



The Civil Division construction project is complete and all Civil services are now located in one area. This new office is located in the southeast corner of the courthouse. It houses Family Law/ Domestic Violence, Domestic Relations, Probate, Juvenile Dependency and Civil Law. This move provides customers more convenient access to our services as all of our primary services are now located on the first floor of the courthouse. Beginning in early 2015, we will proceed with additional moves to further improve accessibility involving the Official Records Department, Clerk's Accounting, Collections Department, Call Center, Human Resources, and traffic ticket payment counters. These moves are expected to be completed by the end of the summer. I will provide updated information as the project progresses. I wish you all a merry Christmas and may 2015 be your best year yet.

- Stacy

## Electronic Signatures Improve Turnaround Time

Electronic signatures and stamps are now applied to the majority of summons issued by the Polk County Clerk's office.

E-Signatures are expected to improve turnaround times, and summonses are now available as soon as filings are accepted.

In addition, we estimate this technology will reduce the number of pages printed each month by approximately 3,600 pages. For more information about accessing records online, visit [www.polkcountyclerk.net/Access-Records-Online/](http://www.polkcountyclerk.net/Access-Records-Online/).

### E-FILING WORKSHOPS

Join the Clerk's office for instructional E-Filing workshops.  
Learn the ins and outs of the service and its benefits.  
*Open to all E-Filing users*

Polk County Courthouse, 2<sup>nd</sup> Floor - Jury Assembly Room  
*255 N. Broadway Ave., Bartow, FL*

January 21, 2015  
10 a.m.

January 28, 2015  
2 p.m.

RSVP at [www.surveymonkey.com/r/efilingjanuary](http://www.surveymonkey.com/r/efilingjanuary)

For more information, visit [www.polkcountyclerk.net/eFiling-Information/](http://www.polkcountyclerk.net/eFiling-Information/)

Image courtesy of marin/FreeDigitalPhotos.net

## E-Recording Hits the 26,000 Mark

As of October 31, more than 26,000 records have been filed electronically since the start of E-Recording in December 2013. This accounts for 13 percent of recording requests submitted to the Clerk's office

E-Recording is a tremendous asset and has increased our efficiency by eliminating staff time spent on scanning paper documents and processing mail-outs. E-Recorded documents can typically be returned the same day or the next day of being received, whereas, paper recordings can take 5 to 10 business days to process. Learn more about E-Recording and the benefits for your office at [www.polkcountyclerk.net/eRecording-Information/](http://www.polkcountyclerk.net/eRecording-Information/).

## Couples Sought for Valentine's Wedding

The Clerk's annual Valentine's Day group wedding begins at noon on Saturday, February 14, 2015 at the picturesque Polk County History Center.

Following the ceremony, couples and their guests are treated to a reception with light refreshments provided by local sponsors.

The community is invited to attend the ceremony and support the couples as they celebrate the start of their new journey. Additional details will be posted online at [www.polkcountyclerk.net](http://www.polkcountyclerk.net).

## Clerk Opens Saturday for Passports

The Clerk's Lakeland and Winter Haven offices are open two Saturdays this spring for Passport applications— February 28, 2015 and April 18, 2015. The offices are open from 9 a.m. to 1 p.m. Instant photos are also available. For details, fees, and suggested time savers, visit [www.polkcountyclerk.net/Passports/](http://www.polkcountyclerk.net/Passports/).

Polk County Clerk



[stacybutterfield@polk-county.net](mailto:stacybutterfield@polk-county.net)

PH: 863-534-4500

FAX: 863-534-4584

CELL: 863-661-4055