**ELMORE COUNTY RE-OPENING FOR STAGE 1 PROTOCOLS**



**EFECTIVE MAY 15, 2020, THE COURTHOUSE AND COUNTY CAMPUS WILL HAVE LIMITED SERVICES AVAILABLE AND MINIMAL ACCESS BY THE PUBLIC. ALL OFFICES ARE SERVICING THE PUBLIC BY APPOINTMENT ONLY IN ORDER TO MAINTAIN SOCIAL DISTANCING AND LIMIT EXPOSURE.**

**Non-Court Functions**:

The Elmore County Courthouse is a multi-purpose building. Elmore County staff will conduct business as usual, with the exception that we will be minimizing the number of customers into the Courthouse building or the surrounding County Buildings to maintain social distancing protection. We are encouraging customers to continue services by appointment. You are also asked to utilize phone, email or internet services to conduct business when possible.

**Court Functions**:

District Court is still closed to the public. Only persons scheduled for a court proceeding will be authorized entrance to District Court. Please be patient with our security personnel as they work to ensure all protocols and guidance issued to them is followed. See “[Supreme Court Order Limiting Access to Court Services](http://elmorecounty.org/wp-content/uploads/2020/04/supreme-court-updated-order-beginning-may-1-20.pdf)” effective May 1, 2020 for full order.

\*\*PLEASE NOTE\*\* ***All persons attending or participating in a court proceeding or doing court business, are required to wear a personal protective mask to be admitted entrance***.

Thank you for your cooperation as we work with public health officials and the state of Idaho.

Below are the facilities and services effected:

**Court Functions** – Information on court functions including how to reset your hearings, court assistance and civil filings contact (208) 587-2133 extension 508, or email <https://elmorecounty.org/contact/> more information at: <https://elmorecounty.org/court/>

**Court Assistance Office** - open to the public for walk-ins on a limited basis; please call to set up an appointment (208) 587-2130 extension 1263 or email to [cao@elmorecounty.org](mailto:cao@elmorecounty.org)

**Assessor’s Office including DMV** – <https://elmorecounty.org/assessor-2/>

(208) 587-2130 extension 507 or email [jdison@elmorecounty.org](mailto:jdison@elmorecounty.org)

We encourage you to conduct business by mail, email or phone.  The drop box will continue to be available in the front foyer of the courthouse to drop off documents.  Please call to schedule an appointment or if you have any questions. Due to the Courthouse Ordinance, one customer at a time is allowed in the office by appointment only.

**DMV**: **At this time, we ask that only Elmore County residents use our services.**

The Elmore County DMV lobby remains closed. We are offering curbside service. When you arrive at the DMV **please call 208-587-2130 Ext. 504 to receive assistance**.

\*\*We recommend you call ahead in case your transaction can be completed by phone.\*\*

You may also use the drop box outside the DMV, mail, or renew online for: vehicles, campers, street Motorcycles, Utility/boat trailers, and Restricted use plates at [Idaho Transportation Department (ITD)](https://itd.idaho.gov/)

For ATV’s, off road motorcycles, invasive stickers, and boats you can ONLY renew at [[Idaho Parks and Recreation](https://idahostateparks.reserveamerica.com/vehicleregistration.page)](https://parksandrecreation.idaho.gov/) at this time or call 1-800-247-6332

The Glenn’s Ferry DMV office remains closed until further notice. Please call 208-587-2130 Ext. 504 for assistance.

**Auditor/Recorder’s Office** including recording services, elections and marriages <https://elmorecounty.org/auditor/>

The Recorders office has resumed issuing marriage licenses **by appointment only**.  Please arrive at your designated time, and **do not arrive early**.  If you are more than 15 minutes late your appointment will need to be rescheduled.  At this time, processing of passport applications is still on hold.

Other business in the Recorder’s office will be available on a limited basis to ensure social distancing is met. Due to the Courthouse Ordinance, one customer at a time is allowed in the office and can be served on a walk-in basis.

We encourage you to conduct business by mail, email or phone.  The drop box will continue to be available in the front foyer of the courthouse for recordings.

Please call 209-587-2130 ext. 500 to schedule an appointment or if you have any questions; or email to <https://elmorecounty.org/contact/>

**Commissioners** –<https://elmorecounty.org/commissioners-2/>

Board Meetings will be held at the regularly scheduled times in the Commissioners’ Room in the County Courthouse, with public access to the audio and hearing participation by telephone. Agendas may be reduced to minimize meeting times and number of matters for business. - (208) 587-2130 extension 505, or email [vtrevathan@elmorecounty.org](mailto:vtrevathan@elmorecounty.org)

**Drivers’ License** – <https://elmorecounty.org/elmore-county-sheriff/drivers-licenses/>

The Elmore County Driver License Office will be open with limited service.

The Driver License Office will be working with controlled walk-ins and very limited appointments; hours are 8:30–4:30. All customers must follow the social distancing rule.

