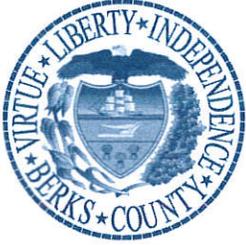


COUNTY OF BERKS, PENNSYLVANIA

Prothonotary



Courthouse, 2nd Floor
633 Court Street
Reading, PA 19601

Phone: 610.478.6970

Jonathan K. "J.D." Del Collo, Prothonotary

Ann L.R. Fitzgerald, Chief Deputy Prothonotary

PROTHONOTARY OF BERKS COUNTY

September 1, 2020

COVID-19 (Coronavirus)

PUBLIC UPDATE

1. **The Prothonotary's Office is open by appointment only.** Customers other than PFA Plaintiffs who absolutely need to conduct business in person and cannot be served by using our website, mobile app, or calling or emailing our office, will need to make an appointment.

Appointments will be scheduled between the hours of 9:00 AM and 2:00 PM only.

All those individuals who have appointments will be subject to temperature screening by Sheriff Deputies and security screening by Courthouse security personnel before entering the building. **Only the individual who has made the appointment will be permitted to come to our office.** Individuals not associated with the appointment holder shall remain outside the building. **Once cleared through screening, please come directly to our office and knock on the set of double center filing doors and wait for staff to assist you.** If there are other individuals waiting in the hallway, please be sure to maintain proper social distancing.

Proper mask wearing (both the nose and mouth are covered) is always MANDATORY when in the Courthouse/Services Center.

2. **E-filing and regular mail is the preferred method and most convenient/safest method for submitting documents and filings to the Prothonotary's Office.** Staff is processing electronic filings, electronic judicial orders and filings submitted through regular mail **timely.** We also continue to answer phone calls at the office's main number, 610-478-6970, **but we encourage the use of our website and mobile app which will contain the answers to many questions.**

We are currently updating our phone answering system. To speak with one of our staff simply select ANY option when calling or enter the staff member's extension if you know it.

3. **Passports:** The acceptance of new passport applications has been suspended indefinitely. Alternate acceptance locations in Berks County can be found by visiting travel.state.gov under the passports option.

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www.countyofberks.com

4. **Registration of Notary Signatures:** We are registering new and renewal notary signatures by appointment only. You must first have been sworn in and have had your documents recorded at the Recorder of Deeds Office. Please call the office to make an appointment and be sure to bring your notary documentation with you to your appointment.
5. **Record Requests/Searching:** All searching will be conducted by appointment only. We encourage using our online public docket (available through our website and mobile app) for routine research. Research requests can be made by downloading the "Records Request Form" from our website and mailing it to our office or, for more convenience, using our mobile app to instantly submit the request. A photocopy or image of a **valid photo ID must be provided when requesting copies. During this time and until further notice, ten or fewer copies will be provided FREE as a courtesy. Any amount above ten will be charged at \$.50 per page.**

If you are a title searcher and need to access records, please call our office to make an appointment or request them through the procedure outlined above. Appointments will be scheduled between the hours of 9:00 AM and 2:00 PM only.

The public computer terminal room is closed indefinitely.

6. If any visitor intending to do business with the Prothonotary's Office is sick with symptoms resembling those associated with COVID-19, **PLEASE DO NOT COME TO OUR OFFICE!** In order to protect our staff and the other members of the public who use our office, Prothonotary Staff reserves the right to deny services to any customer/visitor who is exhibiting symptoms of COVID-19. Instead, mail in your documents/filings or wait until you are well before visiting our office.
7. Citizens of Berks County and all other visitors to our office are encouraged to visit www.BerksDES.com for all of the latest information and resources on the COVID-19 pandemic in Berks County.

WE ALWAYS ENCOURAGE VISITING OUR WEBSITE AT WWW.COUNTYOFBERKS.COM/PROTHONOTARY and downloading our mobile app at <https://apps.myocv.com/share/a33219601> for lots more information and answers to questions.

JONATHAN K. DEL COLLO
Prothonotary of Berks County