

Notice: Protocols for In-Person Access to the Land Court Recorder's Office during the Coronavirus (COVID-19) Pandemic

Beginning on July 13, 2020, the Recorder's Office of the Land Court will reopen to the public for the conduct of in-person business on a limited, phased basis, with a second phase of expanded business to start on August 10, 2020. To maintain the health and safety of all staff and the community we serve, the Recorder's Office will follow the orders and guidelines set forth by the Supreme Judicial Court, the Trial Court, and the Land Court with respect to occupancy and social distancing.

I. In-person business will be limited; Remote or virtual business is preferred

In-person business with the Recorder's Office shall be limited to business or activities that cannot be handled effectively through remote procedures. Appointments with the Land Court will be available for such business on a limited basis in accordance with the procedures described in Section IV.

All in-person visits to the Land Court shall be subject to the conditions and limitations (e.g. occupancy limits, mask-wearing, and social distancing requirements) stated in this Notice and any orders, procedures, or guidelines set forth by the Supreme Judicial Court, the Trial Court, and the Land Court.

Drop-in visits to the Recorder's Office should not be made, except where an emergency exists, as building access and elevator limitations (e.g. maximum occupancy limits) and security and safety screening will be in place, which could cause significant delays in access. If you make a non-emergency, drop-in visit to the Land Court, you may be required to wait until other visitors to the courthouse or Recorder's Office with pre-scheduled appointments have completed their appointments, and/or until office and building occupancy is below limits.

II. Conditions and limitations on in-person access to the Land Court

In light of continuing public health concerns arising from the COVID-19 (coronavirus) pandemic, all members of the public, litigants, and attorneys must comply with all orders, protocols, and guidelines set forth by the Supreme Judicial Court, the Trial Court, and Land Court, including without limitation, the following Orders and any amendments, supplements, or replacements thereafter enacted:

- The Supreme Judicial Court's [Second Order Regarding Public Access to State Courthouses & Court Facilities](#), effective July 13, 2020.
- The Trial Court's [Emergency Administrative Order 20-11](#): Order supplementing the Supreme Judicial Court third updated order regarding court operations under the exigent circumstances created by the COVID-19 (coronavirus) pandemic, effective July 1, 2020

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- The Land Court's [Standing Order 7-20](#): Updated emergency measures in response to coronavirus outbreak, effective July 1, 2020

III. Available remote and virtual procedures for conducting business with the Land Court

The Land Court offers the following virtual and remote procedures to the public, litigants, and attorneys, for conducting business with the court:

- Case filings in pending case may be made by email
 - For information on who to email for your filings in pending cases, see the Additional Directives and Procedures of the Land Court for the Conduct of In-Person and Virtual Court Business, appended to [Standing Order 7-20](#)
- Case filings, as well as new case initiations, may be mailed or delivered to the Recorder's Office
- Case filings, as well as new case initiations, may be dropped off at the courthouse lobby in the Land Court Recorder's Office drop-box
- Questions and inquires can be made by telephone (Main phone number for the Recorder's Office: (617) 788-7470)
- Business may be conducted remotely with the Land Court Title Examination Department in accordance with the interim procedures established by the Chief Title Examiner by contacting: LandCourt.Title@jud.state.ma.us
- Business may be conducted remotely with the Land Court Survey Department by contacting: LandCourt.Survey@jud.state.ma.us
- For emergency business, email: LandCourt.Emergency@jud.state.ma.us

IV. Appointments with the Land Court

A. Business with the Recorder's Office

Where routine business with the Recorder's Office cannot be handled effectively through remote procedures (e.g. case file research, etc.), the requestor may contact the Recorder's Office (Main phone number: (617) 788-7470) to schedule an appointment accommodation. In general, except in cases of great urgency, appointment slots will be assigned on a first-come, first-served basis.

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Appointments will be scheduled in half-hour increments, and limited to such allotted time. If you require additional time to conduct your business with the Recorder's Office, you may explain your need, and request an additional sequential half-hour appointment slot. The Recorder's Office will attempt to accommodate such requests where scheduling permits and keeping in mind the access needs of all of the court's constituents. So that you can make the most of your allotted time, please request in advance, if you know, any case files you need to review. The staff will endeavor to have the files ready for you so that you can make the most of your visit.

There will be one public computer available for MassCourts review and case lookup. This computer can also be booked for an appointment in half-hour time increments. If you need to use the public computer during your visit, please request to book the computer when you make your appointment.

B. Business with the Land Court Title Examination Department

The Title Examination Department will continue to process cases remotely and assist the public virtually in accordance with the interim procedures established by the Chief Title Examiner. You can email LandCourt.Title@jud.state.ma.us to schedule a virtual appointment with an internal Land Court Title Examiner.

C. Business with the Land Court Survey Department

The Survey Department will continue to conduct as much business remotely and virtually as is feasible. If your business with the Survey Department cannot be handled effectively through remote procedures, or you would like to make a virtual appointment, you can email LandCourt.Survey@jud.state.ma.us to make an appointment with the Survey Department.

Dated July 10, 2020; Effective July 13, 2020.