



REGISTER OF DEEDS

**THE FOLLOWING REVISED SCHEDULE WILL BEGIN
WEDNESDAY, FEBRUARY 2nd, 2022, & WILL REMAIN IN
EFFECT FOR THE REGISTER OF DEEDS OFFICE UNTIL
FURTHER NOTICE**

- **IN PERSON RECORDING WILL BE PERMITTED BETWEEN THE HOURS OF 8:30am-12:30pm, MONDAY-FRIDAY.**
- **ALL REGISTER OF DEEDS STAFF WILL BE @ LUNCH FROM 12:30pm TO 1:30pm. THIS INCLUDES THE COPY DESK & CUSTOMER SERVICE.**
- **COPY REQUESTS WILL BE PERMITTED BETWEEN THE HOURS OF 8:30am-12:30pm & 1:30pm-5:00pm.**
- **THE OFFICE WILL CONTINUE TO BE OPEN FOR RESEARCH PURPOSES 8:30am-5:00pm, MONDAY-FRIDAY.**

Documents can be dropped off with the front window attendant between the hours of 1:30pm-5:00pm and will be recorded in the order in which they are received, but not necessarily same day.

FEDEX, UPS, COURIER & USPS WILL BE RECEIVED THAT DAY AS NORMAL.