

Keefe Group Q and A

Question # 1 - Can the County please provide a list of all fees and fines that are collected?

Answer - Please see attached list of fees and fines collected by the Clerk's Office.

Question # 2 - Please provide the data of all fees and fines collected each month including the average dollar amount for each.

Answer - Please see attached total FY-2017 transaction volumes for the Clerk's Office.

Question # 3 - What type of inquiries does the County want the call center to be able to assist with? How would the call center agents access the information needed to assist with the calls?

Answer – Ideally the call center would be able to answer general questions regarding fees and fines to be paid by users and overall case status. A Web based application is available allowing the call center to access specific case information. In addition, the Clerk's Office will generate a list of Frequently Asked Questions and provide a contact list for questions not able to be answered by the call center.

Question # 4 - Would offering a free service where a customer can mail in a money order, check, or cashier's check satisfy the County's desire to have ACH and electronic check transactions?

Answer – The Clerk's Office will consider all proposals, however, at this time we would like any potential solution to include the online ACH functionality currently used in the Recording function.

Question # 5 - Would a touch screen kiosk meet the needs for the ability to accept over the counter payments?

Answer – The Clerk's Office would consider proposals involving touch screen kiosks.

Collier County, Florida
Collier County Clerk of the Circuit Court
Total Payment Transactions Processed for FY-2017 *
October 1, 2016 - September 30, 2017

	<u>Approx. Number of Transactions</u>		<u>Estimated Total Dollar Value</u>		<u>Avg. per Transaction</u>
Court Related:					
Criminal	12,563	\$	4,389,329	\$	349
Traffic	35,634	\$	5,226,917	\$	147
Probate	10,867	\$	1,921,120	\$	177
Family	2,281	\$	653,801	\$	287
Juvenile	156	\$	15,219	\$	98
Civil	21,063	\$	28,402,830	\$	1,348
Non-Court Related:					
Recording	112,045	\$	108,922,663	\$	972
Value Adjustment Board	615	\$	9,200	\$	15

* - Please note that the Clerk's Office cannot guarantee that these activity levels will be maintained in the future.



Dwight E. Brock

Clerk of the Circuit Court
and Comptroller
of Public Accounts

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Fees

CLERK TO THE BOARD

Board Minutes and Records

Microfilm copy of any document (per page)	\$1.00
Certification of any document (per complete document)	\$2.00
Audio Tape - copy (per audio tape)	\$5.00
Video Tape - copy (per video tape)	\$10.00
CD/DVD (per disk)	\$10.00
Lobbyist Registration - Annual Registration (Oct thru Sept)	\$25.00
Filing Fee for VAB Petition (per petition)	\$15.00
Hard copy of any document (per page)	\$1.00

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COURT DEPARTMENTS

County Court (FS 34.041) Filing Fees

Claims less than \$100	\$55.00
Claims of \$100 or more but not more than \$500	\$80.00
Claims of more than \$500 but not more than \$2500	\$175.00
Claims more than \$2,500 up to \$15,000	\$300.00
Small Claims service like certified mail on a Florida resident	\$11.54
Additional defendant fees over five	\$2.50
Issuance of a Summons	\$10.00
Claims not more than \$1,000 filed with a replevin (includes replevin fee and filing fee)	\$130.00
Removal of Tenant Action	\$185.00
Crossclaims, counterclaims or third party complaints over \$2,500 (other than Foreclosures)	\$295.00
Certified mail restricted delivery for small claims cases within the State of Florida	\$11.54
Reopening any County Court action, suit, proceeding for Claims not more than \$500	\$25.00
Reopening any County Court action, suit, proceeding for Claims of more than \$500	\$50.00

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Circuit Civil Court (FS 28.241) Filing Fees

Upon the institution of a civil action that exceeds \$15,000 or proceedings in the circuit court, the plaintiff, when the action or proceeding is filed shall pay a fee of:

