

Office of
Janet L. Kalajainen
Register and Recorder
Lawrence County, PA

March 19, 2020 – FOR IMMEDIATE RELEASE

The Lawrence County Courthouse and the **Register and Recorder's Office** will be closed to the public beginning 4:00 pm on **March 19, 2020** until **April 3, 2020** or until further notice. We are carefully monitoring the situation pertaining to the COVID-19 virus on a daily basis. The health and safety of the public we serve and our employees is of utmost importance. We thank everyone for their patience as we face uncertain days ahead.

RECORDER OF DEEDS office: We will do our best to process necessary documents in a timely manner with a skeletal staff via *E-recording as well as **documents sent by mail**. We have also installed a **drop-box** right inside the main courthouse foyer. Please **enclose a self-addressed stamped envelope for return of documents and receipt**. No cash. Drop box available from 10:00 am to 2:00 pm.

Searches can be done on online at:

<https://countyfusion.1.kofiletech.us/countyweb/login.do?countyname=Lawrence>

You can also visit the county website at: www.co.lawrence.pa.us click on **Government**, then

Register of Wills and Recorder of Deeds – Online Services

***E-recording:** We have partnered with the following E-recording systems to record documents electronically. Please go to their website to sign in and receive help, support and training. E-recording is simple, secure and can be done from your home or office.

Simplifile: www.simplifile.com,

CSC: www.erecording.com,

ePN: www.goepn.com

Notaries: It is our understanding from a message we received from the PA Department of State that all notary deadlines will be extended by operation of law to the next business day for Recorder's Offices that are closed.

REGISTER OF WILLS office: For emergency probate, you must call for an appointment and it will be done via video conferencing. Filing of Inheritance Tax Returns, Inheritance Tax payments etc., can be mailed (and postmarked date will be honored) or put in the drop box. The PA Department of Revenue is making system modifications to not apply penalties for payments received late if we are closed. If using the drop box, right inside the courthouse foyer, please include date of deposit and self-addressed stamped envelope. No cash. Drop-box hours 10:00 am to 2:00 pm.

Register of Wills index search: <https://countyfusion1.kofiletech.us/countyweb/login.do?countyname=lawrenceWills>

Contact Information:

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Office of
Janet L. Kalajainen
Register and Recorder
Lawrence County, PA

March 27, 2019

UPDATED PRESS RELEASE

The Lawrence County Commissioners received notice that one of our employees has tested positive for COVID-19. This prompted the closure of the Courthouse to everyone but elected officials, department heads and just a handful of staff members.

For the **Register of Wills and Recorder of Deeds Office**, one of my deputies and myself will be working from home and going to the Courthouse to pick up mail. We have the ability to do eRecordings of real estate documents at home as well as video conferencing for probate estates. We will try our best to process mail for recordings and estate filings. There are many services that will have to be on hold until we are back with full staff.

Please visit our county website at www.co.lawrence.pa.us (Government/Register of Wills and Recorder of Deeds) for more details about our **online search services** and **eRecording** information. Please email me at: jkalajainen@co.lawrence.pa.us with any questions.

We ask for your patience and prayers during these trying times. We are all in this together.

Sincerely,

Janet L. Kalajainen

Register and Recorder