



**LUZERNE COUNTY**  
**COUNTY MANAGER**  
C. DAVID PEDRI, ESQUIRE

**COUNTY of LUZERNE**  
P E N N S Y L V A N I A  
E S T A B L I S H E D 1 7 8 6

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DATE: May 29, 2020  
FROM: David Pedri, County Manager  
RE: Reopening of Luzerne County

- Luzerne County will begin reopening offices Monday June 1<sup>st</sup>, 2020, starting with the reopening of court facilities.
- Business hours will be 8:00am-3:30pm. Security screening will be conducted at each building in compliance with Center for Disease Control (CDC) and Pennsylvania Department of Health (PA DOH) guidelines. Anyone exhibiting signs and symptoms of COVID-19 will not be admitted.
- Citizens entering these buildings will be required to wear a face covering and must consent to a no-contact temperature screening.
- Admission into buildings will be limited to occupancy/physical social distancing requirements established by the CDC and the PA DOH.
- No one other than litigants, counsel and witnesses will be permitted to attend a hearing. Members of the media shall be permitted to attend hearings if they comply with CDC/PA DOH guidelines and/or directives of the Luzerne County Sheriff.

Specific Department information is listed below:

**Luzerne County Courthouse - 200 N. River St. Wilkes-Barre PA 18711**

***Only Public Entrance open will be the handicapped entrance in rear of the courthouse.***

**Mapping/GIS Department** – Open Monday – Friday 8:00am-3:30pm

**Luzerne County Federal Credit Union** - Open Monday – Friday 8:00am-3:30pm

**District Attorney's Office** – Open Monday – Friday 8:30am – 3:30pm

**Treasurer's Office** – Open Monday – Friday 8:00am – 3:30pm

**Elite Revenue Solutions** (Agent for Tax Claim Bureau) - Open Monday – Friday 8:00am – 3:30pm

**Sheriff's Department** – Open Monday – Friday 8:00am-3:30pm

The Luzerne County Sheriff's Department is accepting applications for Gun Permits from Luzerne County residents between the hours of 8:00AM and 3:00PM, at the Luzerne County Courthouse 200 North River Street Wilkes-Barre PA 18711 at the secure drop box located at security.

Upon receipt of the requested documents, the Luzerne County Sheriff's Department will schedule an interview to complete the permit process. Please go to the Sheriff's page of the Luzerne county website for more information.

**Protection from Abuse Office** - Open Monday – Friday 9:00am – 2:30pm. An individual seeking a Protection from Abuse Order outside of these hours should report to their local police department or the on-call Magisterial District Judge.

**Prothonotary/Clerk of Courts**

- The Prothonotary and the Clerk of Courts will accept filings at the Sheriff's Office in the main courthouse Monday through Friday between the hours of 9:00am – 3:15pm. Payment must be for exact amount.
- Attorneys and pro se litigants are encouraged to electronically file documents if possible.
- Requests for certified copies will be processed by mail.
- Bail posting will be by appointment during normal business hours. Please call the Office, 570-825-1585, Press 1 to schedule an appointment.

**Court Administration** - Open Monday – Friday 8:00am – 3:30pm

**Luzerne County Courthouse Annex 153 N. River St. Wilkes-Barre, PA 18711**

*All physical offices remain closed to the public at this time.*

**Recorder of Deeds** – Filings will be accepted by mail or e-recording only.

**Register of Wills/Clerk of Orphans Court**

- Filings will be accepted by mail
- Attorney Probates will be handled through Skype only
- Pro se probates will be by appointment only on Monday's between 1:00pm and 2:30pm at the Sheriff's Office
- Marriage License applications will be handled through Skype. Procedures are posted on the Register of Wills/Clerk of Orphans Court webpage.
- **Court** filings for Orphans Court will be accepted at the Sheriff's Office in the main courthouse Monday through Friday between the hours of 9:00am – 3:15pm. Filings will be time stamped. Payment must be for exact amount.
- Requests for certified copies will be processed by mail

**Bernard C. Brominski Building - 113 W. North St. Wilkes-Barre, PA 18711**

Open Monday – Friday 8:00am – 3:30pm

Family Court motions for pro se individuals without access to email will be held on Thursdays from 9:30a.m. to 11:30a.m.

**Domestic Relations** – In person payments allowed all other services by appointment only.

**Penn Place Building - 20 N. Pennsylvania Ave. Wilkes-Barre, PA 18701**

**Elections Bureau** - Open Monday – Friday 8:00am – 3:30pm  
Tuesday, June 2 – 7am – 8pm

**Licensing** - Open Monday – Friday 8:00am – 3:30pm

**Planning & Zoning** - Open Monday – Friday 8:00am – 3:30pm

**Luzerne County Federal Credit Union** - Open Monday – Friday 8:00am-3:30pm

**Controller's Office** - Open Monday – Friday 8:00am-3:30pm

**Human Resources** - Open Monday – Friday 8:00am-3:30pm

**Public Defender's Office** - Open Monday – Friday 8:00am-3:30pm

**Adult Probation & Parole and Juvenile Probation** - Regular in-person reporting remains suspended. The offices and services are open/available by appointment only.

**Court Collections** - Payments are accepted online and by mail, with plans to resume in-person payments by mid-June.

**DUI Program and Community Service** - AHSS classes will resume remotely in several weeks. Program payments are accepted by mail or phone. Program questions can be directed to [duiprogram@luzernecounty.org](mailto:duiprogram@luzernecounty.org) or [communityservice@luzernecounty.org](mailto:communityservice@luzernecounty.org)

**Luzerne County Records Center - 85 Young St. Hanover, PA 18706**

***Building remains closed to the public at this time.***

**For more information on Judicial related matters please see Judicial Order of the Honorable Michael T. Vough dated May 29<sup>th</sup>, 2020**