



Wyoming County
**Prothonotary/Clerk of Courts/
Clerk of Orphan's Court**
Cindy L. Newhart
1 Courthouse Square
Tunkhannock, Pennsylvania 18657
(570)996-2232
(570)996-0193 - Facsimile

EFFECTIVE JUNE 8, 2020

Beginning June 8, 2020, access to this office will be by appointment only. Appointments can be requested by calling (570)996-2232 by 3:00 p.m. the day prior to having an appointment scheduled – no e-mails, faxes or walk-ins.

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

JUDGMENT/LIEN SEARCHING:

Limited to one (1) searcher at a time. If your name is not on the schedule, you will be denied access to the Courthouse. Appointments will be scheduled on the quarter past the hour, with the first appointment beginning at 9:15 a.m. and the last appointment at 3:15 p.m. Each appointment will be for the duration of 45 minutes in order to give the staff time to sanitize work areas. 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. Access to behind the counter in our office will not be prohibited and should you need access to the vault area, a Deputy will bring files/books as needed.

Please remember our records are available on-line by going to the Prothonotary website, clicking on 'Additional Resources' and selecting 'Infocon County Access.'

RECORDING/FILING/PAYING FEES:

The current practice of sending documents through the mail will continue. There will be no recording or filing documents at the counter. Please be sure to provide your unstapled original for filing, a copy to be returned to you, along with a self-addressed stamped envelope. If your filing requires a filing fee, be sure to have your contact information available should we need to contact you. We are in the process of having a dropbox ordered for outside.

MARRIAGE LICENSE APPLICATIONS:

Marriage license applications will be processed by appointment only and only for County residents at this time. Appointments will be scheduled on the quarter past the hour beginning at 10:15 a.m. and the last appointment at 2:15 p.m. You are required to have ALL documentation as instructed at the time of making the appointment. If you do not have everything as required, you will have to schedule a difference appointment. Only the applicants will be allowed to enter the building.

PASSPORT APPLICATIONS:

Passport applications will be processed Tuesdays, Wednesdays and Thursdays between 9:15 a.m. and 2:15 p.m. and Fridays from 9:15 a.m. to 1:15 p.m. All applications will be by appointment only. 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 difference appointment, NO exceptions. Only the passport applicants and/or parents as necessary will be allowed to enter the building.

In light of these restrictions, the Prothonotary/Clerk's Office remains open, and we're working hard to continue to offer exceptional service while maintaining the safety of the people we serve and office staff.

***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.**

THE ABOVE IS SUBJECT TO CHANGE AT ANY TIME. ANYONE NOT ADHEREING TO THE ABOVE WILL BE ASKED TO LEAVE THE OFFICE.