



FEE SCHEDULE

STACY M. BUTTERFIELD, CPA

Clerk of the Circuit Court

Polk County, Florida

All Clerk Departments (863)534-4000

www.polkcountyclerk.net

SERVICE CHARGES

All Departments

Examining, comparing, correcting, verifying & certifying transcripts in appellate proceedings	\$	5.00
Preparing, numbering, & indexing original record of appellate proceedings	\$	3.50
Certifying copies in Public Record	\$	2.00
Verifying an instrument presented for certification prepared by someone other than Clerk	\$	3.50
Copies by photographic in Public Records not more than 14 in. by 8 1/2 in.	\$	1.00
Copies by photographic in Public Records more than 14 in. by 8 1/2 in.	\$	5.00
Microfilm copies 16 mm 100' (Court Only)	\$	42.00
Microfilm copies 35 mm 100' (Court Only)	\$	60.00
For processing and filing unrecorded maps or plats		
(a) First page	\$	30.00
(b) Each additional page	\$	15.00
Microfiche (Court Only)	\$	3.50
Copying other than photographic process per page	\$	6.00
Writing paper, other than specifically mentioned, including copying, signing and sealing	\$	7.00
Indexing entry not recorded	\$	1.00
Oath, administering, attesting and sealing	\$	3.50
Validating certificates	\$	3.50
Notary Fee	\$	3.50
Exemplified certificates, including signing & sealing	\$	7.00
Authenticated certificates, including signing & sealing	\$	7.00
Issuing & filing subpoena for a witness	\$	7.00
Signing and sealing only	\$	2.00
Approving bond	\$	8.50
Searching records/per year	\$	2.00
Sealing any court file or expungement of record	\$	42.00
Receiving and disbursing all restitution payments/per payment	\$	3.50
Index, Record certificate of compliance under Motor Vehicle Act	\$	10.00
Transfer of lien	\$	20.00
For each additional lien on the same security	\$	10.00
Notice of recording foreign judgment	\$	42.00
<u>Liens (If processed in Courts Division)</u>		
Filing bond executed as surety by surety insure licensed to do business in the State. (Mechanic Lien)	\$	20.00

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Multiple Liens	\$ 10.00
Partial payment fee, one time set-up charge (per payment plan)	\$ 25.00
Application Fee for appointed counsel (per application)	\$ 50.00
Copies per page other than official records and court records 119.07(1)(a), F.S.	\$ 0.15
Copy of audio tape of BOCC meeting per CD	\$ 5.00
<u>Registry of Court</u> ; receiving money:	
First \$500 or part, per payment	3%
each subsequent \$100 or part per payment	1.5%
Eminent domain deposit	\$ 170.00
<u>Appeals</u>	
For filing a notice of appeal:	
From County Court to Circuit	\$ 281.00
From Circuit Court to DCA or Supreme Court	\$ 100.00

OFFICIAL RECORDS DEPARTMENT

For recording, indexing and filing any instrument up to 14" x 8.5":	
(a) First page	\$ 10.00
(b) Each additional page or fraction thereof	\$ 8.50
(c) For indexing instruments recorded in the Official Records which contain more than four names, per additional name	\$ 1.00
For examining, certifying and recording plats & for recording condominium exhibits larger than 14" x 8.5"	
(a) First page	\$ 30.00
(b) Each additional page or fraction thereof	\$ 15.00
For preparing affidavit of domicile	\$ 5.00

NOTE: Schedule of Florida Documentary Stamp Tax and Intangible Personal Property Tax required on certain instruments may be obtained from the Recording Department

INDEXING AND TAX DEED DEPARTMENT

For processing application for law deed sale, conducting the sale and preparation of tax deed	\$ 60.00
For disbursement of excess proceeds of tax deed sale, per disbursement	\$ 10.00
Clerk's Certificate as to Notary (including search)	\$ 5.00

