

## **COVID-19 DEPARTMENT DETAIL - UPDATED 11/15/2022**

As a general policy, the County will continue to follow the guidelines set forth by the CDC. Please note that some County and Court offices may have stricter guidelines in place. Check with an employee or office signage for masking and social distancing policies.

For the safety of all visitors and staff, remember to practice social distancing and good hygiene including washing your hands frequently and covering coughs and sneezes with your elbow or a tissue. Please use common sense and be respectful and kind to one another.

### **COURTS**

The Mercer County Court of Common Pleas will be open for all business subject to the following:

- All persons present, including parties, attorneys, court staff, sheriff deputies, and others shall practice social distancing, use hand sanitizer, and take all other precautions.
- Courts will continue to use advanced technology communications to the greatest extent possible subject to state and federal constitutional requirements.
- Any additional precautions the President Judge may determine for the health and safety of all persons present.
- All Common Pleas Judges shall have the authority to limit the amount of persons present at any one time in their courtrooms subject to state and federal constitutional rights.
- All Magisterial District Judges shall have the authority to limit the number of persons present at any one time in their courtrooms subject to state and federal constitutional rights.

- Furthermore, all Magisterial District Judges shall have the authority to limit the number of persons present at any one time in their buildings subject to state and federal constitutional rights.

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## **BEHAVIORAL HEALTH COMMISSION**

Mercer County Behavioral Health Commission now has a COVID-19 Warm Line up and running through Central Intake during the normal business hours. The number is the same - **724-662-2230** - and individuals will need to identify that they would like to speak with someone about COVID-19, be asked to leave their name/number and one of the staff will call them back. Please note that when someone is called back, the number will be from a blocked/restricted number since staff are working from home. Staff members will be able to provide linkages to area supports, government websites related to COVID-19, etc. This does not take the place of any other service in our county.

## **CLERK OF COURTS - 724-662-7548**

Criminal filings may be brought in, mailed to the Clerk of Courts, 112 Courthouse, Mercer, PA 16137. For anyone needing to make payments on fines, costs or restitution, you may come into the office or mail your payment to the Clerk of Courts, 112 Courthouse, Mercer, PA 16137. If you include a self-addressed stamped envelope, we will mail you a receipt. We also have available a website for online case payments at: <http://ujportal.pacourts.us>. Click on PAePay and follow the prompts. Should you have further questions, you can contact the Cost Collections Department at 724-662-3800, extensions 2410, 2419 or 2426.

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## **ELECTIONS / VOTER REGISTRATION - 724-662-7542**

The Mercer County Bureau of Voter Registration and Elections has moved to its new location: 130 North Pitt Street, Suite B, across from Mercer County Domestic Relations. The office is open for all elections-related business. We do ask visitors to wait in a properly spaced line if the office is busy. All voter registration transactions and absentee/mail-in applications can be handled either online at <https://www.vote.pa.gov> or by mail. If voters have difficulty with the online process, we are happy to mail them the correct form if they call our office.

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## **PROTHONOTARY - 724-662-7561**

We are open for filing of documents. However, we encourage the use of filing by mail, FedEx or UPS. We no longer accept filings by email.

### **Current Operations of Business:**

Forms for Divorces and Custody filings are available on the County website (<https://www.mercercountypa.gov>) for free. We will be happy to answer any questions concerning these forms and the fees to file them. Phone: 724-662-7561

### **Passports**

We have resumed taking passport applications. However, Passport Services will not be able to meet its usual processing time of 7-10 weeks for routine service. Customers should **expect significant delays** beyond

the time period it normally takes to receive their passport and citizenship evidence documents. For further information check the official website for passport information at <https://travel.state.gov>

### **PFA (Protection from Abuse)**

As always, we will be open for filing of Protection from Abuse cases. Only the party requesting the PFA need appear for the temporary hearing. There is no need to bring extra people with you for the initial filing. They can appear with you for your full hearing when scheduled.

### **REGISTER OF WILLS ORPHANS' COURT - 724-662-7548**

The Register of Wills office is now probating estates by appointment. One estate per appointment. All filings may be brought into the office or may be mailed to the Register of Wills, 112 Courthouse, Mercer, PA 16137. To set up appointments or if you have any questions, please call 724-662-3800, Extensions 2246 or 2253.

