

The Court of Common Pleas of Lancaster County and Lancaster County Commissioners have declared states of emergency (please see the attached [Declaration of Judicial Emergency](#) and [Lancaster County Declaration of Disaster Emergency](#)). In response, the Lancaster County Prothonotary's Office is requesting that filings be kept to a minimum due to a shortage of staff. If your filing can wait until the emergency has passed, please consider doing so.

If filing is necessary, the Prothonotary is strongly suggesting use of E-Filing through File & ServeXpress (<https://secure.fileandservexpress.com/Login/Login.aspx>).

The office is closed to counter service until further notice; any in-person filings must be dropped off outside and will be processed as though received via mail. If you drop off documents, please include self-addressed, stamped return envelopes. Use of File & ServeXpress will expedite the processing of all filings and is highly encouraged.

If you require assistance from our staff, please call us at 717-299-8282. I can also be reached via email at [anspade@co.lancaster.pa.us](mailto:anspade@co.lancaster.pa.us). I ask for your patience with any requests, as we will be operating with limited staff to reduce the potential for exposure to COVID-19. We will respond to you as soon as we are able.

Thank you for your understanding and cooperation.

Andrew E. Spade, Esq.  
Lancaster County Prothonotary