

The Prothonotary Office serves as the “Chief Record-Keeper” of the Court of Common Pleas
the Clerk of Courts. Mrs. Fedele began her career in the Prothonotary office in 1981, was appointed as Deputy Prothonotary in 1988 and was elected to the position she now holds in January 2012. The management team of the department is comprised of the elected official and a Deputy Prothonotary and Deputy Clerk of Courts appointed by the elected official. The Prothonotary, deputies and staff of nine clerks have over 50 years of combined knowledge and experience to render support for the high volume of transaction activity generated by the office.

The department utilizes both an in-house AS400 civil system management system, which was developed in 1981 and in 2005 was enhanced to provide automated indexing and docketing of all judicial cases and in May of 2013, an updated windows based program for civil records management (“Full Court”) to bring the office in line for future electronic filing and provides numerous services to the courts. To enhance the internal operations of the Clerk of Courts we began using the state CPCMS automated criminal system in 2005.

The major responsibility of the department is to ensure all records and applicable documents are indexed, docketed, scanned, recorded and micro-filmed on a timely basis in compliance with state requirements and guidelines. Legal documents processed by the office include:

Appeals	Transcripts
Assignments	Petitions and Injunctions
Arraignments	Criminal Searches
Divorce complaints	Change of Name Petitions
Writs/Executions	Bail Processing
Judgments and Liens	Criminal Final Bills of Costs
Custody and Support	Building Agreements
Protection from Abuse Petitions	Applications/renewals of
Juvenile/Dependency Matters	Private Detective Licenses

In addition to all the other duties performed by this department, this office acts as an agent for the federal government by processing over 800 new **passport applications** and has recently added photo processing.

Another service provided to the general public is **genealogical research** and retrieval of various documents from the archives maintained in the office. To provide further assistance to county constituents, the office was a recipient of a state grant project to micro-film/all naturalization documents since 1795. The originals are housed in the Thomas Tabor Historical Museum, Williamsport.

In accordance with state law, the office charges fees as prescribed by the official fee schedule for the documents processed and services provided. At the end of each year, the office contributed over \$1,000,000.00 in revenues to the county & state. Each year the office processes in excess of over 7,500 transactions.

Acting in the capacity of the Clerk of Courts, Mrs. Fedele is also serves the courts by utilizing the automated jury “check-in” and assignment to smaller panels, for the over 7500 residents that are summoned for jury duty throughout the year and at the conclusion of the trial terms submits vouchers for the payment of juror expenses.

The Prothonotary’s mandate for the office and the designated mission of all department associates is to provide outstanding and premiere support to all the courts, county residents, attorneys and all other individuals who avail themselves of the services of this row office.