

# **PUBLIC NOTICE**

## **UPDATED**

**Due to the updated public health orders from the Department of Health, the Governor's Office, and for the protection of our staff and the public, the following changes are in effect until further notice:**

**Assessor's Office:** Beginning November 16, 2020 the office will be open to the public, but only 2 customers in the office at one time and masks are **REQUIRED**. You do not need to make an appointment but if you have questions, you may call the Assessor's Office at 575-885-3813.

**Treasurer's Office:** Beginning November 16, 2020 **the office will only allow two customers in the office at a time.** Taxpayers are encouraged to take advantage of the alternative payment methods listed below:

- Pay by phone during normal business hours 575-885-3913
- Online through our website: [www.eddycounty.org/treasurer](http://www.eddycounty.org/treasurer)
- Using the drop box or drive up window on the West side of the building
- Mailing payments to: 101 W. Greene Street, Suite 117  
Carlsbad, NM 88220

If you have any questions or require assistance, please feel free to call 575-885-3913.

**Probate Court:** **CLOSED to the public.** Judge Francis will be in to check emails, fax, and phone messages during original office hours. **Probates may be filed by mail, fax or email. When filing probates with a Will, the original Will MUST BE sent by mail.**

**Clerk's Office:** Beginning November 16, 2020 the Clerk's Office will limit customers in the office to 3 and face masks are **REQUIRED**, and social distance. Please call 575-885-3383 to get a marriage license and pre-fill forms and arrange for pickup. Land/title customers, please call and we will work with you to fulfill your search/copy needs over the phone.

**While visiting the offices of Eddy County, you are encouraged to wear a face covering and be mindful of social distancing practices.**

Thank you for your support in helping Eddy County meet your needs while following State guidelines.