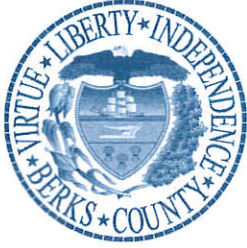


# COUNTY OF BERKS, PENNSYLVANIA

## 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

March 25, 2020

COVID-19 (Coronavirus)

PUBLIC UPDATE

1. The Berks County Courthouse and Services Center are closed to the PUBLIC through at least April 7, 2020.

**The Prothonotary's Office will continue to deliver essential services that we are tasked with and to ensure the continuity of operations in our role in the Berks County Court System.**

**Per the Supreme Court of Pennsylvania's Order of March 18, 2020, effective March 20, 2020, we will only be processing over the counter Protection From Abuse Filings and other EMERGENCY filings deemed essential. All filers will still need to report to the central/main intake area right off the second floor Courthouse elevators.**

**The Prothonotary's Office continues to utilize a skeleton staff deemed essential to the effective operation of our office.**

2. Citizens of Berks County and all other visitors to our office are encouraged to visit [www.BerksDES.com](http://www.BerksDES.com) for all of the latest information and resources on the COVID-19 pandemic. **A Berks County COVID-19 Help Center has also opened and can be reached via telephone at 610-320-6150 and via email at [COVID@countyofberks.com](mailto:COVID@countyofberks.com).**
3. **E-filing and regular mail is the preferred method and the most convenient/safest method for submitting documents and filings to the Prothonotary's Office. Staff is continuing to process electronic filings, electronic judicial orders and filings**

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[www.countyofberks.com](http://www.countyofberks.com)

submitted through snail mail. We also continue to answer phone calls at the office's main number: 610-478-6970.

4. **Passports:** The acceptance of new passport applications has been suspended indefinitely. Alternate locations in Berks County can be found by visiting [travel.state.gov](http://travel.state.gov) under the passports section.
5. **Record Requests/Searching:** All searching will need to be done remotely. The link to our public dockets is available on our website: [www.countyofberks.com/prothonotary](http://www.countyofberks.com/prothonotary). **The public research area of the Prothonotary's Office is closed indefinitely.** Filing and document information not available online can be ordered by calling Prothonotary Jonathan Del Collo at 610-478-6970 x3456 or by email at [JDelCollo@countyofberks.com](mailto:JDelCollo@countyofberks.com).

Staff of the Berks County Archives, where some of our documents are stored offsite, will not be in the Archives Facility until April 1, 2020. Requests for documents that need to be retrieved from the County Archives will not be fulfilled until after April 1, 2020.

6. If any filer 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 clearly exhibiting symptoms of COVID-19. Instead, mail in your documents/filings or wait until you are well before visiting our office.
7. These restrictions will remain in place until further notice. We will continue to monitor the ongoing situation and will be in constant communication with the County's COVID-19 Task Force in case further restrictions are needed. We appreciate everyone's patience and cooperation as we work to move past the COVID-19 pandemic.

**JONATHAN K. DEL COLLO**  
*Prothonotary of Berks County*