

Luzerne County government is committed to protect County employees and residents while continuing to provide service through the COVID-19 pandemic. It is particularly sad to report a significant rise in the hospitalization rate and additional COVID-19 deaths during the holiday season, and we extend our deepest sympathy to those who are grieving the loss of loved ones. The thoughtful actions we take today can go a long way in protecting each other and preventing severe sickness and death in the weeks and months ahead.

The hospitalization rates are increasing at a frightening rate. The surge of COVID-19 due largely to the fast-spreading Delta and Omicron variants are again putting great demand on County health services.

Luzerne County is blessed to have two major health care facilities in our communities and dedicated emergency responders. Luzerne County government has a special responsibility to these first responders and health care professionals. They protect us, we must protect them.

Luzerne County government will continue to provide services during the COVID-19 pandemic. Face coverings are required in all Luzerne County government buildings for both vaccinated and unvaccinated people. **A list of offices with service modifications beginning Wednesday, January 5, 2022**, can be found below:

Luzerne County Limited Service Schedule

Luzerne County offers limited County and Court Operations Beginning 01/05/2022.

Luzerne County created a limited operation schedule to address the COVID 19 public health emergency and limit the risk of disease and transmission.

For any employee or member of the public that MUST come to our buildings, please be sure to practice safe distancing, good hygiene, and know that our buildings all are under an enhanced cleaning protocol to assist in minimizing risk. Trials in the The Court of Common Pleas are continued until further notice. All other Court proceedings will take placed as scheduled. Entry to the County Buildings for attendenca of a Court proceeding is limited to litigants only.

Temperatures will be taken of members of public who enter County Builings.

The Luzerne County Human Services Building, 111 N Pennsylvania Boulevard Wilkes-Barre, PA 18701, is closed to the public.

Penn Place 20 N Pennsylvania Avenue, Wilkes-Barre, PA 18711 is closed to the public other than for Court proceedings and Controller's Office, if necessary.

Bernard Brominski Building, North Street, Wilkes-Barre, PA 18711 is open and operational.

County Divisions

Luzerne County Council:

Clerk to Council

Limited schedule.

Controller's Office:

Open

County Manager's Office:

Working Remotely. Staggered staffing.

District Attorney's Office:

Essential. Staffed pursuant to the Court Schedule

Courts:

Court of Common Pleas

Jury Trials in 11th Judicial District (Common Pleas Court) EXCEPT for the directives and exceptions listed in the Orders from President Judge Michael Vough, ARE CONTINUED UNTIL FUTHER NOTICE.

District Magistrates	Open, including Central Court.
Domestic Relations	Open.
Probation Services	Adult and Juvenile probation are limiting home visits and direct community supervision contacts. Contacts will continue via phone and other technological methods.

Administrative Services:

Human Resources	Staggered staff on site Online Employment Applications Continuing
Purchasing	Closed to the public.
Information Technology	Working Remotely Minimal Staff Onsite When Necessary
Bureau of Elections	Closed to the public. Available by appointment if necessary.
Community Development	Minimal Staff Onsite-HUD deadlines still in effect
GIS/Mapping	Staggered staff on site. Available by appointment if necessary.
Visitors Bureau	Working Remotely
Licensing/Permits	Closed to the Public
Budget & Finance:	
Assessment	Minimal Staff Onsite. The public is encouraged to mail all documents and payments.
Treasurer's	Minimal Staff onsite. The public is encouraged to mail all documents and payments.

Accounts Payable

Minimal Staff onsite

Correctional Services:

Closed to visitors including volunteers.
Only essential vendors admitted.

Human Services:

Drug & Alcohol

Continues to work with the State to provide telehealth methods to continue drug and alcohol services. Staff working remotely. Minimal staff onsite.

MH-DS

Continues to work with the State to provide telehealth methods to continue mental health services. Staff working remotely. Minimal staff onsite.

Children & Youth

CYS will continue children protective services investigation. Staff working remotely. Minimal staff onsite.

ALL COURT ORDERED VISITATION WILL CONTINUE AT THE CYS

Area Agency on Aging

AAA will continue protective services investigation. Staff working remotely. Minimal staff onsite.

Veterans Affairs

Closed to the public

Judicial Services & Records:

Clerk of Courts

Filings will be accepted by mail, Pacfile, or use the drop box located at the doorway to the Office. Return postage paid envelope must be provided. Emergency Petitions/Filings will be accepted at the counter.

Bail posting will be by appointment during normal business hours. Please call 570-825-1585 and Press 1.

Prothonotary	Filings will be accepted by mail, e-filing or use the drop box located at the doorway to the Office. Return postage paid envelope must be provided. Emergency Petitions/Filings will be accepted at the counter. PFA filings/payments will be accepted at the counter. Certified copies of Divorce Decrees will be processed by mail. Title Searching will be available by appointment only. Please call 570-825-1712.
Recorder of Deeds	Closed to the public, except for Notary Commissions and Title Searching, both by appointment only. Documents will be accepted by e-recording, mail (postage paid envelope for return), or drop off and pick up at the boxes located in the foyer of the Annex. Call 570-825-1645 for Notary and Searching appointments.
Register of Wills	Closed to the public, except for Pro Se Probates by appointment only. Filings will be accepted by mail (postage paid envelope for return), or drop off and pick up at the boxes located in the foyer of the Annex. Attorney probates by Skype only. Pro Se may call 570-825-1672 for appointments.
Clerk of Orphans' Court	Marriage licenses by Skype or in person by appointment only. Please call 570-825-1646 to schedule. In person is limited to applicants only plus an interpreter, if needed. Filings accepted by mail (postage paid envelope for return), or drop off and pick up at the boxes located in the foyer of the Annex. Emergency filings, such as emergency guardianships and Adoption filings accepted at the front counter, following occupancy guidelines of 2 persons at a time. Certified marriage license requests by mail only.
Coroner	Closed to the public
Sheriff/Security	Essential and fully operational
Records Retention	Closed to the public

Office of Law: Working Remotely

Operational Services:
Engineers Working Remotely

Road & Bridge Essential. Staggering staff or reduced staffing. Minimal staff.

911	Essential. Fully operational.
Recycling	Closed to the public
Building & Grounds	Essential. Staggered staffing or reduced staffing.
Planning & Zoning	Closed to the public. Working remotely as needed.
EMA	Essential. Fully operational.
Public Defender:	Staffed pursuant to the Court schedule
Tax Claim Office (Elite Revenue):	By appointment only. Please call 570-825-1512