



ST. CLAIR COUNTY BOARD

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

MARK A. KERN
CHAIRMAN

(618) 277-6600
FAX: 825-2740

COVID-19 SERVICE PLAN

PROVIDING SERVICES TO THE PUBLIC SAFELY

ASSESSOR

Any questions can be answered Monday-Friday from 8am-5pm 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. The deadline date for submitting homestead exemption applications for 2020 assessment year/payable in 2021 has been extended to 12/31/2020. The 2020 Senior Citizens Assessment Freeze application does not need to be notarized. Completed application(s) along with required supporting documents can be mailed to the address listed on the application or 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.

November 2020

BUILDING & ZONING/MAPPING & PLATTING

Building & Zoning Department

All questions can be answered Monday-Friday from 8:30 am to 5:00 pm. Questions regarding zoning call (618) 825-2530, occupancy inspection or permits call (618) 825-2531, Building/Electrical permits and inspections call (618) 825-2644, questions to the Director call (618) 825-2530. An appointment must be made on St Clair County's website (co.st-clair.il.us) for in-office service as department staff will be working remotely.

Mapping & Platting Department

All questions can be answered Monday-Friday from 8:30 am to 5:00 pm. Questions regarding division, legal description approval call (618) 825-2525, consolidation and address changes call (618) 825-2522, property ownership call (618) 825-2527. An appointment must be made on St Clair County's website (co.st-clair.il.us) for in-office service as department staff will be working remotely.

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/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 <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

Office Hours 9:00 a.m. – 5:00 p.m., Monday – Friday

(618) 825-2708

countyclerk@co.st-clair.il.us

The St. Clair County Clerk's Office will be offering services via phone, in person – **by appointment only**, and by email during the IDPH Stay at Home Recommendation Period. **Please adhere to mask and social distance requirements when accessing the courthouse.**

Delinquent Property Tax Redemptions

You may mail tax payments to:

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

Acceptable forms of payment are Cashier's Check, Certified Funds, and Money Orders. 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.**

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 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. Please click the Vital Records box below for requirements.

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 Please check our County Clerk page to see all rules and requirements for obtaining a license.

UNTIL FURTHER NOTICE BY THE COURTS, MARRIAGES WILL STILL BE PERFORMED AT THE COURTHOUSE MONDAY – FRIDAY, AT 1:15 p.m.

Elections

If you need to register to vote or change your address on your voters registration, go to the Illinois State Board of Election website at www.elections.il.gov/ and click on the "Online Voter Registration" tab.

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

The Intergovernmental Grants and Economic Development offices remain closed to the public. Office hours are 8:30 a.m.- 5:00 p.m. and staff will continue to process applications and provide services. Information can be accessed by telephone: general service and administration please call 618.277-6790, LIHEAP 618.257.9246. 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.

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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 espanol por favor envie un correo electronico: 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

The deadlines to pay 2019 Real Estate and 2020 Mobile Home Tax Bills has been extended to 4:30 p.m on February 12, 2021. Taxes must be paid by 4:30 p.m. on January 8, 2021 in order to avoid publication in local newspapers. **Postmarks will not be accepted for the publication deadline and the last day to pay.** Any taxpayer who has already paid the \$10 publication and certification cost will have those dollars applied to their 2020 tax bill unless they reach out to the Treasurer's Office for a refund.

Payment

Residents are strongly encouraged to mail their payment to: St. Clair County Collector, PO BOX 23980, Belleville IL 62223-0980.

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TREASURER, cont'd

Credit card payments (MasterCard, Visa, Discover and American Express) may be made online at the Treasurer's website at www.scctreasurer.com or by calling 1-833-607-0100. A convenience fee will be applied. Credit card payments are not accepted by the Treasurer's Office in person.

Electronic check payments may be made online at www.scctreasurer.com or by calling 1-833-607-0100. A fee of \$2.00 will be charged for use of this service.

For questions, call the Treasurer's office at (618) 825-2707 or visit the Treasurer's website at www.scctreasurer.com.

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