

## APOSTILLE

An apostille is a certificate issued by the clerk's office under the 1981 Convention Abolishing the Requirement of Legalization for Foreign Public Documents. It is the vehicle by which documents of one country are authenticated for use in another country. The apostille serves as a certification by the clerk or deputy clerk that the last signature on the document or record is genuine and that any seal is the seal of the court.

*Apostilles may be issued only for documents generated within the court.* Besides the court record, documents may also include those generated by court personnel as an official act, such as local rules, administrative orders, court plans, and attorney admission certificates. Apostilles for other documents can be sought from the Illinois Secretary of State or the U.S. Department of State. Additional information is available at the following links:

[http://www.cyberdriveillinois.com/publications/pdf\\_publications/i213.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/i213.pdf)

<http://www.state.gov/m/a/auth/c16921.htm>

The fee for filing or indexing any document not in a case or proceeding is charged for the apostille in accordance with the Judicial Conference Schedule of Fees in district courts pursuant to 28 U.S.C. § 1914. The fee for the apostille is in addition to any fee imposed for copying and certifying the underlying documents.

Submit your request for an apostille in writing to the Clerk of Court at either office location. Please specify in detail the document(s) for which certification is sought. You may also contact either office by phone for guidance.

Clerk of the Court  
United States District Court  
Southern District of Illinois  
301 West Main Street  
Benton, IL 62812  
(618) 439-7760  
(618) 435-2409 (Fax)

Clerk of the Court  
United States District Court  
Southern District of Illinois  
750 Missouri Avenue  
East St. Louis, IL 62201  
(618) 482-9371  
(618) 482-9383 (Fax)