

# County of Union

PENNSYLVANIA

Prothonotary and Clerk of Courts

**Diane Miller**

*Prothonotary/Clerk of Courts*

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[UnionCountyPA.org](http://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 can be for 45 minutes or 1 hour and 15 minutes, 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:**

Documents will be accepted by utilizing our drop box, sending documents through the mail, or you can schedule an appointment (15 minutes) to come to the office. **Self-addressed, stamped envelopes should be provided for the return of your documents whether in person, or by mail.**

## **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 9:00 a.m. and the last appointment at 3:00 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 9:00 a.m. and the last appointment at 3:00 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 ADHERING TO THE ABOVE WILL BE ASKED TO LEAVE THE PROTHONOTARY'S OFFICE.

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