

ST. CLAIR COUNTY RECORDER OF DEEDS OFFICE,
ILLINOIS FREEDOM OF INFORMATION ACT POSTING
PURSUANT TO 5 ILCS 140/1 et. seq.

The role of the County Recorder's Office is accurate and timely indexing of land records. The foundation of what was to become the Recorder's office was laid in 1215 AD with the signing of the Magna Carta. The Magna Carta provided for the state protection of land ownership. An integral part of protecting property ownership is an accurate chain of title to the land. A County Recorder helps in this by indexing the land records brought to him and maintaining them in a way that is easily accessible by the public. The St Clair County Recorder of Deeds Office has land records available for public inspection that date back to the government land grants in the 1700's.

Although the role of the Recorder has remained the same over the nearly 200 years the office has been in existence our means of recording documents has evolved. We have progressed over time from hand-written indexes to micro-film to a state of the art computer system. Today, we record an average of 68,000 documents per year. Each document is received, recorded, transferred to the public access stations and returned within a 24 hour time frame. In the future our office will be expanding to include e-recording, which will allow our larger clients to file documents in bulk and in most cases have original recorded documents in-hand the same day.

All documents recorded in our office (with the exception of Military Discharge documents per Public Act 093-0468) are available for public inspection.

The St. Clair County Recorder of Deeds 2011 fiscal year budget is:
\$1,221,880.00 Recorder Document Fund
\$318,171.00 General Fund

The St. Clair County Recorder of Deeds Office budget is overseen by the St. Clair County Board Chairman.

The St. Clair County Recorder of Deeds Office's organizational structure is as follows and in 2011 includes, (subject to change) 12 full time employees:

HOW TO REQUEST DOCUMENTS

The St. Clair County Recorder of Deeds Office's Freedom of Information Act Officers are; Assistant State's Attorney, Lisa M Porter, Assistant State's Attorney, Sean Murley and Assistant State's Attorney, Benjamin P. Henning.

In order for any member of the public to submit a FOIA request for information and/or public records from the St. Clair County Recorder of Deeds Office, he or she must make such a request in written format and must specifically request the information and/or documents requested. Furthermore, the request must be directed either in written format to recorder@co.st-clair.il.us, or the following address either by United State's Mail or in person:

St Clair County Recorder of Deeds
Attn: FOIA request officer
10 Public Sq, 5th Floor
Belleville, IL 62220

Note:

Military discharge documents (DD-214's)

A military discharge form (DD-214) or any other certificate of discharge or release from active duty document that was issued by the United States government or any state government in reference to those who served with an active or inactive military reserve unit or National Guard force and that was recorded by a County Clerk or Recorder of Deeds is not subject to public inspection, enjoying all the protection covered by the federal Privacy Act of 1974 or any other privacy law. These documents shall be accessible only to the person named in the document, the named person's dependents, the county veterans' service officer, representatives of the Department of Veterans' Affairs, or any person with written authorization from the named person or the named person's dependents.

(Source: P.A. 93-468, eff. 1-1-04.)

The documents available and under this offices
control include but are not limited to:

ADDENDUM TO AGREEMENT
ADDENDUM TO DECLARATION OF RESTRICTIONS
ADDENDUM TO PLAT
ADJUSTABLE RATE RIDER
ADMINISTRATORS DEED
AFFIDAVIT
AFFIDAVIT MORTGAGE
AGREEMENT
AGREEMENT FOR WARRANTY DEED
AMEND DECL RESTR COVENANTS
AMENDED ANNEXATION AGREEMENT
AMENDED CERTIFICATE LTD
AMENDED EASEMENT
AMENDED JUDGMENT
AMENDED LEASE
AMENDED MECHANICS LIEN
AMENDED SEWER LIEN
AMENDED SHERIFF'S DEED
AMENDED STATEMENT OF INC
AMENDMENT LIVING TRUST
AMENDMENT OF LEASE
AMENDMENT OF RIGHT OF WAY AGREEMENT
AMENDMENT STATEMENT
AMENDMENT TO A MORTGAGE
AMENDMENT TO BYLAWS
AMENDMENT TO CONTRACT
AMENDMENT TO INDENTURE
AMENDMENT TO LIS PENDENS
ANNEXATION AGREEMENT
ANNEXATION PLAT
ANNUAL REPORT
APPLICATION FOR ADMISSION
APPLICATION FOR AMENDED CERT OF AUTH
APPLICATION FOR LIMITED PARTNERSHIP
APPLICATION FOR REINSTATEMENT
APPLICATION FOR RENEWAL OF ASSUMED NAME
APPLICATION FOR RESERVE