MARRIAGE LICENSE/PASSPORT DEPARTMENT

For application and administering of oath, issuing, sealing and recording of the license and providing a certified copy when 3-day waiting period applies	\$ 93.50
For application and administering of oath, issuing, sealing and recording of the license and providing a certified copy for same day issuance if bride and groom are out-of-state residents.	\$ 93.50
For application and administering of oath, issuing, sealing and recording of the license and providing a certified copy for same day issuance with proof of pre-marital course by a provider on Clerk's pre-marital list.	\$ 61.00
For solemnizing matrimony	\$ 30.00
Marriage Certificate (Suitable for framing)	
--without record search	\$ 7.00
--with record search	\$ 9.00
Receiving and processing Passport Applications:	
(a) Execution fee (cash & credit cards) All applications	\$ 25.00
(b) Check or money order only payable to "U.S. Department of State"	

---Age 16 and over	\$ 110.00
---Age 15 and under	\$ 80.00
Overnight:	
---Age 16 and over	\$ 122.85
---Age 15 and under	\$ 92.85
Expedited overnight:	
---Age 16 and over	\$ 182.85
---Age 15 and under	\$ 152.85
Passport renewal	\$ 110.00
Passport Cards	
---Age 16 and over	\$ 30.00
---Age 15 and under	\$ 15.00

MARRIAGE LICENSES AND PASSPORT FEES ARE CASH OR CREDIT CARD ONLY

CIRCUIT COURT CIVIL DEPARTMENT

For instituting a civil action, suit or proceeding:	\$ 400.00
For instituting a civil (Family) action pursuant to chapter 39, 61, 741, 742, 747, 752 or 753, Florida Statutes, except dissolution.	\$ 300.00
For each defendant in excess of five	\$ 2.50
For instituting a real property action, property value < \$50,000*	\$ 400.00
Property value is > \$50,000 but < \$250,000*	\$ 905.00
Property value is > \$250,000*	\$ 1,905.00
* requires written estimate of property value	
Recording fee for Lis Pendens	
First Page	\$ 5.00
Each Subsequent Page	\$ 4.00
Recording fee for Release or Discharge of Lis Pendens, Dismissal, Notice of Dismissal or Dropping Parties when previous Lis Pendens was recorded.	
First Page	\$ 10.00
Each Subsequent Page	\$ 8.50
Civil cross claims, counterclaim, third party complaint, counter-petition	\$ 395.00
Civil cross-claim, counterclaim, third-party complaint, counter-petition in a real property action where the property value is <\$50,000	\$ 395.00
Where the property value is >\$50,000 but < \$250,000	\$ 900.00
Where the property value is >\$250,000	\$ 1,900.00
Civil cross-claim, counter-claim, third-party complaint, counter-petition in civil (Family) case (specifically filed pursuant to Chapter 39, 61, 741, 742, 747, 752 or 753, Florida Statutes)	\$ 295.00
Dissolution of marriage (including simplified)	\$ 408.00
For counter-claim seeking a dissolution, where dissolution is not already sought	\$ 403.00
In Addition, for Garnishment, Attachment, Replevin & Distress	\$ 85.00
For each severance granted	\$ 18.00
Issuing a summons, (each)	\$ 10.00
<u>Appeals</u>	
For filing a notice of appeal:	
From County Court to Circuit	\$ 281.00
From Circuit Court to DCA or Supreme Court	\$ 100.00
Medical Malpractice Extension of time	\$ 42.00

For re-opening a case previously reported as closed	\$	50.00
Holding judicial sale recording and recording and certifying sale and title	\$	70.00
Issuing a writ of execution on a foreign judgment* *\$42.00 plus the appropriate filing fee when action is filed)	\$	42.00
Transfer of lien to security:		
Transfer of one lien	\$	20.00
Each additional lien transferred to the same security	\$	10.00
For recording the certificate	\$	10.00

Self-Help/Pro Se litigants (Persons who have decided to file their own family law suits which are uncontested.) The Clerk sells self help books, for more information on Self-Help call (863)534-4015. Book Prices (cash or credit card only):

