

570-389-5634



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REGISTER OF WILLS AND RECORDER OF DEEDS
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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

TITLE SEARCHING:

All searching will be by appointment only and will be limited to 2 (two) searchers at a time. Appointments can be requested by calling the Register & Recorder's Office before 4:00 PM the day prior to having an appointment scheduled – no emails 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 50 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 Register & Recorder's Office, you must remain in the office for the duration of your appointment time - visiting other offices will not be permitted.

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

RECORDING/FILING:

The current practice of placing documents to be recorded or filed in the drop box at the entrance to the Courthouse, sending documents through the mail and e-recording will continue. There will be no recording or filing documents at the counter.

PROBATE:

All probates will be by appointment only. All paperwork will be required to be emailed or faxed to the Register of Wills Office prior to the appointment time for review. All Renunciations, Witness Forms, etc. must be signed and notarized prior to your appointment (with the exception of Non-Subscribing Witness Forms). You will be required to provide photocopies of driver's licenses for personal representatives or any witnesses who will be signing forms in this office. Only the Attorney, Executor(s) or Administrator(s) will be permitted at the appointment (with the exception of Non-Subscribing witnesses). Please do not bring additional family members, friends, etc. to the appointment. Short Certificates will be mailed along with the Grant of Letters the next business day. If it is necessary to have short certificates issued at the time of probate, you may be asked to wait outside of the Register of Wills Office until the short certificates are prepared.

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