



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 (562) 462-2716

CONNY B. McCORMACK
Registrar-Recorder/County Clerk

February 16, 2005

TO: EACH SUPERVISOR

FROM: Conny B. McCormack
Registrar-Recorder/County Clerk

SERVICE ENHANCEMENT: EXTENDED HOURS PROGRAM

I am pleased to announce that our Recorder/County Clerk Bureau will be extending business hours in the Birth, Death and Marriage Record and Real Estate Records Sections one night per month at our Norwalk headquarters. Currently both sections serve approximately 1,500 members of the public on a daily basis. In an effort to accommodate the public after normal 8 a.m. to 5 p.m. business hours, we are establishing a pilot project to extend the business hours in the above mentioned sections on the third Thursday of each month thereafter until 7 p.m. beginning Thursday, February 17, 2005. The program will be evaluated by August 2005 to determine effectiveness and whether or not the program should continue.

During the extended hours the Birth, Death & Marriage Records Section will accept requests for certified copies of vital records, issue marriage licenses, perform marriage ceremonies and answer telephone inquiries. The Real Estate Records Section will provide public viewing of official records, accept requests for certified copies of real estate property records and answer telephone inquiries. Services within the building will be restricted to the first and second floors.

We will be publicizing the new hours on our website and via a press release. If you have questions, please call me.

Jh:BOS05