Lee Haidusek Chambers
Liberty County Clerk

June 1, 2020

Procedures for Accessing the Liberty County Clerk's Office during the Declaration of Disaster related to the COVID-19 Pandemic:

- All visitors to the Liberty County Clerk's Offices must have an appointment. Appointments are made by calling or texting our offices. Security has been asked not to allow anyone into the courthouse to visit our office unless we have verified the person(s)'s appointment in one of the agreed formats.

- Only two (2) persons are allowed into the office area at any given time to maintain social distancing. If the visitor is waiting for a document (birth certificate, marriage license, court order, etc.), we may ask them to sit in a designated area immediately outside our office until it is ready. The area is marked. Otherwise, visitors must wait at the place marked on the floor outside the office area until called by office personnel.

- Before a visitor touches anything, we ask that they spray their hands with the hand sanitizer provided. We encourage all visitors to wear a mask and gloves. However, we may have to ask a person to remove the mask to verify their identity.

- All visitors are asked to sign a register noting the date and time of their visit and providing contact information.

- Defendants and attorneys visiting the County Clerk's Office are asked to follow the above rules. The exception will be on days when there is a docket call. On docket days, we ask that defendants and attorneys obey the distancing and hand-sanitizing rules, but appointments are not necessary. There will be areas marked outside of the office where they can wait until called in by office personnel.

- The public is encouraged to take advantage of on-line access to the County Clerk's webpage to pre-print forms and access county records. The public access computers in the County Clerk's Office are available by appointment only. Access to book records is not allowed except on a case-by-case basis as determined by office personnel.