### **SHERIFF'S OFFICE - 724-662-6135**

To ensure that this Office maintains safety for our customers and staff, the Mercer County Sheriff's Office is only accepting applications for a License to Carry Firearms Permit **Online** or by **Mail**.

Select one of the following steps to submit your application:

- **Online**
  - Navigate to; <https://mercerpa.permitium.com/ccw/start>

- At this site you will complete an application, pay by credit/debit card, receive personal notifications by email or text, and make your own appointments online after being notified by email or text.
- The application process is completed **ONLINE**. Do not print and mail this information.

OR

- **Mail**

- **Fill out the application in its entirety.** Applications are available for download at <https://www.mercercountypa.gov/sheriff/default.htm> located under Printable Documents and inside the entry of the Sheriff's Office.
- Mail your application with a **photocopy of your driver's license (color if possible)** and if applicable, a copy of your address update card, **AND;**
- **If renewing, a copy of your current concealed carry permit,**
- A check or money order in the amount of \$20.00 to the **Mercer County Sheriff's Office.**
- **Mail** completed application, required photocopies, and payment to:

Mercer County Sheriff's Office  
205 S Erie St.  
Mercer, PA 16137  
Attn: LTC Permits

When your application has been received and processed you will be contacted for an appointment to complete your application process for a License to Carry Permit.

**Processing of a License To Carry Permit may take up to 45 days.**

## **Sheriff's Sale**

Information and the schedule for Sheriff Sales can be found here: <https://www.mercercountypa.gov/sheriff/divisions/realestate.htm>

## **TREASURER - 724-662-4440 or 724-662-7508**

Below are options for those who do not feel comfortable physically coming into the office. We are available via phone (724-662-4440) to help you with any barriers to accessing these services.

### **Dog Licenses - 724-662-4440 or 724-662-7508**

Applications and payment can be mailed to our office at 104 Courthouse, Mercer PA 16137. Dog Licenses can also be purchased at: <https://www.doglicenses.us/PA/Mercer>.

### **Hunting and Fishing Licenses - 724-662-4440 or 724-662-7508**

Hunting and Fishing Licenses can be purchased at <https://huntfish.pa.gov/>

### **Boat Registrations - 724-662-4440 or 724-662-7508**

The Mercer County Treasurer's Office will not be suspending boat registrations, but we strongly encourage you to use the information on the following site to mail your boat registration directly to the Boat Commission. <https://www.fishandboat.com/Boat/RegisterTitle/Pages/default.aspx>

### **Small Games of Chance/Bingo - 724-662-4440 or 724-662-7508**

Small Games of Chance and Bingo applications may be sent through the mail with payment. The application will be processed and certificate mailed to your desired address. If you need blank applications, please visit <https://www.mercercountypa.gov/treasurer/Licenses.htm> to print

the application or call the office and one can be mailed to you.

\*Please remember to have the signature page of the application notarized to prevent delay of license processing. If you have any questions or concerns, please call the office at 724-662-4440.

## **VETERANS AFFAIRS - 724-662-7511**

The Veterans Affairs office is open to the public. Please call the office prior to any visit. Calling to schedule an appointment is REQUIRED. Appointments are necessary to ensure that we have allotted enough time to prepare and assist veterans and their families. Anyone who visits the office without an appointment may have to wait for a staff member to be available to assist them if there is a previously scheduled appointment.

For general information as well as specific programs and benefits provided through the Veterans Benefits Administration please visit their website at Veterans Benefits Administration Home (va.gov)

**NORMAL HOURS OF OPERATION:** 8:30 a.m. through 4:30 p.m.

There is a sign in sheet upon your arrival. After signing in, if there is someone ahead of you please wait on the bench in the hallway. While visiting and working at the courthouse, ALL veterans, clients, and staff will maintain social distancing, when possible. Thank you for your time and patience concerning the nature of your visit to Veterans Affairs.

### **CONTACT INFORMATION**

Mercer County Veterans Affairs

14 Courthouse

Mercer, PA 16137

Phone: 724-662-7511

Fax: 724-662-7516

**Email:**

Director, Bradley Alan: [balan@mercercountypa.gov](mailto:balan@mercercountypa.gov)

Assistant Director, Tammy

McLaughlin: [tmclaughlin@mercercountypa.gov](mailto:tmclaughlin@mercercountypa.gov)