

## COUNTY CLERK'S OFFICE – CORTLAND COUNTY

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County Clerk

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### **Notice regarding reduction in Services** *Until Further Notice*

#### Cortland County Clerk's Office:

The Cortland County Clerk's Office is closed for public access. At this time services regarding passports, pistol permits and notary services are not available.

Electronic Recordings: These transactions can be submitted to the County Clerk's office via an Erecording vendor. These vendors include Simplifile ([www.simplifile.com](http://www.simplifile.com)), CSC (<https://www.erecording.com>), EPN ([www.goepn.com](http://www.goepn.com)) and Indecomm (<https://dmg.indecomm.net/Solutions/eRecording>).

All Court Filings: Pursuant to the Governor's Executive Order 202.8, dated March 20, 2020, civil statutes of limitation are suspended. As a result court filings will not be accepted unless it is an "Essential Matter". Refer to the attached Governor's Executive Order and Administrative Order for additional information regarding the definition of "Essential Matter".

The office will continue to receive mail.

*Drop box availability: Transactions, except passports, pistol permits and notary services can be deposited inside the drop box located inside the County Courthouse entrance. Please enclose your documents and any necessary payments in an envelope and indicate who the transaction is from, who to contact if there are issues with processing and include a self-addressed stamped envelope for all recordings or documents that need to be returned.*