General Civil Actions	\$400.00
Add'l fee for each Defendant over 5	\$2.50
Issuance of a Summons	\$10.00
Crossclaims, counterclaims or third party complaints (other than Foreclosures)	\$395.00
Removal of Tenant Action	\$400.00
Family Court General cases (Change of Name, Adoption)	\$400.00
Other Family Court (Paternity, Child Custody, Child Support)	\$300.00
Other Family Court Counter Petition	\$295.00
Dissolution of Marriage	\$408.00
Counter Petitions for Dissolution Filed in Other Domestic Relations Cases	\$392.50
Garnishments (includes Garnishee's Attorney Fee Deposit, Registry Fee and Clerk's Fee)	\$85.00
Additional for proceedings of attachment, replevin, and distress	\$85.00
Medical Mediation 90 day extension	\$42.00
Reopening any Circuit Civil action, suit, proceeding	\$50.00

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Mortgage foreclosure and real property actions - claim value \$50,000 or less	\$400.00
Mortgage foreclosure and real property actions - claim value \$50,001 but less than \$250,000	\$905.00
Mortgage foreclosure and real property actions - claim value \$250,001 or more	\$1,905.00
Foreclosure crossclaim, counterclaim, counter petition, third party complaint - claim value \$50,000 or less	\$395.00
Foreclosure crossclaim, counterclaim, counter petition, third party complaint - claim value \$50,001 to \$250,000	\$900.00
Foreclosure crossclaim, counterclaim, counter petition, third party complaint - claim value \$250,001 or more	\$1,900.00

Recording Lis Pendens

First page	\$5.00
Each Additional page	\$4.00
Indexing each name over 4	\$1.00

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Appeals Court (FS 28.241) Civil and Criminal

Notice of Appeal to the AP Banc	\$281.00
Cost of certified copy of the order on appeal. \$1.00 per page plus \$2.00 to certify	\$1.00/\$2.00
Notice of Appeal to the 2 nd DCA Payable to 2 nd DCA	\$300.00
Payable to the Clerk	\$100.00
Notice of Cross Appeal Payable to the Appellate Court	\$295.00
Notice of Joinder Payable to the Appellate Court	\$295.00
Motion to intervene Payable to the Appellate Court	\$295.00
Administrative Appeal Petition for Writ of Certiorari filed at the Circuit Court Level	\$400.00
Appeal Petition for Writ of Certiorari filed at the Circuit Court Level	\$400.00

Misc Appeal Fees

For preparing, numbering, and indexing an original record of appellate proceedings, per instrument	\$3.50
For making copies by photographic process of any instrument in the public records consisting of pages of not more than 14 inches by 8 1/2 inches, per page	\$1.00
For examining, comparing, correcting, verifying, and certifying transcripts of record in appellate proceedings, prepared by attorney for appellant or someone else other than clerk, per page	\$5.00

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Florida Enforcement Foreign Judgment Act (FS 55)

The following is required to record:	
Certified copy of Judgment	
An affidavit made by the Judgment Creditor or the attorney stating the name and last known address of Judgment Debtor and Judgment Creditor	
To send certified mail (fee per debtor) Restricted Delivery	\$11.54
Foreign Judgment Service Charge	\$42.00

Note: County and/or circuit court filing fees also apply

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Probate (FS 28.2401)

Writs of habeas corpus and prohibition by solvent defendants	NO CHARGE
For the opening of any estate of one document or more, including, but not limited to, petitions and order to approve settlement of minor's claim; to open a safe-deposit box; to enter rooms or places; for the determination of heirs, if not Formal Administration; and for a foreign guardian to manage property of a nonresident; but not to include issuance of letters or order of Summary Administration.	\$231.00
Caveat	\$41.00
Petition and order to admit foreign will, authenticated copies, exemplified copies or transcripts to record	\$231.00
Disposition of personal property without Administration	\$231.00
Summary Administration less than \$1,000	\$235.00
Summary Administration more than \$1,000	\$345.00
Formal Administration, Guardianship, Ancillary, Curatorship or Conservatorship proceedings	\$400.00
Audit fee for verified guardianship inventory exceeding \$25,000.00	\$85.00
Audit fee for annual accounting for guardianships valued at \$25, 000 or less	\$20.00
More than \$25,000 up to \$100,000	\$85.00
More than \$100,000 up to \$500,000	\$170.00
More than \$500,000	\$250.00
Reopening of Formal Administration	\$50.00
Guardianship proceedings of person only	\$235.00
Veteran Administration Guardianship pursuant to FS 293, FS 294	\$235.00
Petition to determine competency	\$231.00
Notice of Trust (without Administration)	\$41.00

