



# OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

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**FOR IMMEDIATE RELEASE**

**FROM:** DAWN M. JONES, CITY CLERK  
**DATE:** WEDNESDAY, DECEMBER 30, 2020  
**CONTACT:** BIANCA TIRADO, CHIEF DEPUTY CITY CLERK:  
[BTIRADO@SOUTHBENDIN.GOV](mailto:BTIRADO@SOUTHBENDIN.GOV)

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## **CITY CLERK'S OFFICE CLOSED TO PUBLIC ACCESS**

The Office of the City Clerk will remain closed to public access until Friday, January 15, 2021.

Based on the recommendation of the St. Joseph County Department of Health, most offices for the City of South Bend and St. Joseph County will continue to limit in-person access to the County-City Building and Courthouse Complex through Friday, January 15, 2021.

Residents can continue to call (574)-235-9221 or email [sbcityclerk@southbendin.gov](mailto:sbcityclerk@southbendin.gov) for city-related questions. Residents can access City services remotely by calling 311 or visiting <http://southbendin.gov/covid19cityservices>.

The Ordinance Violation Bureau will take ticket related questions over the phone at (574)-235-9462. If residents need to file an appeal or make an Ordinance Violation payment/parking ticket: please utilize the South Bend City Website: <https://southbendin.gov/department/city-clerk/ordinance-violation-bureau/>. Should residents need to make a payment in regard to Code Enforcement or Animal Welfare citations, they can mail in their payment in the form of a check or money order to the Office of the City Clerk. Please include a copy of the citation. For additional information, residents can contact the Ordinance Violations Bureau Clerk, Gabriel Murei at [gmurei@southbendin.gov](mailto:gmurei@southbendin.gov) or call (574)-235-9462.

The South Bend Common Council will continue to hold meetings virtually. Residents can access the agenda and links to join the meetings at: <https://southbendin.gov/department/common-council/>.

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INTEGRITY | SERVICE | ACCESSIBILITY

BIANCA L. TIRADO  
CHIEF DEPUTY/DIRECTOR OF OPERATIONS

RODGER J. PINTO  
DEPUTY/DIRECTOR OF POLICY

GABRIEL N. MUREI  
ORDINANCE VIOLATION CLERK

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT  
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