

Office of  
**Hamilton County Clerk & Recorder**

**Mary Anne Hopfinger**

100 S. Jackson Street, Room 2

McLeansboro, IL 62859

Work Phone: 618-643-2721

Fax: 618-643-2756

Email: [coclerk@hamiltonco.us](mailto:coclerk@hamiltonco.us)

[www.hamiltoncountyllinois.com](http://www.hamiltoncountyllinois.com)

Dear Valued Customer,

With growing concerns on the spread of COVID-19, I would like to try to keep Hamilton County Clerk and Recorder's office as available and accessible as possible to our wonderful patrons. As of 3/18/2020 at 2:30 P.M. public entry into the courthouse has been suspended. In recent years, I have done my best to take my office to the next level of convenience and remote accessibility for all.

We offer an online search of land indexes and the ability to research and print land records through our Recording/Data Processing vendor Cott Systems. You may sign up for a daily, weekly or monthly subscriptions at a minimal fee. That subscription will also allow you the ability to print any land record document for \$1.00/page.

Please visit <https://cotthosting.com/ILPortal> to register for this service.

Their customer service line is 800-588-2688.

In addition to being able to search Hamilton County land records, we also have the ability to E-Record any land document, **EXCEPT THOSE THAT ARE ACCOMPANIED BY A PTAX-203 FORM AND REQUIRE STATE AND COUNTY REVENUE STAMPS.** Deeds with Revenue Ptax 203 forms may be sent to the address above for recording. To sign up for an E-Recording account, just call our office and we will provide you with an account # that you would then use for our E-Recording Vendor's sites:

Simplifile at <https://simplifile.com/get-connected/> or call 1-800-460-5657 OR

CSC at <https://www.erecording.com/client-login/> or call 866-652-0111

We are prepared to do whatever we can to serve you to the best of our ability. We understand not all business can be conducted without some minimal contact; therefore we are in the process of figuring out the best way possible to conduct our services and keep our customers and staff safe. We appreciate your cooperation in this trying time. If you have business to conduct in the Hamilton County Clerk's office we ask that you call us first at **618-643-2721** so that we can work together to find the best solution for your need.

Mary Anne Hopfinger  
Hamilton County Clerk