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Miscellaneous Charges & Other Court Services (FS 45.035(1))

Holding Mortgage Foreclosure Sales	\$70.00
Disbursement of Surplus Funds	\$15.00
Notifying Surplus Trustee	\$15.00

Appointing Surplus Trustee		\$15.00
Clerk's fee for receiving money into Registry of the Court:		
Percent of the first \$500		3%
Percent of each subsequent \$100		1.5%
Eminent Domain per Deposit		\$170.00
Service charge for copies:		
Copies by photographic process of any instrument in the public records of less than 8.5" X 14" (per page)		\$1.00
Copies of more than 8.5" X 14" (per page)		\$5.00
Copies by microfilm process of public records, 16-mm, 215' roll		\$42.00
Copies of video tape of Board Minutes & Records		\$10.00
Copies of audio tape of Board Minutes & Records		\$5.00
Exemplification (Authenticate) Certificate		\$7.00
Plus per page copies		\$1.00
Certificate of all types (written)		\$7.00
Driving History:		
Copy of Drivers License Record		\$16.25
Reinstatement of Drivers License		
		\$60.00
Other Service Charges:		
Attorney appearing Pro Hac Vice		\$100.00
Non resident Cost Bond		\$100.00
Approving Bonds		\$8.50
Severance		\$18.00
Tax Deed Application Fee		\$60.00
Verifying any instrument presented for certification prepared by someone other than clerk, per page		\$3.50
Searching records (per name, per year)		\$2.00
Recording certificate of discharge, separation or services of veterans		NO CHARGE
Oath (administering, attesting and sealing not otherwise provided for herein)		\$3.50
Writing any paper other than specifically mentioned		\$7.00
Sealing any court file or expungment of any record		\$42.00
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Permit		
Home Solicitation		\$75.00
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Support (FS 61.181,28,24(25))		
4% of Support payment not to exceed		
Clerk fee for Support payment to the Depository		\$5.25
Written request for case history report		\$3.00
Request for statement of payoff		\$25.00
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TRAFFIC		
Violations		
Charge:	Standard Fee	School Election Fee
Moving 316 Violations	\$163.00	\$170.00
Moving 322 Violations	\$160.00	\$167.00
Failure to Obey Red Light	\$261.00	\$268.00
Child Restraint Violations	\$163.00	\$170.00
Seat Belt Violations	\$113.00	N/A
Non-Moving ALL Violations	\$113.00	N/A
Bicycle/Pedestrian Violations	\$61.50	N/A
Passing Stopped School Bus	\$268.00	\$275.00
ATV Violations	\$108.00	N/A
Improper Equipment Correction (Reduced amount if defendant corrects the defect)	\$113.00 or (\$93.00)	N/A
Move Over	\$133.00	\$140.00
Motorcycle Wheels off Ground/Tag Violation	\$1163.00	\$1170.00
Motor Wheels off Ground/Tag Violation 2nd	\$2663.00	\$2670.00
Farm Labor Instruction Violations	\$183.00	N/A
Farm Labor Safety Violations	\$283.00	N/A

Toll Violations	\$203.00 + tolls	N/A
Handicapped Parking on UTC	\$330.00	N/A
Dismissal Fee if proof valid at time of citation and submitted within 30 days	\$10.00	N/A
Leave Child Unattended	Mandatory Court	Mandatory Court
Load shifting/dropping/leaking	Mandatory Court	Mandatory Court
Serious Injury or Fatality	Mandatory Court	Mandatory Court

Speeding

	Standard Fee	School Election Fee
6-9 MPH over	\$128.00	\$135.00
10-14 MPH over	\$203.00	\$210.00
15-19 MPH over	\$253.00	\$260.00
20-29 MPH over	\$278.00	\$285.00
30 MPH over and up	Mandatory Court	N/A

Speeding/Construction or School Zone:

	Standard Fee	School Election Fee
1-9 MPH over	\$153.00	\$160.00
10-14 MPH over	\$303.00	\$310.00
15-19 MPH over	\$403.00	\$410.00
20-29 MPH over	\$453.00	\$460.00
30 MPH over and up	Mandatory Court	Mandatory Court

Paying a Traffic Citation Online:

Payment Processor Fee (per payment)	\$5.00
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RECORDING DEPARTMENT

