



**PROTHONOTARY
of Adams County, Pennsylvania
BEVERLY BOYD**

Adams County Courthouse 117 Baltimore Street, Room 104
Gettysburg, PA 17325-2313
717-337-9834

TO: Attorneys, Paralegals and Title Searchers
FROM: Beverly Boyd
DATE: May 8, 2020
INRE: Prothonotary Department Reopening May 11, 2020

Please be advised that pursuant to Court Order 2020-SO-34, the Prothonotary Department will be reopening on Monday, May 11, 2020. For your protection, as well as the protection of staff members, the operation of our office has changed.

- Masks are required to be worn.
- Security Officials take temperatures upon entrance into the building.
- Please wait in the hallway at the double doors to be called into the department, staying along the wall on the south side of the hallway.
- Please practice social distancing while waiting in the hallway.
- A staff member will signal for next customer to enter lobby area for filing documents at our counter and/or to check mailboxes.
- Please exit through the single door into the hallway, staying to the north side of the hallway.
- This affords staff members time to clean the counter between customers as well as ensures that everyone is practicing social distancing.
- Public Research Terminals are located in the lower level of the Courthouse, (old Public Defender's Office, next to lunchroom). The terminals have FullCourt, DocStar, a link to Register/Recorder's records as well as Tax Services data. Masks, gloves and cleaning supplies are still required. Plastic is supplied and required to be used. No appointments are needed. Four searchers will be permitted at a time.

Thank you for your patience and cooperation.