



**Barbara N. Silvetti
PROTHONOTARY/CLERK OF COURTS/CLERK OF ORPHANS COURT
OF COLUMBIA COUNTY
P.O. BOX 380
BLOOMSBURG, PENNSYLVANIA 17815**

**PHONE: 570-389-5614
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Effective May 4, 2020

**ALL CDC GUIDELINES WILL BE FOLLOWED
SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED
MASKS AND/OR FACE COVERINGS WILL BE REQUIRED**

JUDGMENT/LIEN SEARCHING:

All searching will be by appointment only and will be limited to 1 (one) searcher at a time. Appointments can be requested by calling the Prothonotary's Office before 4:00 PM the day prior to having an appointment scheduled – no emails, faxes or walk-ins. If your name is not on the schedule you will be denied entry to the Courthouse. Appointments will be scheduled on the hour with the first appointment at 9:00 AM and the last appointment at 3:00 PM. Each appointment will be for the duration of 45 minutes in order to give the staff time to sanitize work areas. Only one employee per organization will be permitted per day.

Once you arrive in the Prothonotary's Office, you must remain in the office for the duration of your appointment time - visiting other offices will not be permitted. You will not be permitted to enter the vault area. A clerk will bring files as needed.

No backpacks, briefcases, laptops, etc. will be permitted in the Prothonotary's Office. Bring only the bare minimum items necessary for the work that needs to be done.

RECORDING/FILING:

The current practice of handing documents to be recorded or filed to the Deputies at the entrance to the Courthouse, sending documents through the mail and email, will continue. There will be no recording or filing documents at the counter.

MARRIAGE LICENSE APPLICATIONS:

Marriage license applications, Columbia County residents ONLY, will be processed on Wednesdays and Fridays. All applications will be by appointment only. Appointments will be scheduled on the hour with the first appointment at 10:00 AM and the last appointment at 2:00 PM. You are required to have ALL documentation as instructed at the time of making the appointment. If you do not have everything as required, you will have to schedule a different appointment. Please do not bring additional family members, friends, etc. to the appointment. Only the applicants will be allowed to enter the building. You will then be asked to wait outside of the Prothonotary's Office while the license is prepared.

PASSPORT APPLICATIONS:

Passport applications will be processed on Tuesdays and Thursdays. All applications will be by appointment only. Appointments will be scheduled on the hour with the first appointment at 10:00 AM and the last appointment at 2:00 PM. You are required to have ALL documentation as instructed and required at the time of making the appointment. If you do not have everything as required, you will have to schedule a different appointment, NO exceptions. Only the passport applicants and/or parents as necessary will be allowed to enter the building.

**THE ABOVE IS SUBJECT TO CHANGE AT ANY TIME. ANYONE NOT ADHERING TO
THE ABOVE WILL BE ASKED TO THE LEAVE THE PROTHONOTARY'S OFFICE.**