



## FEE SCHEDULE

**Richard M. Weiss**  
Clerk of the Circuit Court

**Polk County, Florida**

All Clerk Departments (863)534-4000  
[www.polkcountyclerk.net](http://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 <b>not more than</b> 14 in. by 8 1/2 in.	\$	1.00
Copies by photographic in Public Records <b>more than</b> 14 in. by 8 1/2 in.	\$	5.00
Microfilm copies 16 mm 100' <b>(Court Only)</b>	\$	42.00
Microfilm copies 35 mm 100' <b>(Court Only)</b>	\$	60.00
<b>For processing and filing unrecorded maps or plats</b>		
(a) First page	\$	30.00
(b) Each additional page	\$	15.00
Microfiche <b>(Court Only)</b>	\$	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
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
<b><u>Liens (If processed in Courts Division)</u></b>		
Filing bond executed as surety by surety insure licensed to do business in the State. (Mechanic Lien)	\$	20.00

Filing bond executed as surety by surety insure licensed to do business in the State.	
<b>Multiple Liens</b>	\$ 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
<b>NOTE:</b> 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
Fictitious Name Search (Complete 1941 to current date)	\$ 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	\$ 6.00
--with record search	\$ 7.50
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	\$ 75.00
---Age 15 and under	\$ 60.00
Overnight:	
---Age 16 and over	\$ 89.85
---Age 15 and under	\$ 74.85
Expedited overnight:	
---Age 16 and over	\$ 149.85
---Age 15 and under	\$ 134.85
Passport renewal	\$ 75.00
Passport Cards	
---Age 16 and over	\$ 20.00
---Age 15 and under	\$ 10.00

**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; Dismissal, Release or Discharge of Lis Pendens; Notice of Dismissal or Dropping Parties when previous Lis Pendens was recorded.

First Page	\$ 5.00
Each Subsequent Page	\$ 4.00
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 <b>No</b> (a) <u>Dependent children</u> and <b>No property</b>	\$ 20.00
Dissolution of Marriage with <b>No</b> (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 <b>No property</b>	\$ 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 plus the appropriate filing fee when action is filed	\$ 42.00
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 Les 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 (first page)	\$ 9.00
Each additional page	\$ 1.00
For providing a transcript of any one individual's complete driving history record (first page)	\$ 11.00
Each additional page	\$ 1.00
For providing a certified letter of any one's driver history (clearance letter) including signing and sealing	\$ 7.00
Driver's License Reinstatement	\$ 60.00