



# ST. CLAIR COUNTY BOARD

10 Public Square • Room B561 • Belleville, Illinois 62220-1623

## COURTHOUSE REOPENING PLAN

*PROVIDING SERVICES TO THE PUBLIC SAFELY*

MARK KERN  
CHAIRMAN

(618) 277-6600

FAX: 825-2740

### ANIMAL SERVICES AND ADOPTION CENTER

Animal Services 1250 South 11<sup>th</sup> Street Belleville, IL  
618-235-0585 ext. 3 Fax: 618-235-0661  
Email: [animal.svc@co.st-clair.il.us](mailto:animal.svc@co.st-clair.il.us)

Hours: Monday – Friday 8:30 am – 12:00 pm and 1:00 pm – 5:00 pm  
Animal Services door will be locked. Upon arrival, call the office or knock on the door. Upon entry a facial covering is required and temperatures will be taken. Also, social distancing is required. If someone is already inside, you must wait outside for your turn.

Adoption Center 1250 South 11<sup>th</sup> Street Belleville, IL

Phone: 618-235-0585 ext. 2  
Fax: 618-235-0661  
Email: [petadoption@co.st-clair.il.us](mailto:petadoption@co.st-clair.il.us)

Hours: Monday – Friday 1:00 pm – 5:00 pm  
Saturday 10:00 am – 4:00 pm (**Hours not available until further notice**)

Applications may be done by email, please contact the adoption center for details. Also the Adoption Center door will be locked. Upon arrival, call the adoption center office or knock on the door between 1:00 pm and 5:00 pm. Upon entry a facial covering will be required and temperatures will be taken. Also social distancing is required. If someone is already inside, you must wait outside for your turn.

### ASSESSOR

Open by appointment only. Call 618-825-2704 to schedule an appointment or access the County website [www.co.st-clair.il.us](http://www.co.st-clair.il.us) to schedule an appointment.

All deadlines for 2020 Exemption Applications have been extended until December 31, 2020. We recommend that you mail, fax (618-825-2207) or email ([assessor@co.st-clair.il.us](mailto:assessor@co.st-clair.il.us)) your application

## **AUDITOR**

Hours of Operation 9 a.m. – 4 p.m. Monday – Friday  
Telephone 618-825-2269 or email [auditor@co.st-clair.il.us](mailto:auditor@co.st-clair.il.us)

## **BOARD OF REVIEW**

Hours 9:00 a.m. -4:00 p.m.  
Please contact our office at 618-825-8429 to speak with a staff member to assist you.  
To schedule an appointment, access the County website [www.co.st-clair.il.us](http://www.co.st-clair.il.us).

## **BUILDING & ZONING/MAPPING & PLATTING**

Hours 9:00 a.m. – 4:00 p.m. Monday – Friday  
Forms on line can be completed and either mailed or e-mail back [zoning@co.st-clair.il.us](mailto:zoning@co.st-clair.il.us)  
Application for occupancy permit  
Building Permits  
Electrical Permits  
Special Use Permit  
Complaint Forms  
Customers can use County Calendar to schedule appointments for the following:  
Drop off Occupancy Permit/Building Permit/Electrical Permits/Special Use Permits  
Pick up Permits Occupancy Permit/Building Permit/Electrical Permits/Special Use Permits  
Flood Zoning determination (618)825-2530 email [amar@co.st-clair.il.us](mailto:amar@co.st-clair.il.us)  
Zoning determination/Zoning questions (618) 825-2524 email [zoning@co.st-clair.il.us](mailto:zoning@co.st-clair.il.us)  
Building Permit Inquires (618) 825-2644 email [stephanie.allen@co.st-clair.il.us](mailto:stephanie.allen@co.st-clair.il.us)  
Building/Electrical Plumbing Inspections (618) 825-2644 email [stephanie.allen@co.st-clair.il.us](mailto:stephanie.allen@co.st-clair.il.us)  
Occupancy Inspection (618) 825-2532 email [karrey.crowe@co.st-clair.il.us](mailto:karrey.crowe@co.st-clair.il.us)  
Complaints (618) 825-2644 email [stephanie.allen@co.st-clair.il.us](mailto:stephanie.allen@co.st-clair.il.us)  
Meeting with director (618) 825-2530 email [amar@co.st-clair.il.us](mailto:amar@co.st-clair.il.us)

