	1,177	1,306	337	2,067
2021*	62,192	1,607	1,394	377	2,039
* through 10/26					

Coroner's Office

Factors that have affected the Coroner's Office daily operations:

- ▶ COVID-19.
- ▶ Case load increase.
- ▶ Overdose Deaths.
- ▶ Toxicology.

Coroner's Office

- ▶ Increase in cremation permits.
- ▶ Initiating new office procedures.
- ▶ Implementing the Quincy reporting system.
- ▶ Cause and manner of death determination.

Coroner's Office

- ▶ Electronic Death Reporting System.
 - ▶ Mandated by PA Dept. of Health for all death certificates.
 - ▶ This function has caused an increase in case load for full time staff, specifically the need to track and update pending death certificates.
 - ▶ The coroner's office also took a role in training.

Luzerne County Coroner's Office Statistical Data

Subject	2018	2019	2020	2021
				Totals 2021 January through October 25 2021
Death Index/Incidents	1,274	1,272	2,066 (1,665 Jurisdictional, Approximately 30 COVID-19 Jurisdictional)	1,705 (1,387 Jurisdictional, Approximately 30 COVID-19 Jurisdictional)
Autopsies	57	59	89	74
Homicides	19	10	16	14
Overdoses	172	128	179	141 (Approximately 35 Additional Pending) (176)
Suicides	57	41	51	42
MVA Fatal	13	34	38	34
NMS Toxicology	208	161	266	281
Cremations	2,185	1,902	2,709	2,164
Bodies to morgue for examination or unclaimed	308	319	440	388
Unclaimed Bodies buried by County	31	33	26	12 (3 pending)

Prothonotary/Clerk of Courts

- ▶ AOPC enacted a Public Access Policy.
- ▶ Rule 236 Order mandate went into place.
- ▶ Passport Applications.
- ▶ New credit card processing system.
- ▶ Call of the List.

Prothonotary/Clerk of Courts

- ▶ Courts Case Management System.
- ▶ Electronic Records Management System.
- ▶ Clean Slate Act and the Limited Access to Cases.
- ▶ Juvenile documents service rule change.

PROTHONOTARY/CLERK OF COURTS COMPARISON

	Prothonotary New Cases	Prothonotary Stale Cases Cleared	New 236 Rule	Confidential Info and Document forms	Clerk of Courts New Cases
2018	15,057	3,093		2,117	7,735
2019	14,500	3,830		2,425	8,112
2020	12,716	362	2,819	1,921	5,533
2021*	10,659	499	3,000*	2,162*	5,923*
* through 10/26					

Sheriff's Office

Operations of the Office:

- ▶ Certification of Deputies.
- ▶ Recruitment and retention.

Sheriff's Office

	2018	2019	2020	2021 As of 10/27/2021
Civil Documents Received for Service	6,549	6,681	3,757	3,488
PFA Received for Service	1,552	1,640	1,617	1,409
Warrants Received	3,382	2,923	2,902	3,492
License to Carry Firearms Issued	7,031	6,079	6,832	6,417
License to Sell Firearms Issued	16	21	23	16
Precious Metals Licenses Issued	16	20	13	15
Prisoner Transports Completed	4,607	4,787	1,513	2,199

Questions