

LIMITED OFFICE ACCESS AND HOURS

I. COURTHOUSE FIRST FLOOR – AUDITOR, RECORDER, TREASURER, ASSESSOR

Due to the recent rise in COVID-19 cases within Greene County, the first floor offices have jointly decided to revert to appointment only beginning Monday, November 23. The courthouse doors will not be locked, but some office doors will, so please call ahead to schedule (preferably at least one day in advance).

When scheduling, please note if your appointment is for a:

- 1.) Recording
 - a. transfer
 - b. non transfer document
- 2.) Search
 - a. Access to which offices desired
 - b. Recorder computer desired

We encourage you to explore remote alternatives such as:

- 1.) E-Recording: <https://simplifile.com/> <https://www.erecording.com/>
<https://dmg.indecomm.net/> <https://goepn.com/>
- 2.) USPS Mail: Greene County Recorder PO Box 309 Bloomfield, IN 47424
- 3.) Email: Recorder@co.greene.in.us
- 4.) Treasurer's office Drop Box (located outside courthouse doors)
 - a. if your package is large- leave it with security
 - b. Seal items/documents in an envelope labeled for which office intended
- 5.) Call if you need assistance in determining the remote route for your needs

Notes:

- 1.) As of now, we are only scheduling transfer recording appointments on Mondays and Thursdays 8am-noon
- 2.) If you wish to search Laredo from your location, please see <https://www.co.greene.in.us/departments/index.php?structureid=14> for sign-up sheet and download instructions. This can be cancelled at any time.

Contact info:

Assessor's Office	(812) 384-2002	assessor@co.greene.in.us
Auditor's Office	(812) 384-8658	auditor@co.greene.in.us
Recorder's Office	(812) 384-2020	recorder@co.greene.in.us
Treasurer's Office	(812) 384-4378	treasurer@co.greene.in.us

II. GREENE COUNTY PROSECUTOR

Beginning Tuesday, December 8, 2020, the Greene County Prosecutor's Office will close to the public, except by appointment scheduled in advance. The public may still call or email the office and should endeavor to conduct business with the office by email or by telephone if possible. Office staff will be reduced and rotated, and work from home will be implemented, in order to reduce health risk to individual staff members and to the office as a whole.

Closure and operating on reduced in-office staff is the result of careful review and consideration of staff safety, in light of the dramatic increase in Greene County COVID-19 cases during the past several weeks. The described operating schedule will remain in effect throughout the month of December and the early 2021 office schedule will be evaluated at the end of the year.