APPLICATION FOR WITHDRAWAL
APPLICATION TO ADOPT
APPOINTMENT
APPOINTMENT OF TRUSTEE
ARTICLES OF AMENDMENT
ARTICLES OF DISSOLUTION
ARTICLES OF INCORPORATION
ARTICLES OF MERGER
ARTICLES OF ORGANIZATION
ASSIGNMENT
ASSIGNMENT & COVENANT WARRANTY
ASSIGNMENT ASSUMPTION
ASSIGNMENT OF BENEFICIAL INTEREST
ASSIGNMENT OF BOND FOR DEED
ASSIGNMENT OF CERTIFICATE OF SALE
ASSIGNMENT OF CONTRACT FOR DEED
ASSIGNMENT OF CONTRACT RIGHTS
ASSIGNMENT OF EASEMENTS
ASSIGNMENT OF INTEREST
ASSIGNMENT OF JUDGEMENT
ASSIGNMENT OF LEASE
ASSIGNMENT OF MECHANICS LIEN
ASSIGNMENT OF MORTGAGE
ASSIGNMENT OF POWER OF ATTORNEY
ASSINGMENT OF PROMISSORY NOTE
ASSINGMENT OF PURCHASE AGREEMENT
ASSIGNMENT OF QUIT CLAIM DEED
ASSINGMENT OF RENTS
ASSINGMENT OF RIGHT OF WAY
ASSINGMENT OF RIGHTS
ASSINGMENT OF ROYALTY INTEREST
ASSINGMENT OIL & GAS LEASE
ASSIGNMENT STATEMENT
ATTORNEY LIEN
BANKRUPTCY COURT
BENEFICIARY DEED
BILL OF SALE
BOND FOR DEED
BROKERS LIEN
BYLAWS

CEMETERY DEED
CEMETERY PLAT
CERT OF SUB OF FED TAX LIEN
CERTIFICATE
CERTIFICATE OF AMENDMENT
CERTIFICATE OF AUTHORITY
CERTIFICATE OF BENEFICIAL INTEREST
CERTIFICATE OF BIRTH
CERTIFICATE OF CANCELLATION
CERTIFICATE OF DEATH
CERTIFICATE OF DISCHARGE OF PROPERTY
CERTIFICATE OF DISSOLUTION
CERTIFICATE OF ELECTION TR'S
CERTIFICATE OF LEVY
CERTIFICATE OF LIMITED PARTNERSHIP
CERTIFICATE OF MATRIMONY
CERTIFICATE OF MERGER
CERTIFICATE OF PURCHASE
CERTIFICATE OF REDEMPTION
CERTIFICATE OF RELEASE
CERTIFICATE OF REVOCATION
CERTIFICATE OF SALE
CHANGE FEDERAL TAX LIEN
CHANGE OF DESCRIPTION
CHANGE REGISTERED AGENT OF OFFICE
CHARTER
CHILD SUPPORT LIEN
CITIZENSHIP DOCUMENT
CLAIM FOR LIEN
COMPLAINT TO QUIET TITLE
CONDO DEED
CONSENT TO ASSIGN CONTRACT
CONSENT TO CONVEYANCE
CONSENT TO TITLE RESTRICTION
CONSERVATORS DEED
CONTINUATION STATEMENT
CONTRACT FOR CHATTEL
CONTRACT FOR DEED
CONTRACT FOR SALE
CORPORATION WARRANTY DEED

COURT DEED
COURT ORDERS
DECLARATION OF TRUST
DECREE
DEDICATION
DEED DISCLAIMER
DEED OF CORRECTION
DEED OF LIFE ESTATE
DEED OF VACATION
DEMAND FOR COMPLIANCE
DEMAND TO ENFORCE
DIRECTION TO EXECUTE DOCUMENT
DISCHARGE OF DEBTORS BANKRUPTCY
DISCLAIMER
DISCLAIMER OF ESTATE INTEREST
DISSOLUTION OF MARRIAGE
EASEMENT
EASEMENT DISCLAIMER
ENVIRONMENTAL DISCLOSURE - DOC REPORT
ENVIRONMENTAL DISCLOSURE EPA REPORT
ESTOPPEL CERTIFICATE
EXECUTOR'S DEED
EXTENSION OF CONTRACT FOR DEED
EXTENSION OF OIL & GAS LEASE
FACS ASSIGNMENT OF BENEFICIAL INTEREST
FEDERAL TAX LIEN
FEDERAL TAX LIEN ESTATE
FINANCIAL STATEMENT
FORCLOSURE DEED
FORFEITURE OF BOND FOR DEED
GRANT
GUARDIAN'S DEED
GUARDIANSHIP
HIGHWAY PERMIT
HOMEOWNERS DUES
HOMESTEAD WAIVER
ILLINOIS TAX LIEN
INDENTURE
INDIVIDUAL SURVEY PLAT
INSTALLMENT CONTRACT

