



LUZERNE COUNTY
COUNTY MANAGER
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1786

COVID-19 PRESS UPDATE
March 15, 2020

Luzerne County has declared a State of Emergency effective immediately. The following restrictions are in place in order to protect the health and safety of the residents of Luzerne County.

- 1. Security:** Single entry point for all County visitors into the Courthouse will be at the Handicapped entrance at the rear of the Courthouse.
- 2.** E-recording, E-filing, and mail is the preferred method and the most convenient/safest for all involved with limited exceptions.
- 3. Drop off/pick up area:** The Sheriff's Department will be the central area for the public to conduct business at the Luzerne County Courthouse. The hours strictly adhered to for filings for each of the departments to control the length of lines/amount of people in the area.
 - 9:00am to 12:00pm – Sheriff, Prothonotary and Clerk of Courts filings
 - 1:00pm to 3:30pm – Recorder of Deeds, Assessors, Register of Wills/Clerk to Orphans' Court
 - 3:30pm to 4:25pm – Probate appointments
- 4. PFA's:** will be accepted on the 2nd floor in normal course of business at all times.
- 5. Gun Permits:** Will be accepted at Luzerne County Courthouse only 9am to 12pm Monday through Friday. Service at Judge Dixon's in Hazle Township will be temporarily suspended.
- 6. Marriage License applicants:** All applications will need to be completed through the on-line portal (link located on our webpage). Applicants will need to schedule an appointment by calling the office at 570-825-1646 at which time they will be informed the day the application will be available for them to sign at the Sheriff's during the time slot allotted. Cash only payment of \$50.00 is due at that time and must be exact. The license will be mailed or can be picked up at the Sheriff's Department, during the allotted time, after the three day waiting period.
- 7. Notary Public commissions:** Individuals can be sworn in, bond signed and process their signature cards during the Recorder of Deeds time slot. Payment is due at this time, \$33.50 and must be exact. The commissions will then be mailed to the Notary Public after recording.

8. **Certified copies of marriage licenses/divorce decrees:** Requests can be made by calling 570-825-1800 or 570-825-1670 for marriage licenses and 570-825-1712 or 570-825-1747 for divorce decrees. Requests can also be mailed. Requester's that want to pick up their copies will be given a date for pickup at the Sheriff's. They will require exact amount due, \$25.00 for marriage license and \$8.50 + \$.50 per page for divorce decrees. Mail requests/payments are preferred for the safety of our citizens and employees.
9. **Probate:** Attorneys are strongly encouraged to use Skype for probate appointments. For pro se or attorneys that do not use skype appointments will be scheduled from 3:30pm to 4:25pm daily at the Sheriff's drop off area. We will schedule two appointments at a time in 15 minute intervals. No walk in appointments will be allowed. Documents will be reviewed, administrators will be sworn in and the paperwork will be forwarded to the office for processing. Exact payment is required at the time of appointment. Paperwork can be mailed or picked up when processed at the Sheriff's during the available time slots. Mail is the preferred delivery. Appointments can be made by calling the Office at 570-825-1672, 570-825-1646 or 570-825-1670.
10. **Record requests/Title Searchers:** All searches will need to be done remotely. Links to all sites are available on the county website. The Records Center will be closed to the general public. Files and recordings that are not available online can be ordered by calling the Records Center at 570-825-1862, emailing Edward.Kovalski@luzernecounty.org, or by calling the individual offices, Recorder of Deeds – 570-825-1646 or 570-706-3974, Prothonotary/Clerk of Courts – 570-825-1712 or 570-825-1751.
11. **Elections:** County administration is once again encouraging the use of No Excuse Mail in Ballots. A ballot could found and printed on the Luzerne County website.
12. **Judiciary:** Moved to a modified schedule. All juries have been cancelled for remainder of month as well as non-incarcerated preliminary hearings. Only litigants will allowed entrance.
13. **Treasurer's Office:** The encouraged method of tax payment is U.S. mail or online payment. The treasurer's office will have a kiosk near the sheriff's office for limited interaction with the public.
14. **Assessment Office:** Online or mail only.
15. **Human Services:** Will continue to operate until further notice from the State. In-person meetings are limited. Public is encouraged to call prior.