



GLOUCESTER COUNTY
SURROGATE COURT

Giuseppe Chila
Surrogate

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY



Susan M. McKenna Esq.
Deputy Surrogate

17 North Broad Street
PO Box 177
Woodbury, NJ 08096

Phone (856) 853-3282
Fax (856) 853-3311

gchila@co.gloucester.nj.us

www.co.gloucester.nj.us

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

Effective Immediately

The intention of this policy is to maintain the health and safety of both the public and Surrogate Court employees during the COVID-19 pandemic while maintaining essential services. Two-hour scheduling will be enforced and must be adhered to so there isn't a back log.

Title searchers must adhere to the following:

- You must wear a face covering that covers your nose and mouth
- You must use hand sanitizer provided prior to using our equipment
- You cannot be sick or have flu like symptoms
- You must maintain social distancing from all staff and other searchers
- You must wipe down all equipment after use (wipes and gloves will be provided)
- No food or drink is permitted
- No cell phone use or cameras permitted
- Request for copies will be filled with submission of judicial records request form and placed in the appropriate bin

Two workstations will be provided for searcher use behind the counter in the searcher area. Use of the Micro Fiche and files are located in a separate work area behind the counter. Searchers are not permitted to leave the search area to interact with staff at their workstations. You will be notified when your request is completed.

The Surrogate reserves the right to revise or suspend this policy at any time. Failure to adhere to the policy herein will result in a loss of privileges or potentially a revocation of the policy.