JUDGEMENT
JUDICIAL DEED
LAND SURVEYORS AFFIDAVIT
LAST WILL & TESTAMENT
LEASE
LEASE EXTENSION
LEASE PURCHASE
LETTER
LETTER OF REINSTATEMENT
LIEN ON CHATTEL PROPERTY
LIMITED LIABILITY CO ACT
LIMITED LIABILITY COMPANY DEED
LIMITED PARTNERSHIP REPORT
LIMITED RENEWAL APPLICATION
LIS PENDENS
LIST OF STOCKHOLDERS
LIVING TRUST
MARSHALLS DEED
MASTERS DEED
MECHANICS LIEN
MEMO OF BOND FOR DEED
MEMO OF CONTRACT
MEMORANDUM
MEMORANDUM OF JUDGMENT
MILITARY DISCHARGE
MINERAL DEED
MINUTES
MOBILE HOME LIEN
MODIFICATION AGREEMENT
MODIFICATION OF OIL & GAS LEASE
MONUMENT RECORD
MORTGAGE
MORTGAGE ASSUMPTION AGREEMENT
MORTGAGE EXTENSION AGREEMENT
MORTGAGE RIDER
MOTION TO DISMISS
NOTICE
NOTICE OF ANNEXATION PETITION
NOTICE OF COMPLIANCE
NOTICE OF DEFAULT

NOTICE OF FIRE LIEN
NOTICE OF FORECLOSURE
NOTICE OF INTEREST IN REAL ESTATE
NOTICE OF LIEN FOR DEMO
NOTICE OF PROBATE DEED
NOTICE OF RECLAMATION
NOTICE OF VACATION
NOTICE OF WEED CUTTING LIEN
NOTICE TO SECURE
OIL & GAS LEASE
OPTION TO PURCHASE REAL ESTATE
ORDER
ORDER OF DISMISSAL
ORDER TO EXPUNGE
ORDINANCE
ORDINANCE CORRECTION
OUT OF STATE LIEN
PARTIAL RELEASE
PARTIAL RELEASE OF ASSIGNMENT OF RENTS
PARTIAL RELEASE OF EASEMENT
PARTIAL RELEASE OF FEDERAL LIEN
PARTIAL RELEASE OF ILLINOIS LIEN
PARTIAL RELEASE OF JUDGMENT
PARTIAL RELEASE OF LEASE
PARTIAL RELEASE OF LIEN
PARTIAL RELEASE OF MORTGAGE
PARTIAL RELEASE OF RESTRICTIONS
PARTIAL RELEASE OF RIGHT OF 1ST REFUSAL
PARTY WALL AGREEMENT
PERFORMANCE BOND
PETITION
PETITION FOR ANNEXATION
PLAT
POWER OF ATTORNEY
PRIVATE SALE DEED
PROMISSORY NOTE
PROTECTIVE COVENANTS
PARTIAL RELEASE OF LIS PENDENS
PARTIAL RELEASE OF MECH LIEN
PUBLIC AID LIEN

QUIT CLAIM DEED
RATIFICATION OF A PLAT
RECAPTURE AGREEMENT
RECISSION OF CONTRACT
RECISSION OF MORTGAGE
REFILING OF FEDERAL TAX LIEN
REFUSE LIEN
REINSTATEMENT OF MTG
RELEASE AGREEMENT PTL OR FULL
RELEASE OF ASSIGNMENT
RELEASE OF ASSIGNMENT OF RENT
RELEASE OF BANKRUPTCY
RELEASE OF BOND
RELEASE OF CHATTEL PROPERTY
RELEASE OF CHILD SUPPORT LIEN
RELEASE OF CONTRACT
RELEASE OF DEMOLITION LIEN
RELEASE OF EASEMENT
RELEASE OF FEDERAL TAX LIEN
RELEASE OF FIRE LIEN
RELEASE OF ILLINOIS LIEN
RELEASE OF INTEREST ESTATES
RELEASE OF JUDGEMENT
RELEASE OF LEASE
RELEASE OF LEASE AGREEMENT
RELEASE OF LETTER
RELEASE OF LEVY
RELEASE OF LIABILITY
RELEASE OF LIEN SEWERAGE
RELEASE OF LIS PENDENS NOTICE
RELEASE OF MECHANICS LIEN
RELEASE OF MOBILE HOME LIEN
RELEASE OF MODIFICATION
RELEASE OF MORTGAGE
RELEASE OF NOTICE
RELEASE OF OIL & GAS LEASE
RELEASE OF OPTION CONTRACT
RELEASE OF OUT OF STATE LIEN
RELEASE OF POWER OF ATTORNEY
RELEASE OF PROMISSORY NOTE