**Due to the suspected influx of customers, the Elmore County Sheriff Office is discouraging out of county customers.**

For questions or making appointments please call 208-587-1888 Option 3 or email to [driverslicense@elmorecounty.org](mailto:driverslicense@elmorecounty.org)

**Elections Office** – closed to the public (208) 587-2130 ext 1206 or 1274; email <https://elmorecounty.org/contact/> <https://elmorecounty.org/elections-2018/>

**Elmore County Fairgrounds** – All events cancelled until further notice.

Contact Fair Manager : [Julie Lisle](https://elmorecounty.org/contact/)  
Office # at Fairgrounds: 208.366.2964  
Cell: 208.280.0909

<https://elmorecounty.org/fairgrounds/>

**Extension Services** –<https://elmorecounty.org/extension/>

General office is open to the public on an appointment-only and case-by-case scenario. Office doors are locked during office hours (8 a.m. – 5 p.m.) and opened for appointments that have been pre-scheduled and approved. Office limit of 6 persons (including UI Faculty and Elmore County Employees), appointments are encouraged to be short visits (< 15 minutes). Please call for appointment (208) 587-2130 ext 509.

**E-911** – Please call for an appointment (208) 587-2126 ext 1265, or email [tlefever@elmorecounty.org](mailto:tlefever@elmorecounty.org)

**Indigent Services** – <https://elmorecounty.org/indigent-assistance/>

Please call for an appointment - (208) 587-2130 ext 1283 or email [dmarceau@elmorecounty.org](mailto:dmarceau@elmorecounty.org)

**Land Use & Building** – <https://elmorecounty.org/land-use-and-building-department/>

The department will now be open to the public on a limited basis to support social distancing guidelines; customers are encouraged to schedule an appointment. You are encouraged to use a protective mask (if available) for your appointment. Due to the County protocols, one customer at a time is allowed in the office.

Electronic submission of documents as well as credit card payments over the phone are preferred. A drop box will continue to be available at the building entrance for submitting documents and check payments.

The Planning and Zoning Commission Hearings will temporarily be held at the Commissioners’ Room in the County Courthouse, with public access to the audio and hearing participation by telephone. Call in numbers will be posted with agenda. Office: 208.587.2142 ext. 502, or email [kramsauer@elmorecounty.org](mailto:kramsauer@elmorecounty.org)

**Landfill** – Bennett Road Transfer Station is operating regular hours. (208) 943-1474

**Pest Abatement** –Available by appointment. Please call (208) 587-2154 or email <https://elmorecounty.org/contact/?dept=PestAbatement>

**Probation** (**Drug Court, Juvenile & Misd )**– <https://elmorecounty.org/justice-services/>

Service is available within social distancing guidelines and appointments are preferred. Please contact the office for assistance. (208) 587-2130 ext. 506, or email [cpooley@elmorecounty.org](mailto:cpooley@elmorecounty.org)

**Prosecutor’s Office** – <https://elmorecounty.org/prosecuting-attorney/>

Please contact the office to set up an appointment -(208) 587-2130 extension 503, or email to [efile@elmorecounty.org](mailto:efile@elmorecounty.org)

**Sheriff’s Office** – <https://elmorecounty.org/elmore-county-sheriff/>

Law enforcement and jail services will be provided; however, visitors are not allowed at the jail until further notice. Please contact the offices for an appointment if you need assistance. Sheriff’s Office (208) 587-3370 Jail (208) 587-9103

IN AN EMERGENCY CALL 911

**Treasurer’s Office** – <https://elmorecounty.org/treasurer-tax-collector/>

Call 208-587-2138 ext 501 or email to <https://elmorecounty.org/contact/>

The second half of the 2019 property tax is due on or before June 20, 2020.  **To avoid any late fees, payment must be postmarked on or before June 20, 2020.**

Payments are accepted online or over the phone 208-587-2138 ext. 501.  There is a 2.5% fee for a credit/debit card or a $1.00 fee for an e-check. [Click to make a payment](https://otc.cdc.nicusa.com/Public2.aspx?portal=id&organization=Elmore%20County%20Treasurer)

There is a drop box located in the foyer of the courthouse.  If you would like a receipt, please write your request on the envelope and one will be mailed to you.  Due to the Courthouse Ordinance, one customer at a time is allowed in the office and can be served on a walk-in basis. Because June 20 is a Saturday, we will accept payments on June 22, 2020.

**Veterans Service Office –**

Available ONLY by appointment.  Due to County protocols for Stage 1, one customer at a time is allowed in the office and only by appointment.  Please call to schedule an appointment – no unscheduled walk-ins please. 208-587-2130 ext. 1296, email [tcolton@elmorecounty.org](mailto:tcolton@elmorecounty.org)

**Weed Department** – The Weed Department will conduct operations as needed; the business office will be available by calling Cell: (208) 599-3669 Office: (208) 587-2136, Ext. 252 or email to [dhumpherys@elmorecounty.org](mailto:dhumpherys@elmorecounty.org)

**Elmore Ambulance Service** – No service changes or interruptions. In Emergency call 911.

For questions or concerns contact 208-580-9450 or email [dcurran@elmorecounty.org](mailto:dcurran@elmorecounty.org)