

Thomas D. Heap
Prothonotary and Clerk of
Courts

David Wilk, Esquire
Solicitor



Brenda K Smith
Deputy Prothonotary

Kevin Williams
Deputy Clerk of Courts

**LYCOMING COUNTY PROTHONOTARY
AND
CLERK OF COURTS
LYCOMING COUNTY COURTHOUSE
48 West Third Street
Williamsport, PA 17701**

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

FILING CRIMINAL/CIVIL Actions/Record Search

- All In-Person filings/record search requires an appointment and must be scheduled by contacting the Lycoming County Prothonotary's Office Directly at (570) 327-2251.
- Local Law Firms may schedule a regularly scheduled time to accommodate normal daily operational procedures.
- Documents will be accepted by utilizing the front lobby drop box or sending documents through the mail.
- **Self-addressed, stamped envelopes should be provided for the return of your documents whether in person, or by mail.**

PUBLIC COMPUTER JUDGMENT/LIEN SEARCHING:

- All searching utilizing the Public PC's **will be by appointment only** and will be limited to 3 (three) searchers 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 if available – (570) 327-2251.
- Appointments will be for 1 hour time slots, with the first appointment at 8:30 a.m. and the last appointment at 4:00 p.m.
- Individuals utilizing the public terminals are required to sanitize the public areas at the end of the appointment.

PASSPORT APPLICATIONS:

- Passport applications will be processed on Mondays thru Thursdays 9:00 am. – 4:00 pm
- All applications will be by **appointment only by contacting the office at (570) 327-2251.**
- You are required to have **ALL required** documentation at the time of making the appointment.
- **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 AS CONDITIONS DICTATE.**

****ANYONE NOT ADHEARING TO THE ABOVE WILL BE ASKED TO LEAVE THE
PROTHONOTARY/Clerk of Courts Office**