

NOTICE OF IMMEDIATE TEMPORARY CHANGES TO
DOUGLAS COUNTY CLERK'S OPERATIONS DUE TO COVID-19

BEGINNING 3-18-2020

At this time, the Clerk's Office is remaining open. However, per Emergency Admin Order No. 1, Superior Court hearings are being limited, canceled or held telephonically. Please see the Superior Court website for more details.

The Clerk's Office cares about the well-being of our customers and employees. Since our line of work does not allow for a "work from Home" situation, we are asking that you help us minimize the in person contact in an effort to slow the spread of COVID-19.

Public is able to conduct most of their business with the Clerk's office via regular mail, e-filing or by phone. Due to the small counter area in our office, we are restricting access to one person at a time.

Please follow the CDC guidelines by washing hands and avoid going into public areas unless it is absolutely necessary. Customers who are visibly ill may be asked to leave and connect with the Clerk's Office in an alternative way.

Family Law Facilitator: All appointments will be telephonic. Facilitator fees may be paid online or by telephone with nCourt at 1-800-701-8560 or online by visiting <https://www.ncourt.com/X-Press/X-OnlinePayments.aspx?Juris=04812321-AA08-48ED-A239-9B5EADB3168E> (A Small fee of 7 % applies). If you do not have a case number, please use 00-0-00000-00. Make sure that you have a working phone with voicemail set up and receive calls from a restricted line.

Filing: Regular mail or e-filing is encouraged. Filing fees or clerk fees may be paid online or by telephone with nCourt at 1-800-701-8560 or online by visiting <https://www.ncourt.com/X-Press/X-OnlinePayments.aspx?Juris=04812321-AA08-48ED-A239-9B5EADB3168E> (A Small fee of 7 % applies).

THANK YOU FOR YOUR PATIENCE DURING THIS DIFFICULT TIME.