

COVID-19 ACTION PLAN

PROVIDING SERVICES TO THE PUBLIC SAFELY

ASSESSOR

- Any 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 are available on the Assessor's Department page of the St. Clair County Website under the Documents and Forms section. Completed applications along with required supporting documentation can be mailed to the address listed on the application, put in the dropbox in the circle drive in front of the courthouse, scanned or emailed to homesteadexemptions@co.st-clair.il.us.
- General questions can be emailed to assessor@co.st-clair.il.us.
- Assessment questions can be emailed to the following departments:
- Residential: residential@co.st-clair.il.us
- Commercial: commercial@co.st-clair.il.us
- Farm: farm@co.st-clair.il.us
- Mobile Home: mobilehome@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 boardreview@co.st-clair.il.us.

BUILDING & ZONING/MAPPING & PLATTING

Contact the Director (618) 825-2530 or email anne.markezich@co.st-clair.il.us

Building & Zoning

- Building/Electrical Permits and Inspections (618) 825-2644 or email zoning@co.st-clair.il.us
- Occupancy Inspection and Permits (618) 825-2532 or email zoning@co.st-clair.il.us
- Zoning or Flood Zone (618) 825-2524 or email zoning@co.st-clair.il.us
- Code Enforcement (618) 825-2644 or email zoning@co.st-clair.il.us

Mapping and Platting

- Division/Platting questions (618) 825-2525 or email mapping@co.st-clair.il.us
- Consolidations/Property Ownership (618) 825-2522 or email mapping@co.st-clair.il.us
- Property Ownership/General Questions (618) 825-2527

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 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/ofswweb>. 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 <https://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.

CENTRAL SERVICES

The Vehicle Garage will remain open Monday through Friday from 7:30 a.m. to 3:30 p.m. No outside visitors will be allowed in the Garage and all deliveries will be accepted outside the Garage.

Direct all questions to (618)-825-5794.

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 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)825-2366.

For all other services or questions, please visit our website at countyclerk.co.st-clair.il.us. Questions may be emailed to countyclerk@co.st-clair.il.us or call (618)825-2708.

HEALTH DEPARTMENT

Open Regular hours – Monday-Friday 8 am to 4 pm – **By Appointment ONLY**

For services please call:

- Main [618-233-7703](tel:618-233-7703)
- **COVID-19 Information** [618-825-4447](tel:618-825-4447)
- WIC/Immunes [618-233-6170](tel:618-233-6170)
- HIV Care Connection [618-825-4501](tel:618-825-4501)
- Environmental Division: [618-233-7769](tel:618-233-7769)

COVID 19 VACCINES are available at 330 WEST MAIN with or without an appointment Monday-Friday 10 am to 6 pm & Saturday 8 am to 4 pm

Pediatric COVID Vaccines are available at the Health Department by appointment ONLY

Set your COVID-19 vaccine appointment here: <https://www.co.st-clair.il.us/Departments/Health-Department/COVID-19-Information/Vaccination-Screen>

Website: <https://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 hrms@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 <https://www.co.st-clair.il.us> and click on the CAREERS tab.

INTERGOVERNMENTAL GRANTS DEPARTMENT/ECONOMIC DEVELOPMENT

Office hours remain 8:30 a.m.- 5:00 p.m. Information can be accessed by telephone: general service and administration please call 618.277.6790, LIHEAP 618.257.9246. 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 will remain open during normal business hours and is fully operational.

Probation Office Business hours are 8:30am to 4:30pm.

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

Facial Masks are required for entry.

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:

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

You are also welcome to search in office by appointment only:

To schedule an appointment please email: recorder@co.st-clair.il.us or call 618-825-2479 or 618-825-2487.

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

Property Tax Receipt: To secure a receipt of a previous property or mobile home tax payment visit www.scctreasurer.com to print copies.

Trustee's Surplus Real Estate Auction: The deadline to submit bids has been extended to Friday, February 11, 2022, at 4:30 p.m. Auction books are available electronically at www.iltaxsale.com. Bids can be mailed to:

St. Clair County Treasurer
Trustee Auction Bid
10 Public Sq.
Belleville, IL 62220

Forfeiture Payments due to the Collector's Office: Any citizen with a forfeiture payment due can email treasurer@co.st-clair.il.us or call 618-825-2707 for payment information.

Mobile Home Tax Certification: Citizens needing a certification should email their request with a copy of their title along with both buyer and seller information to treasurer@co.st-clair.il.us.

All other services: Citizens with any questions or concerns can visit our website, www.scctreasurer.com or contact the office. Staff are available during regular business hours to respond to email and phone calls: treasurer@co.st-clair.il.us, 618-825-2707.

VETERANS

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