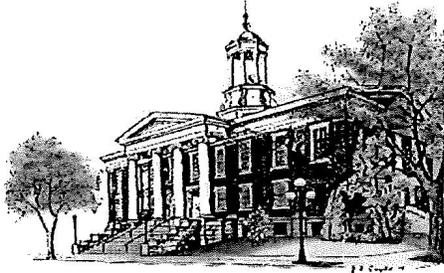


Lisa A. Seward, Register & Recorder

Union County Register and Recorder Office

103 S Second Street, Lewisburg, PA 17837

Phone: (570) 524-8767



Brenda L. Berge, Chief Deputy

Jamie L. Putnam, Senior Deputy

Peter L. Matson, Solicitor

ALL CDC GUIDELINES WILL BE FOLLOWED

SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED

MASK AND/OR FACE COVERINGS WILL BE REQUIRED

SEARCH ROOM: Searchers, Attorneys, Surveyors, (NOT OPEN TO PUBLIC)

ONLY THOSE NEEDING TO DO SEARCHING FOR THEIR JOB

*******RECORDINGS WILL BE DONE BY SEPARATE APPOINTMENT TIME*******

Searching will be done by appointment only, limited 3 searchers at a time. **ALL APPOINTMENTS WILL BE TAKEN BY PHONE ONLY.** (No requests from emails, faxes, and no walk-ins) **All appointments must be made by 4pm, the day before.** Appointments will only be for 2 hours and the **last 15 minutes of your appointment, you will be required to sanitize the area you worked at.** First appointments start at 9am and the last will **end** at 3pm. Only one person per organization is permitted per day. Only minimum items necessary for your work to be done will be permitted in office.

Once your appointment starts, you are not permitted to go to other offices. If you leave the office before your appointment is up, you will forfeit the duration of your appointment. If you are late for your appointment, your appointment does not get extended.

DOCUMENT RECORDINGS Always accepting MAIL, FEDEX, UPS

RECORDING BY APPOINTMENT: Must call for appointment by 4pm day before. Appointments will be limited to 2 hours with start times of 9am-3pm, limited to 1 customer at a time. All recordings need stamped address envelopes for returning.

*******NO CHECKING IN SEARCH ROOM FOR WHEN RECORDING DOCUMENTS*******

PROBATE ESTATE- Fax everything, Call for appointment. Must have everything in order for appointment to start, and discussions with clients **MUST** be done before coming into appointment. **NO EXCEPTIONS.**

*******ANYONE NOT LISTENING TO THE RULES WILL BE ASKED TO LEAVE PROMPTLY*******

THE ABOVE IS SUBJECT TO CHANGE AT ANY TIME

Union County's Register & Recorder

Lisa A. Seward