## **Mapping & Platting Department**

Hours 9 a.m. – 4 p.m. Monday – Friday

Customers can use County Calendar to schedule appointments for the following:

Aerial or Tax Map (618) 825-2527 [thomas.lang@co.st-clair.il.us](mailto:thomas.lang@co.st-clair.il.us)  
Mailing Address Change (618) 825-2522 [mapping@co.st-clair.il.us](mailto:mapping@co.st-clair.il.us)  
Parcel Consolidation (618) 825-2522 [rscga@co.st-clair.il.us](mailto:rscga@co.st-clair.il.us)  
Property Divisions (618) 825-2525 [mapping@co.st-clair.il.us](mailto:mapping@co.st-clair.il.us)  
Meeting with Director (618) 825-2530 [amar@co.st-clair.il.us](mailto:amar@co.st-clair.il.us)

## **CIRCUIT CLERK**

Hours of operation Monday-Friday from 8:00am-4:30 pm with the exceptions of holidays.

At this time, we continue to encourage safe interaction and proper social distancing. In an effort to reduce in-person visits, we ask court patrons to utilize online services as much as possible.

The St. Clair County Circuit Clerk's Office online services include:

- **Pleas of Guilty** and Electronic Payments: Pleas of guilty (on cases that do not require a court appearance) and electronic payments on outstanding fines and fees may be made through the Circuit Clerk's website at [www.circuitclerk.co.st-clair.il.us](http://www.circuitclerk.co.st-clair.il.us). Mail in payments are still accepted at P.O. Box 691, Belleville, IL 62222.
- **eFiling**: Pursuant to Illinois Supreme Court Rule 9, eFiling is required on all civil case types for Attorneys and Self Represented Litigants. The direct link to the eFileIL portal is <https://illinois.tylerhost.net/ofswb>. The E-Filing Guide for Self Represented Litigants can be found at <http://www.circuitclerk.co.st-clair.il.us/courts/Documents/efileRequirements.pdf>.
- **Court Record Search**: The Circuit Clerk's website may be used to access all (civil and criminal) court dates. As court cases are continued and the Court resets the matters, please check our website.
- **Forms**: The Circuit Clerk's website provides many frequently used court forms. The forms are in pdf format, fillable and available for download to your computer.

Court patrons may contact the Circuit Clerk's Office at 618-825-2334.

## **CORONER**

Hours 9:00 – 4:00 p.m.

Appointments only. Please call (618) 233-4442 for information or to schedule an appointment. Any personal property of deceased victims can be picked up at the Coroner's Office by making an appointment with Evidence Custodian, Deputy Coroner Dennis Nichols at (618) 233-4442.

## **COUNTY BOARD**

Any general County inquiries can be sent to [@co.st-clair.il.us](mailto:@co.st-clair.il.us) or call (618) 825-2203, Monday through Friday 9 a.m. to 4 p.m.

## **COUNTY CLERK**

Hours of Operation 9 a.m. – 4 p.m.

For general information call (618) 825-2708

### Delinquent Property Tax Redemptions

You may pay at the counter or Mail tax payments to: St. Clair County Clerk – 10 Public Sq. – Belleville, IL 62220. Acceptable forms of payment are: Cashier's Check, Certified Funds, Money Orders, or Cash (in person only). Please include the parcel number(s) or address.

Amounts due can be searched and found through the "Tax Redemption Search" located on our website on the bottom left side of the page, or by phone only. Please do not come in to inquire about these amounts. For information on the Auctions, you may contact the St. Clair County Trustee Office of Joseph E. Meyer and Associates at 618-656-5744.

Vital Records – Certified Copies Birth, Death and Marriage records can be requested at the counter, or ordered online at Vitalchek.com through a link on our website, or by calling their toll free number 888-290-6363. Records can also be requested by mail. Requests by mail requirements can be found on the St. Clair County Clerk website [www.countyclerk.co.st-clerk.il.us](http://www.countyclerk.co.st-clerk.il.us).

Marriage License Application Couples wishing to apply for a Marriage License can do so at the counter, or by appointment. Please call (618) 825-2708 or email [countyclerk@co.st-clair.il.us](mailto:countyclerk@co.st-clair.il.us) Please check our County Clerk page to see all rules and requirements for obtaining a license.

