

County of Union

PENNSYLVANIA

Prothonotary and Clerk of Courts

Diane Miller

Prothonotary/Clerk of Courts

*Telephone: (570) 524-8752 Fax: (570) 524-8628
UnionCountyPA.org*



ALL CDC GUIDELINES WILL BE FOLLOWED
SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED
MASKS AND/OR FACE COVERINGS WILL BE REQUIRED

JUDGMENT/LIEN SEARCHING:

All searching will be by **appointment only** and will be limited to 1 (one) searcher at a time. Appointments can be requested by calling the Prothonotary's Office before 4:00 p.m. the day prior to having an appointment scheduled – **no e-mails, faxes or walk-ins**. Appointments will be for 45 minutes, and will be scheduled on the hour with the first appointment at 9:00 a.m. and the last appointment at 3:00 p.m. This will allow staff to sanitize work areas between appointments. Only one employee per organization will be permitted per day.

Once you arrive in the Prothonotary's Office, you must remain in the office for the duration of your appointment time – visiting other offices will not be permitted. A clerk will pull all files as needed.

No backpacks, briefcases, laptops, etc. will be permitted in the Prothonotary's Office. Bring only the bare minimum items necessary for the work that needs to be done.

RECORDING/FILING:

The current practice of utilizing our drop box, sending documents through the mail, by fax or e-mail will continue. There will be no recording or filing documents at the counter.

MARRIAGE LICENSE APPLICATIONS:

Marriage license applications will be processed on Wednesdays and Fridays. All applications will be by **appointment only**. Appointments will be scheduled on the hour with the first appointment at 10:00 a.m. and the last appointment at 2:00 p.m. You are required to have **ALL** documentation as instructed and required at the time of making the appointment. If you do not have everything as required, you will have to schedule a different appointment. Please do not bring additional family members, friends, etc. to the appointment.

PASSPORT APPLICATIONS:

Passport applications will be processed on Tuesdays and Thursdays. All applications will be by **appointment only**. Appointments will be scheduled on the hour with the first appointment at 10:00 a.m. and the last appointment at 2:00 p.m. You are required to have **ALL** documentation as instructed and required at the time of making the appointment. If you do not have everything as required, you will have to schedule a different appointment, **NO exceptions**. Additionally, **ALL parties must be present at the scheduled appointment time**, or you will have to schedule a different appointment.

THE ABOVE IS SUBJECT TO CHANGE AT ANY TIME. ANYONE NOT ADHEARING TO THE ABOVE WILL BE ASKED TO LEAVE THE PROTHONOTARY'S OFFICE.

Union County Court House - 103 South 2nd Street – Lewisburg PA 17837-1903