

COUNTY CLERK'S OFFICE – CORTLAND COUNTY

Courthouse

46 Greenbush Street, Suite 105
Cortland NY 13045-3702
(607) 753-5021
Fax (607) 753-5378



ELIZABETH LARKIN
County Clerk

TAMMY BARRIGER
Deputy County Clerk

BROOKE KEMAK
Deputy County Clerk

Sonia Ganoung
Director, Motor Vehicles

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TO: Robert Corpora, County Administrator/ Media
FROM: Elizabeth Larkin, Cortland County Clerk
RE: Status of Services
DATE: 05/18/2020

The **County Clerk's Office** will be open to the public starting Wednesday, May 20, 2020 at 8:30am and will resume normal business hours of 8:30am-4:30pm, Monday through Friday.

All public visitors will be required to cover their nose and mouth with a mask or cloth covering

All in person services of the County Clerk's Office will be resumed including:

- Court filings (new and existing cases)*
- Payments made to the courts
- All recordings: deeds, mortgages, leases, etc**
- All filings: affidavits, misc filings, etc**
- Passport services
- Pistol permit applications
- Pistol permit amendments
- Notary services in person
- * Attorneys are required by an Administrative Order to file court document digitally. Only pro se litigants are allowed to file by paper but may file digitally as well.
- **Recordings and filings will continue to be accepted and are encouraged to be submitted through e-recording