If you need to register to vote or change your address on your voters registration, you can come to the counter, or go to the Illinois State Board of Election website at [www.elections.il.gov/](http://www.elections.il.gov/) and click on the "Online Voter Registration" tab. You can email any questions concerning elections to [elections@co.st-clair.il.us](mailto:elections@co.st-clair.il.us) or call (618)825-2366. For all other services or questions, please visit our website at [www.countyclerk.co.st-clerk.il.us](http://www.countyclerk.co.st-clerk.il.us). Questions may be emailed to [countyclerk@co.st-clair.il.us](mailto:countyclerk@co.st-clair.il.us) or call (618)825-2708.

## **COURTS**

As it performs essential functions, the St. Clair County Courts remain open. Thus, even though the St. Clair County Building is closing to the general public, essential Court matters and proceedings shall continue to be heard by the St. Clair County, Illinois Courts. If feasible, and subject to Constitutional limitations, the Court encourages the use of remote means such as telephone, video or other electronic communication to conduct emergent matters and procedures before the Court.

The Court will be open on a limited basis for criminal felony, domestic violence, non-status DUI matters and emergent juvenile issues only.

Please refer questions to (618) 825-2537. For further information please refer to the General Administrative Order of Continuity of Operations at [www.co.st-clair.il.us](http://www.co.st-clair.il.us).

## **DETENTION CENTER**

Business as normal. There will be no school or visitations at this time.

## **HEALTH DEPARTMENT**

Open Regular hours – Monday-Friday 8:00 a.m. to 4:00 p.m. – **By Appointment ONLY**

**For services please call:**

**Main 618-233-7703** (Including COVID-19 calls)

WIC/Immunes 618-233-6170

HIV Care Connection 618-825-4501

Environmental Division: 618-233-7769

Website: <http://www.health.co.st-clair.il.us/Pages/default.aspx>

Facebook: @SCC.HealthDepartment monitor for updates and announcements

Twitter: @stclairhealth monitor for updates and announcements

## **HIGHWAY DEPARTMENT**

Hours are 8:00 AM to 4:30 PM.

Appointments are required and guests are to wear their own masks.

All deliveries are to be made in the garage area in the back of the building.

Requests for maintenance or appointments can be made by calling 233-1392 or email [netling@stclaircohw.com](mailto:netling@stclaircohw.com).

## **HUMAN RESOURCES**

St. Clair County Human Resource Office hours:

Walk-ins: Monday-Friday 10-2

Internally: Monday-Friday 9-5

Email/Phone Contacts

### **Human Resource Office**

General questions/concerns @ [hrms@co.st-clair.il.us](mailto:hrms@co.st-clair.il.us)

\*Frank C. Bergman, Director of HR @ [f.bergman@co.st-clair.il.us](mailto:f.bergman@co.st-clair.il.us),

### **Payroll**

\*Lisa Pawloski, Office Manager @ [lisa.pawloski@co.st-clair.il.us](mailto:lisa.pawloski@co.st-clair.il.us) 618-825-2255

\*Lindsey Grice @ [lindsey.grice@co.st-clair.il.us](mailto:lindsey.grice@co.st-clair.il.us) 618-825-2256

### **Benefits/HR**

\*Linda Harper, [Linda.Harper@co.st-clair.il.us](mailto:Linda.Harper@co.st-clair.il.us) 618-825-2253

\*Arianna Blakemore @ [Arianna.Blakemore@co.st-clair.il.us](mailto:Arianna.Blakemore@co.st-clair.il.us) 618-825-2259

\*Bethany Hackmann @ [Bethany.Hackmann@co.st-clair.il.us](mailto:Bethany.Hackmann@co.st-clair.il.us) 618-825-2258

\*Barbara Shaffer @ [barbara.shaffer@co.st-clair.il.us](mailto:barbara.shaffer@co.st-clair.il.us) 618-825-2257

## **INTERGOVERNMENTAL GRANTS DEPARTMENT/ECONOMIC DEVELOPMENT**

Hours of Operation 8:30 – 5 p.m. The Office is not open. All business will be conducted by telephone, mail, or email. Applications for services can be accessed on the St. Clair County website [www.co.st-clair.il.us](http://www.co.st-clair.il.us) , you may also contact us at [igd@co.st-clair.il.us](mailto:igd@co.st-clair.il.us) . To reach us by phone for LIHEAP assistance please call 618-257-9246 for all other departments call 618-277-6790.

## **MENTAL HEALTH BOARD**

Hours 8:30 a.m. – 4 p.m. Monday – Friday

Appointments are required and can be arranged by called 618-277-6022 or email [dana@stc708](mailto:dana@stc708)

## **PROBATION**

Office and Reporting Hours 8:30 a.m. - 4:30 p.m.

