

## Prothonotary Office Policy 3/18/2020

Effective Wednesday, March 18, 2020, in accordance with the guidelines promulgated by the State of Emergency Administrative Order, the Prothonotary's office is implementing the following policy and/or procedures for the production of critical documents and dissemination of information. In that the Washington County Courthouse is operating in a limited capacity with only essential operational functions, the following directives are to be followed forthwith. Accordingly, as per the court order, it is strongly suggested that business be conducted by mail, or other available means, rather than in person. The order directly impacts the daily functions of the Prothonotary's office and as such we will be operating with a skeleton crew, requisite to maintain critical functions. It is important to note that the situation is extremely fluid and it is very likely that more restrictive orders will be implemented as the pandemic evolves. The office will be adapting to these changes as efficiently as possible in order to maintain the health and well-being of our employees and the community.

Specifically to accommodate title searchers, the following procedure(s) will be implemented:

Once a thorough online search is completed (via the Electronic Retrieval System – ERS and all electronic sources), a specific list of required documentation is to be emailed to the Prothonotary's office via the office e-mail account [wcc.prothonotary@washingtencourts.us](mailto:wcc.prothonotary@washingtencourts.us). This listing of necessary materials must be received by 11:00am on the business day for which they are required. Written request(s) received after the deadline will result in the fulfillment of the request on the next available business day. **It is most important to note that request for materials must be specific and include the docket number and exact type of document as it corresponds to the specific docket entries within the *Event Summary* section of the ERS Civil Docket Print report. Materials requests received prior to the 11:00am deadline will be submitted to the provided email address by 4:15pm on the same business day.** Please note: a \$.25 per page fee will apply to all requisite pages necessary to fulfill the request. These fees will be deducted directly from your (copy) key if applicable. If not, we will notify you of the amount due via the email and once a check is received, a receipt will be emailed.

\*Although we will make every effort to provide accurate and timely information, the Prothonotary's office accepts no responsibility for the information provided since this is an alternate process due to operating under a State of Emergency. We request your cooperation as we do our best to follow the evolving emergency procedures promulgated via the Courts' orders.

If your presence in the Prothonotary's office is an absolute necessity, we will allow it on a limited basis with the following provisions:

\*By appointment only – one person at a time and one appointment per day – call 724-228-6770 to schedule.

These appointments will be limited to thirty (30) minute sessions. Please be prompt – the timer starts at the time of the appointment. Times will be enforced so the area can be sanitized prior to the next user.

In order to gain entry to the Prothonotary's office, it will be necessary to check in with the sheriff deputy upon arrival at the security checkpoint to verify an appointment. Upon verification, you will be cleared for admission to the building. In addition, if you have not scheduled an appointment, the Sheriff will call the Prothonotary office to verify the need to access the office. This access will be granted case by case.