

UPDATE FROM THE LANCASTER COUNTY COURTHOUSE ROW OFFICES

LANCASTER COUNTY PROTHONOTARY

Under the guidance of Judicial Administrative Order No. A.D. 40-2020, dated August 14, 2020, the Lancaster County Office of the Prothonotary will reopen on a limited basis as of Monday, August 24, 2020.

Pursuant to the Administrative Order, Court filings shall be by means other than in-person delivery whenever possible. Court users and the public are requested to conduct any business they have in the Courthouse by telephone, mail, email, or any other advanced communication technology whenever possible to avoid in-person contact with Courthouse personnel.

The purpose of this limited reopening is to permit counter service for individuals who are unable to conduct their official business by means other than in person or for genuine emergency/time-sensitive matters. For all other matters continued use of US mail, overnight service or e-filing through www.fileandservexpress.com is encouraged and preferred.

Passport applications will be processed by appointment only. Walk-in processing will not be accepted. To schedule, please call 717-299-8282, option 6.

When filing in-person all paperwork shall be fully completed prior to entering the office. Questions for the clerical staff must be brief. Individuals will not be permitted to remain in the office longer than is necessary to effectuate the filing. In addition, entrance into the office will be limited. If there are individuals at the counter additional filers will need to wait in the hallway.

Individuals permitted access to any Court facility shall be required to maintain appropriate social distancing of at least six feet, to wear protective face masks or appropriate face coverings in common areas, and to comply with all safety directives provided by the Court or County staff.

Andrew E. Spade, Esq.
Lancaster County Prothonotary

LANCASTER COUNTY REGISTER OF WILLS

Court users and the public are requested to conduct any business they have in the Register of Wills'/Clerk of the Orphans' Court Office by telephone, mail or e-mail. A drop box has been placed in the lobby of the Courthouse for probate filings and marriage license application payments ONLY. Interviews for Marriage license applications, oaths in probate cases, and Orphans' Court filings will be permitted in our office by appointment only. If you have an appointment, do not enter the office until a staff person instructs you to do so.

Individuals with appointments are required to maintain appropriate social distancing of at least 6 feet, to wear protective face masks, and to comply with all safety directives provided by the Court or County staff.

Anne L. Cooper, Esq.
Lancaster County Register of Wills

LANCASTER COUNTY CLERK OF COURTS

The Lancaster County Clerk of Courts Office is open to the public during normal business hours for business related to the office. The local rule requiring electronic filing is still in effect. For any business needed to be conducted in person, please inform the Sheriff's Deputies in the courthouse lobby.

Jacquelyn E. Pfursich, Esq.
Lancaster County Clerk of Courts