Appointments are set by Supervising Officer or Judicial Disposition/Direction.

Individuals on Probation should contact their Probation Officers by phone, prior to reporting into the office.

The office remains open for essential visits and essential court functions.

CDC and Health Department guidelines will be followed.

Temperatures will be taken upon entry.

Those required to report will also be required to be wearing a facial mask.

Only the individual on Probation should report unless individual is a minor in which case parent or guardian may accompany (Do not bring children or other family members)

## **PUBLIC BUILDING COMMISSION**

Hours of operation Monday thru Friday will be 9:00 a.m. to 4:00 p.m.

General building or parking needs (618) 825 -2212 between 8:00 a.m. and 4:30 p.m.

## **PUBLIC DEFENDER**

The judicial docket is being followed as scheduled.

If you have questions whether or not clients need to appear for scheduled court dates, please contact our office to speak with their assigned attorney.

Office staff can be reached by calling (618) 825-2621

## **RECORDER OF DEEDS**

Office staff can be reached by calling (618) 825-2621

Copies of most recorded documents are available online and via email.

Our searchable online content includes indexes from 1956-present

Please call 618-825-2481, 618-825-2482, 618-825-2484 or email [recorder@co.st-clair.il.us](mailto:recorder@co.st-clair.il.us) for more information.

We are taking appointments for in person recording (please note the document must be complete when brought in) and archive access.

Recording appointments are from 9:00 AM to 4:30 PM (anything received after 3:00 PM will be dated for the following business day)

Archive Access appointments are from 9:00 AM to 4:00 PM (please no genealogy research at this time)

Para asistencia en espanol pro favor envie un correo electronico: [karina.santos@co.st-clair.il.us](mailto:karina.santos@co.st-clair.il.us)

## **REGIONAL OFFICE OF EDUCATION**

Hours of Operation 8:00 a.m. – 4:30 p.m. Fingerprinting will begin on June 2.

Public business will need an appointment and can schedule on the website [www.sccroe50.org](http://www.sccroe50.org).

## **STATE'S ATTORNEY**

Hours 8:30 a.m. – 4 :30 p.m.

(618) 825-2412.

We will be conducting itself in accordance with all orders originating from the Office of the Chief Judge of the Twentieth Judicial Circuit and the Supreme Court of the State of Illinois relating to the administration of the courts during the ongoing COVID-19 pandemic.

We will adhere to all obligations required of it pursuant to the Illinois Crime Victims Bill of Rights and interested parties may reach the office's crime victim advocate at the office's main number, (618) 825-2412.

## **TREASURER**

8:30 - 4:30 p.m. Monday – Friday

Email: [treasurer@co.st-clair.il.us](mailto:treasurer@co.st-clair.il.us)

Website: [www.scctreasurer.com](http://www.scctreasurer.com)

No Appointment Necessary

Property Tax Bills can be paid online, over the phone (1-833-607-0100), by mail, at local banks or at county building

If you have questions, please email [treasurer@co.st-clair.il.us](mailto:treasurer@co.st-clair.il.us) or call (618) 825-2707

## **VETERANS ASSISTANCE**

**HOURS OF OPERATION:** We will be open for appointments 9:00 a.m. – 4:00 p.m.

**APPOINTMENTS:** Mandatory in all cases. No walk-ins will be seen. We will maintain our present manner of operation. That is, our financial assistance casework will be seen for signatures of paperwork in the waiting room area. Our VA Compensation and Pension claims, discharge upgrade filings and other administrative clients will be counseled on the telephone and will send paperwork needed and documents for copying or drop them off in our box outside our main door.

**REQUIREMENTS:** Appropriate facemasks will at all times be mandatory. Clients will be required to have an appropriate facemask with them or they will immediately be told to leave and call for another appointment. They will be required to use hand-sanitizer upon arrival.

**Les informamos que la corte de el condado de St. Clair County cerara sus puertas al público a partir del 20 de Marzo 2020 para reducir la propagación de COVID-19. Por favor, visite las páginas de agencias específicas para más información acerca de las horas de oficina e información de contacto. Servicios seguirán estando disponible en línea, y el personal seguirán estando disponibles por teléfono o correo electrónico. Si necesita asistencia en Español, habra alguien disponible por teléfono que lo pueda ayudar. Gracias**