

The Prothonotary is the Chief Clerk and record keeper for all filings related to civil cases. The office is located on the 2<sup>nd</sup> floor of the Berks County Courthouse and is responsible for the filing, recording and processing of all civil actions, family court matters, equity actions, judgments, federal, state and local tax liens, municipal liens, arbitrations, license suspension appeals, appeals to higher court. These are just some of the kinds of filings we process. The Prothonotary Office is also a passport agent for the U.S. Department of State and we process passport applications in addition to our official duties.

Also, we file and record all judgments, orders, decrees of court and e-mail or mail notice of such entries to parties and/or counsel in each case. We issue writs and process many other legal documents. We review pleadings filed for compliance with the Pennsylvania Rules of Civil Procedure and Berks County Rules of Court. Filing fees are collected for services rendered and turned over to the County and State. This revenue covers all daily operating expenses of the office, virtually making it self-supporting. These revenues do not support the indirect costs such as electricity, heat, air conditioning, etc. These are fixed expenses the County would incur regardless of what office occupies our space in the county-owned building. Additionally, these expenses are not directly under the control of the Prothonotary.