

Lori Gadbois
Recorder
County of Kankakee



189 E Court St
Suite 203
Kankakee, IL 60901

(815) 937-2980
(815) 937-2983

lgadbois@k3county.net
www.k3countyrecorder.com

FOR IMMEDIATE RELEASE

March 19, 2020 - Coronavirus/COVID-19 is on everyone's mind with the effects being felt around the world. The Kankakee County Recorder's office is focused on protecting the health and safety of the community and our employees while continuing to deliver excellent customer service to the many people and industry professionals who use the Recorder's Office. This office will remain open with some service modifications to adhere to the COVID-19 recommendations.

Starting Monday, March 23, 2020 the following new procedures will be in effect to visit the Recorder's Office.

Access to the Administration Building – 189 E Court Street is only available through the main door located on Court Street. We encourage you to call ahead to the office, 815-937-2980 and let us know what services you will need; document recording, forms or searching and when you will be arriving. Planning your visit to our office will allow us to provide you with the quality service you deserve.

Next, please know that access throughout the building is now limited, if you are needing information from another department while visiting the Recorder's Office you will be required to contact them ahead of time as well.

The office door will be closed and locked as we are limiting the number of people in the office space to follow the CDC guidelines of social distancing. We will greet you at the door, you may be asked to wait in the elevator lobby area until we can have you come into the office. We will make every attempt to assist you with the information you need or record your documents in a timely fashion. Please be patient with the staff, this will be new for us as it is for you. We are exercising social distancing for the benefit of you as well as the staff.

We are encouraging customers to utilize the online access for records in the Recorder's Office. We have document online dated back to 1987 to the current business day, please visit the Recorder's Web site at www.k3countyrecorder.com – online access. The Tapestry access will allow you to acquire the document you are needing; there is a search fee and copy fee to use this service.

The hours of the office remain the same, 8:30am to 4:30 pm with a closed lunch hour of 12:30 to 1:30 each day. We are asking our more frequent customers who bring in documents to do so before 3:30 pm each day. For those customers who are utilizing e-recording we continue to accept documents until 4:15 pm each day. Any document sent after that time will be recorded on the next business day.

The Kankakee County Recorder is taking the necessary measures to safeguard the staff and customers who use this office on a daily basis. We will from time to time have to make changes to follow the guidelines that are being suggested by our State and Federal Government. Visit the K3countyrecorder.com website for any changes to business operations.

###