Marriage Licenses

Marriage Licenses (FS 741.01 (02)) Incl. certified copy	\$86.00
If both applicants present a Certificate of Premarital Preparation Course Completion from a registered course provider.	\$61.00
Affirmation of Common Child(ren) Born in Florida	\$7.00
Marriage Ceremony	\$30.00

Service Charges for Recording (FS 28.24)

The service charge for recording instruments pertaining to real and personal property and any other papers by photographic process is as follows:

One Page Instrument up to 8 1/2" X 14"	\$10.00
Each additional page or fraction *	\$8.50
eRecording - electronic submission to Recording	No Extra Charge
Condominium Exhibits 24" X 36"	\$30.00
Each additional page	\$15.00
Examining, certifying, and recording plats:	
One page	\$30.00
Each additional page	\$15.00
Indexing instruments containing more than 4 names:	
Each additional name	\$1.00

* Please include a self-addressed, postage paid envelope for the return of your original documents

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Intangible Tax on Real Estate Mortgages (FS 199)

Nonrecurring tax on notes, bonds or other obligation for payment of money secured by mortgage, deed or trust or other written specific lien in the nature of a mortgage upon real property shall be paid, at the time of recording, at the rate of 2 mills (.002) per dollar on the amount secured by real property. Amount is computed to the nearest cent (i.e. \$1.51 tax on \$752.63)

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State Documentary Tax (FS 201)

\$.70 per \$100 consideration applies to the full consideration. A minimum tax of \$.70 is required on all deeds including corrective deeds. (with a few exceptions).

If you want to provide a document to let the Clerk's Recording Department know the consideration when recording a Deed or other document transferring interest in Real Property, you may use the following information sheet (or any portion of), print and send with your Deed. [Deed Consideration Info Sheet](#)

Re-recorded documents do not require tax unless the required amount was not placed on original document.
 State Documentary Tax on Mortgages or other written obligations to pay money encumbering Real Property is taxed at a rate of \$.35 per \$100, or fraction thereof, on the TOTAL amount of the note or obligation.

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Transferring Lien to Security by Cash or Bond (FS 713.24)

Making and issuing the Certificate	\$20.00
Recording of Certificate transferring lien to security	
Recording one page	\$10.00
Copies (per page)	\$1.00
Bond Approval	\$8.50
Recording additional page Bond	\$8.50

Total cash or amount of bond required as security must include:

- Amount of lien
- Interest 3 years Legal interest rate
- Court costs = \$1,000 or 25% of lien amount, or whichever is greater
- Registry Fee for Cash Deposit
- Percent of the first \$500 3%
- Percent of each subsequent \$100 1.5%

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Official Records

Copies per page	\$1.00
Certifying copies of instruments (per instrument)	\$2.00
Search (per name, per year)	\$2.00
Preparation of Clerk's Certificate	\$7.00

* When ordering copies via mail, please include a self-addressed stamped envelope for the return of your copies.

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PASSPORT

Must be paid via a personal check, cashiers check or money order payable to U.S. Department of State

Adult, 16 years or older (valid for ten years)	Book \$110.00	Card \$30.00
Child, 15 years and under (valid for five years)	Book \$80.00	Card \$15.00

In addition, a \$25.00 fee by cash or check is payable to the Clerk of Circuit Court

Copies per page \$1.00

Expedite: - Passport Books

Adult, 16 years or older	\$185.45
Child, 15 years and under	\$155.45

* Check or Money Order payable to the U.S. Department of State. This amount includes \$15.45 for returning your passport via overnight delivery service. In addition, a \$25.00 fee by cash or check is payable to the Clerk of the Circuit Court.

For your convenience, the Clerk's Office offers Express Mail service for an additional \$23.75 for expediting your passport application.

Or, if you prefer, you may provide one prepaid overnight Postal envelope to send your application. An additional Express Mail fee of \$15.45 is included in your check payable to the U.S. Department of State for the return delivery service of your passport.

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Transfer Fee Calculator LINK

- [Transfer Lien to Cash Bond](#)
- [Transfer Judgment to Cash Bond](#)

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Email Privacy

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send to this entity. Instead, contact this office by phone or in writing.

Website Maintenance

Wednesday night is the regular weekly maintenance schedule for the servers. As a result there may be brief outages. We apologize for any inconvenience.

Copyright

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