



BECKY LYNCH

LAKE COUNTY RECORDER

Office: (440) 350-2510 Fax: (440) 350-5940 Cell: (678) 662-8839

Recorder Office Operations Advisory

Recorder Office Main Line: 440-350-2510

RECORDER STATUS:
OPEN 8am – 4pm

Recorder
Office Staff:

**Becky Lynch,
Recorder**

Anthony Ticconi,
Chief Deputy

Mary Pat Keyes,
Office Manager,
Deputy Recorder

Diane Barrish,
Deputy Recorder

Shaun Brown,
Deputy Recorder

Sandee Collins,
Deputy Recorder

Lisa Felder,
Deputy Recorder

Simone Jackson,
Deputy Recorder

Curt Wagner,
Deputy Recorder

In accordance with State Legislative (HB 197) and Local Health Department and Board of Commissioner Directives, please note the following for Lake County Recorder Office operations;

- 1) Recorder **Public Records Rooms** will continue to be open daily without the need for appointments. Visitors to Public Records areas will be expected to leave facial coverings on after entering at the main entrance. Please note that although our Recorder Staff is working on-site, we are quarantined to our office areas and customers are asked to follow the procedures listed below. Public area surfaces are sanitized regularly.
- 2) In the Recorder Lobby at this time please observe;
 - a) One customer at the counter only where the shield is installed
 - b) The waiting area is relocated outside of the Recorder Lobby
 - c) Please observe distancing in all areas
- 3) Filing by eRecording, utilizing the Recorder Drop Boxes or U.S. Mail are encouraged. Please access Recorder Services On-Line: www.LakeCountyOhioRecorder.com
- 4) We will review these procedures and post updates. In addition to the main entrance foyer area, there is a Recorder In-Box and Out-Box located on the counter in the Recorder Lobby. Please try to limit on-site business and use remote services, drop boxes and mail where possible.

During renewed health concerns and Lake County's 'purple status' the county buildings have been limited for general public access, but operations are ongoing and appointments can be scheduled with the appropriate department/s.

Thank you for your patience!

-Becky



Email: Becky.Lynch@LakeCountyOhio.gov Website: www.LakeCountyOhioRecorder.com

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