

Jefferson County Circuit Judge
Marriage/Civil Union Ceremony Procedure
effective February 13, 2018

1. **LICENSE:** Apply for the license in the County Clerk's office, 100 South 10th Street, Room 105, Mt. Vernon, IL at least one day prior. You must have photo identification and a certified birth certificate. You can apply for a license up to 61 days prior to ceremony. You must be in the County Clerk's office by 4:00 p.m. as closing time of 4:30 p.m.
2. **FEE:** The license is \$75.00 and the Judge's Fee is \$10.00, for a total of \$85.00 payable by cash, in-county personal check, or debit/credit card (handler fee applies).
3. **Judges will marry at 11:00 a.m. on Monday in Courtroom A and Friday in Courtroom B.** You need to arrive on the second floor Courtroom 10 minutes prior to the ceremony. Cameras and cell phones are not permitted in the Courtroom unless you request permission from the Judge performing the ceremony and he/she approves. The ceremony is open to guests.

JoBeth Weber, Resident Circuit Judge
Connie Simmons, Jefferson County Clerk