Dissolution of Marriage with <u>No</u> (a) <u>Dependent children</u> and <u>No property</u>	\$	20.00
Dissolution of Marriage with <u>No</u> (b) <u>Dependent children</u> and property	\$	20.00
Dissolution of Marriage with (c) <u>Dependent children</u> and property	\$	25.00
Dissolution of Marriage with (d) <u>Dependent children</u> and <u>No property</u>	\$	20.00
(e) Name change for a minor child	\$	15.00

DOMESTIC RELATIONS DEPARTMENT

For receiving and disbursing domestic support payments, per payment obligated, not to exceed \$5.25 or be less than \$1.25 per payment obligated		4%
For preparing and issuing a Notice of Delinquency (lien) (plus postage)	\$	25.00
For preparing a lien pay-off statement	\$	25.00
For initiating driver license suspension	\$	25.00
Contesting impending judgment	\$	25.00
Preparing judgment or satisfaction or any other paper (each)	\$	7.00

COUNTY CIVIL DEPARTMENT

For instituting any civil action or proceeding up to \$15,000.00:		
(a) For each claim less than \$100	\$	55.00
(b) For each claim of \$100 but not more than \$500	\$	80.00
(c) For each claim of more than \$500 but not more than \$2,500	\$	175.00
(d) For each claim of more than \$2,500	\$	300.00
--For each defendant in excess of five	\$	2.50
For removal of tenant action**	\$	185.00
For all claims of not more than \$1,000 filed simultaneously with an action for replevin of property that is the subject of the claim**	\$	130.00
<small>**Effective July 1, 2009</small>		
In addition, for all proceedings of garnishment, attachment, replevin and distress	\$	85.00
For re-opening a case that was previously reported as closed:		
(a) For Claims less than \$500	\$	25.00
(b) For Claims \$500 or more	\$	50.00
Civil cross claim, counter claim, third party complaint (in excess of \$2,500)	\$	295.00
Issuing a summons, each	\$	10.00
For issuing a Writ of Execution on a Foreign Judgment 55.505(3)F.S *	\$	42.00

*\$42.00 plus the appropriate filing fee when action is filed

Holding judicial sale recording and	
Recording and certifying the sale and title	\$ 70.00
For approving bond	\$ 8.50

Transfer of Lien to Security	
(a) For transfer of one lien	\$ 20.00
(b) For each additional lien transferred to same security	\$ 10.00

PROBATE DEPARTMENT

For the opening of any estate of one document or more	\$ 231.00
Caveat and Notice of trust	\$ 41.00
Petition and order to admit foreign wills, authenticated copies, exemplified copies of transcript of record	\$ 231.00
For disposition of personal property without administration	\$ 231.00
Summary administration, estates valued at Less than \$1,000	\$ 235.00
Summary administration, estates valued at \$1,000 or more	\$ 345.00
Formal administration, guardianship, ancillary, trust, curatorship or conservatorship proceeding	\$ 400.00
Guardianship proceeding of person only	\$ 235.00
Veterans Administration guardianship pursuant to Chapter 744	\$ 235.00
Petition for determination of capacity	\$ 231.00
For re-opening a previously closed case	\$ 50.00
Guardianship Audit Fee, Initial Inventory (if above \$25,000.00)	\$ 85.00
(a) For estates valued at \$25,000 or less	\$ 20.00
(b) For estates valued at \$25,000.00 to \$100,000.00	\$ 85.00
(c) For estates valued at \$100,000.00 to \$500,000.00	\$ 170.00
(d) For estates valued at more than \$500,000.00	\$ 250.00
Delayed birth certificate	\$ 231.00

COUNTY/CIRCUIT COURT CRIMINAL DEPARTMENT

For making transcripts of record in appellate of other proceedings, per page	\$ 1.00
For approving bond	\$ 8.50
Case history prints per page	\$ 1.00
For certification of a printout	\$ 2.00

TRAFFIC

For providing a transcript of any one individual's driving history record for the past 3 years	\$ 14.25
For providing a transcript of any one individual's complete driving history record	\$ 16.25
For providing a certified letter of any one's driver history(clearance letter) including signing and sealing	\$ 9.00
Driver's License Reinstatement	\$ 60.00