RELEASE OF PUBLIC AID
RELEASE OF QUIT CLAIM DEED
RELEASE OF REFUSAL
RELEASE OF RESTRICTIONS
RELEASE OF RIGHT OF WAY
RELEASE OF RIGHTS
RELEASE OF STATEMENT OF DUES
RELEASE OF VENDOR'S LIEN
RELEASE OF WARRANTIES
RELEASE OF WEED LIEN
RELEASE UTILITY LIEN
RENEWAL OF MORTGAGE
RENEWAL OF PUBLIC AID LIEN
REQUEST FOR NOTICE OF SALE
RESIGNATION AS TRUSTEE
RESIGNATION OF REGISTERED AGENT
RESOLUTION
RESTRICTIONS
REVENUE STAMP CORRECTION
REVOCATION OF LICENSE
REVOCATION OF POWER OF ATTORNEY
REVOCATION OF RELEASE OF FED TAX LIEN
REVOCATION OF TRUST
RIGHT OF FIRST REFUSAL
RIGHT OF WAY
RIGHT TO PURCHASE
ROAD PLAT
SCHEDULE OF REAL ESTATE BAIL BOND
SECOND MORTGAGE
SEWER LIEN
SHERIFF'S DEED
SMALL SURVEY PLAT
SPECIAL WARRANTY DEED
STATE APPLICATION FOR WITHDRAWAL
STATE LIEN
STATEMENT OF CORRECTION
STATEMENT OF LIEN FOR DUES
SUBCONTRACTORS LIEN
SUBORDINATE RIGHTS - PUBLIC ROAD
SUBORDINATION AGREEMENT

SUBORDINATION OF LEASE
SUMMONS
SUPPLEMENTAL INDENTURE TO A MORTGAGE
SURVEY PLAT
TAX DEED
TEMPORARY EASEMENT
TERMINATION OF BOND FOR DEED
TERMINATION OF EASEMENT
TERMINATION STATEMENT
TIMBER DEED
TRANSFER OF STOCK
TRUST AGREEMENT
TRUSTEE'S DEED
UCC COPY
UCC COPY TERMINATION
UTILITY LIEN
VACATION OF GROUND LEASE
VARIANCE
WAIVER - DISCLAIMER OF TENANT
WAIVER OF LIEN
WAIVER OF MARITAL RIGHTS
WAIVER OF MECHANICS LIEN
WAIVER OF REDEMPTION RIGHT
WARRANTY DEED
WASHOUT AGREEMENT

SCHEDULE OF FEES FOR DOCUMENTS REQUESTED
PURSUANT TO THE ILLINOIS FREEDOM OF
INFORMATION ACT 5 ILCS 140/1 et. seq.

The Recorder of Deeds Office has a statutorily based fee schedule. The fees for documents requested by a FOIA request are as follows:

STANDARD COPIES.....	\$2.00 PER PAGE
HALF PLATS.....	\$2.00 PER PAGE
8 ½ X 11 PLATS.....	\$2.00 PER PAGE
FULL PLATS.....	\$5.00 PER PAGE
30X36 PLATS.....	\$10.00 1 ST PAGE
IF PLAT CONTAINS MORE THEN 1 PAGE EACH ADDITIONAL PAGE IS \$5.00	
UCC COPIES.....	\$1.00 PER PAGE
STATE & FEDERAL TAX LIEN COPIES.....	\$1.00 PER PAGE
CERTIFIED COPIES REAL ESTATE = ORIGINAL RECORDING FEE MINUS SURCHARGE	
EXCEPTING CERTIFIED COPY OF PLAT = \$10.00	
CERTIFIED COPY OF DD214 = 2 FREE \$1.00 EACH ADDITIONAL	
MUST HAVE A VALID ID TO OBTAIN CERTIFIED COPY OF DD214	

Please Note:

The St. Clair County Recorder of Deeds Office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute*.

Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.

*If payment in full is required, you will be notified in writing by the Recorder of Deeds Office.

