



OFFICE OF THE
COUNTY CLERK

JAMES N. HOGAN
COUNTY CLERK

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY



HEATHER L. POOL
Deputy County Clerk

Court House
PO Box 129
Woodbury, NJ 08096

Phone 856.853.3237
Fax 856.853.3327

jhogan@co.gloucester.nj.us

www.co.gloucester.nj.us

New Jersey Relay Service-711
Gloucester County Relay Service
(TTY/TTD)-(856)848-6616

Title Searcher Policy 2020-3

Old Courthouse

Effective: September 8, 2020

Statement: The intention of this policy is to maintain the health and safety of both the public and County Clerk employees during the COVID-19 pandemic while maintaining essential services. The County Clerk reserves the right to modify or suspend this policy at any time due to changing circumstances. Failure to adhere to the policy herein will result in a loss of privileges or potentially a revocation of the policy.

Policy: The County Clerk's Office will allow title searchers access to the Old Courthouse in the basement and upstairs records area beginning Tuesday, September 8, 2020 with the following guidelines and procedures.

Title searchers must adhere to the following:

- Face masks are mandatory
- No access to employee lunch room and no food is permitted
- Must utilize men's public bathroom in basement, women's public bathroom on second floor
- Wipe down areas of use including work areas, public use copier, etc..
- No hand to hand interactions with County Clerk staff
- Must wipe down workstation and remove paper and other loose belongings when finished for the day
- Maintain appropriate social distancing with fellow searchers and members of the public

Three workstations will be provided for searcher use in the basement and three workstations will be provided at the Island in the Record Room. Three Island workstations are reserved for public use. Searchers must return books to designated return areas when finished. Requested copies will be placed by Clerk staff in the designated area.