

COVID-19 ACTION PLAN

PROVIDING SERVICES TO THE PUBLIC SAFELY

ASSESSOR

Any assessment or exemption questions can be answered Monday- Friday from 8:00 a.m. to 5:00 p.m. by calling 618-825-2704.

All homestead exemption applications that we process are available on the Assessor's Department page of the St. Clair County Website under the Documents and Forms section (left side of the page). The deadline date for submitting homestead exemption applications for 2020 assessment year/payable in 2021 has been extended to 12/31/2020. Completed applications along with required supporting documentation can be mailed to the address listed on the application or scanned and emailed to assessor@co.st-clair.il.us.

AUDITOR

The Auditor's Office will continue to be staffed from 8:30 a.m. to 5:00 p.m. Monday through Friday. If you need assistance during this time you may contact us either by phone at (618) 825-2269 or email auditor@co.st-clair.il.us

BOARD OF REVIEW

The Office hours will remain 8:30 a.m. to 5:00 p.m. for phone and e-mailed questions and concerns. Our office number is (618) 825-2489 and main e-mail address is andrea.johnson@co.st-clair.il.us. Please call (618) 825-2489 or e-mail andrea.johnson@co.st-clair.il.us if you desire to contact a Board Member and the message will be forwarded to the member.

Applications for 2020 tax assessment protest hearings have not yet been made available, and the PTAB deadline for 2019 assessment protests was March 5, 2019.

BUILDING & ZONING/MAPPING & PLATTING

Building & Zoning

Contact the Director (618) 825-2530 or email amar.@co.stclair.il.us

Building/Electrical Permits and Inspections call (618) 825-2644 or email zoning@co.st-clair.il.us

Occupancy Inspection and Permits call (618) 825-2532 or email zoning@co.st-clair.il.us

Zoning or Flood Zone call (618) 825-2524 or email zoning@co.st-clair.il.us

Code Enforcement call (618) 825-2644 or email zoning@co.st-clair.il.us

Mapping and Platting

For Mapping and Platting concerns/questions please call (618) 825-2525 or email mapping@co.st-clair.il.us

Visit our website www.co.st-clair.il.us for zoning maps, parcel inquiry, parcel map viewer, complaints and permit information.

CIRCUIT CLERK

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. 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/ofsw eb>. The Illinois Supreme Court has provided outstanding resources to assist in the eFiling process. 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. Hours of operation will remain Monday-Friday 8:00 a.m.- 4:30 p.m. with the exception of holidays.

CORONER

The Coroner's Office can be reached 24 hours a day by contacting Office Manager Tina Sambo or Evidence Custodian Deputy Coroner Dennis Nichols at (618) 233-4442. 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 countyadministration@co.st-clair.il.us or Monday through Friday call (618) 825-2203 from 8:30 a.m. to 5 p.m.

COUNTY CLERK

Delinquent Property Tax Redemptions

Mail tax payments to:

St. Clair County Clerk – 10 Public Sq. – Belleville, IL 62220

Acceptable forms of payment are:

Cashier's Check, Certified Funds, or Money Orders. Please include the parcel number(s) or address.

Vital Records – Certified Copies

Records can be requested 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-clair.il.us.

Marriage License Application

Couples wishing to apply for a Marriage License can do so by appointment only. Please call (618) 825-2708 or email countyclerk@co.st-clair.il.us

We will continue to register new birth and death certificates through the Illinois Vital Record System.

If you need to register to vote or change your address on your voters registration, you can go to the Illinois State Board of Election website at 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 or call (618)825-2708.

For all other services or questions, please visit our website at www.countyclerk.co.st-clair.il.us. Questions may be emailed to 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.

All non-essential Court matters are hereby continued.

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.

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

HUMAN RESOURCES

There will be no walk-in appointments. Please email HR-related questions to f.bergman@co.st-clair.il.us, lisa.pawloski@co.st-clair.il.us or barbara.shaffer@co.st-clair.il.us or call 618-825-2255, 618-825-2258, 618-825-2253 or 618-825-2256. Please leave a message and you will receive a response promptly.

For career opportunities please visit <http://www.co.st-clair.il.us> and click on the CAREERS tab.

INTERGOVERNMENTAL GRANTS DEPARTMENT/ECONOMIC DEVELOPMENT

Due to the closure of the Illinois Department of Commerce and Economic Opportunity, all CSBG, LIHEAP and Weatherization application processing has been suspended. Office hours remain 8:30 a.m.- 5:00 p.m. Information can be accessed by telephone: general service and administration please call 618.825.3200, LIHEAP 618.257.9246. Ameren Illinois has stated all disconnects have been suspended. Please continue to make utility payments. Information concerning economic development can be accessed by calling (618) 825-3203.

PROBATION

The Probation Office and all court services remain open during normal business hours, 7 a.m. to 5 p.m. and is fully operational.

All individuals on Probation are encouraged to contact their Probation Officer by phone at (618) 277-5690 prior to reporting.

Groups held at the Probation Office have been suspended until further notice.

All Individuals on Probation should report if they are not contacted by Probation to reschedule or given further instructions.

PUBLIC BUILDING COMMISSION

Hours of operation Monday thru Friday will be 8:00 a.m. to 4:30 p.m.

General building or parking questions should be directed to (618) 825 -2212 between 8:00 a.m. and 4:30 p.m.

PUBLIC DEFENDER

The judicial docket is being followed as scheduled.

Out-of-custody clients are being continued and rescheduled into May.

In-custody clients and time sensitive matters will be addressed daily including bond, petitions to revoke probation, and preliminary hearings.

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

RECORDER OF DEEDS

If you need a copy of your recorded documents (deed, mortgage, release, etc.)

Please call 618-825-2481, 618-825-2482, 618-825-2484 or email recorder@co.st-clair.il.us

Copies of recorded documents can be emailed to you or mailed to you at no cost to you.

If you need to record a document:

Please call 618-825-2481, 618-825-2482, 618-825-2484 or email recorder@co.st-clair.il.us

A staff member will review the document with you and discuss recording options that best meets your needs.

Para asistencia en español por favor envíe un correo electrónico: karina.santos@co.st-clair.il.us

To our business customers:

All indexes and most images are available online 1986-present. More info can be found at:

<http://www.co.st-clair.il.us/departments/recorder/Pages/remoteAccess.aspx>

You are also welcome to search in office by appointment:

To schedule an appointment please email: recorder@co.st-clair.il.us or call 618-825-2479

We have a wide range of options available for recording your documents. Please call 618-825-2479 for more information.

STATE'S ATTORNEY

The office may be reached at (618) 825-2412. Defendants or their families may contact either their retained attorneys or their court-appointed attorneys at their office numbers. Individuals needing to contact law enforcement may reach the non-emergency numbers for the various agencies within St. Clair County. In the event of emergency, individuals should call 911.

TREASURER

Mobile Home Tax Payments: The due date for mobile home tax bills is June 5. Please mail your payment to St. Clair County Collector, 10 Public Sq., Belleville, IL 62220-1623. Citizens can visit www.scctreasurer.com to view their tax amounts and payment status.

Mobile Home Tax Certification: To secure a Mobile Home Tax Certification call (618) 825-2707, to schedule an appointment and discuss available options. Citizens are reminded that all Secretary of State's locations are closed through March 31st.

Previous Year Real Estate Tax Payments: To secure a receipt of a previous property tax payment visit www.scctreasurer.com to print copies.

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

VETERANS

For any questions concerning available services contact (618) 277-0040. No walk-in appointments will be accepted.

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