

SCHEDULE OF SERVICE CHARGES



Gwen Marshall
Clerk & Comptroller

*Serving the Citizens
of Leon County*

PLEASE VISIT OUR WEBSITE AT
[HTTP://WWW.CLERK.LEON.FL.US](http://www.clerk.leon.fl.us)



01/03/2017

GWEN MARSHALL CLERK OF COURTS	
General Information	606-4000
The Leon County Clerk & Comptroller's Office is open Monday through Friday. Refer to our website for hours of operation.	
Administration Office ¹	606-4005
Court-Related Information ¹	
Appeals	606-4190
Circuit Civil	606-4170
Circuit Criminal	606-4070
Court Services	606-4001
Family Law	606-4150
Juvenile	606-4120
Jury Coordination	606-4007
Misdemeanor	606-4130
Probate	606-4180
Small Claims	606-4110
Traffic (see note below)	606-4100
Finance ²	606-4100
Human Resources ³	606-4010
Marriage ¹ (see note below)	606-4060
Passports (see note below)	606-4060
Official Records ¹	606-4030
(see note below)	606-4050 or
Tax Deeds ³	606-4020

¹ Located at 301 S. Monroe Street, Tallahassee, 32301 (1st floor of the Leon County Courthouse).

² Located at 315 S. Calhoun Street, Suite 750, in the Bank of America building across from the back side of the courthouse.

³ Located at 315 S. Calhoun Street, Suite 780, in the Bank of America building across from the back side of the courthouse.

NOTE: Traffic citation payments, Official Records, and marriage are also available at the Leon County Clerk Northeast Branch, 1276 Metropolitan Boulevard, Suite 101. Due to federal restrictions, passport services are only available at this location

ADMINISTRATION/FINANCE (FS 119)

1. Making copies of non-court/non-official records, per page	\$ 0.15
2. Making DVD copy of board meetings	\$ 25.00
3. Making audiotapes/CD's of board meetings and Value Adjustment Board Hearings	\$ 5.00
4. Lobbyist registration fee	\$ 25.00
5. Return check fee	
\$50 or less	\$ 25.00
\$50.01 up to \$300	\$ 30.00
\$300.01 up to \$800	\$ 40.00
Over \$800	5% of the original check
6. Notarial services	\$ 3.50

OFFICIAL RECORDS (FS 28.24)

1. Recording, indexing & filing any document 14" x 8.5"	
a. First page	\$ 10.00
b. Each additional page	\$ 8.50
c. Documents that contain more than four names, per additional name	\$ 1.00
d. Lis Pendens	
i. 1st page	\$ 5.00
ii. All additional pages	\$ 4.00
iii. More than four names, per additional name	\$ 1.00
2. Examining, certifying and recording plats and condominium drawings:	
a. First page	\$ 30.00
b. Each additional page	\$ 15.00
3. Documentary Stamps	
a. Deeds	
i. Per \$100 property valuation	\$ 0.70
ii. Under \$100 property valuation	\$ 0.70
b. Mortgages and modifications, per \$100 consideration	\$ 0.35
c. Agreements and Contracts for Deeds, per \$100 purchase price	\$ 0.70

OFFICIAL RECORDS (FS 28.24), Cont.

4. Intangible tax per \$100 consideration	\$ 0.20
5. Subscription web access	\$ 100.00
6. Index to Official Records on CD-ROM	\$ 10.00
7. Images of Official Records books on CD-ROM, per book	\$ 25.00
8. Transfer of Lien of Security 713.24(1)(b)	
a. First lien	\$ 20.00
b. Each additional lien	\$ 10.00

PASSPORTS (Title 22, USC)

1. 16 years & older	\$ 100.00
2. 15 years & younger	\$ 85.00
3. Renewal	\$ 75.00
4. Expedited Service	\$ 60.00
5. Express Mail (deliver & return)	\$ 31.35
6. Two photographs	\$ 10.00

MARRIAGE (FS 741.01)

1. Marriage license application (3-day waiting period)	\$ 93.50
2. Marriage license application—premarital preparation course required (no waiting period)	\$ 61.00
3. Solemnizing matrimony	\$ 30.00
4. Certified copy	\$ 3.00
5. Photograph package	\$ 25.00

MICROGRAPHICS (FS 28.24)

1. CD copies of any record or plat, per book	\$ 25.00
2. 16 mm 100' microfilm roll	\$ 42.00
3. 35 mm 100' microfilm roll	\$ 60.00
4. Microfiche, per fiche	\$ 3.50

VALUE ADJUSTMENT BOARD (FS 194.013)

1. For each separate parcel of property	\$ 15.00
2. For joint parcel petition filed [194.011(3)(e) or (f)], a single filing fee shall be charged per parcel (min. \$15/petition)	\$ 5.00

ALL COURT DIVISIONS (FS 28.24)

1. Searching of records, per name for each year searched.....	\$ 2.00
2. Making copies of documents in public records by photographic process:	
a. Making copies of non-court/non-official records, per page	\$ 0.15
b. Not larger than 14" x 8.5", per page (not Official Records).....	\$ 1.00
c. Not larger than 14" x 8.5", per page, from Official Records.....	\$ 1.00
d. Larger than 14: x 8.5", per page.....	\$ 5.00
3. Copying documents in the public records, not by photographic process, per page	\$ 6.00
4. Writing papers other than those listed	\$ 7.00
5. Certifying copies of documents in public record, per document	\$ 2.00
6. Verifying documents presented for certification, not prepared by clerk, per page.....	\$ 3.50
7. Exemplified certificates, including signing & sealing	\$ 7.00
8. Certified or registered mail charges, paid by party who requests service	Actual cc
9. Oath, administering, attesting, & sealing	\$ 3.50
10. Sealing a civil record	\$ 42.00
11. Sealing/expunging a criminal record	\$ 66.50
12. Approving bond.....	\$ 8.50
13. Preparing witness subpoena	\$ 7.00
14. Issuing a summons	\$ 10.00
15. Recording Lis Pendens	
a. 1 st page.....	\$ 5.00
b. All additional pages.....	\$ 4.00
16. Signing and sealing witness subpoena.....	\$ 2.00
17. Receiving money into court registry:	
a. First \$500 or part.....	3.0%
b. Each subsequent \$100 or part	1.5%
c. Eminent Domain, per deposit.....	170.00
18. Severance fee (excludes county civil and small claims)	\$ 18.00
19. Faxing/Emailing	
a. For each court record page faxed or emailed.....	\$ 1.00
b. For each non-court record page faxed or emailed.....	\$ 0.15
c. For each court record page faxed, long distance.....	\$ 1.25
d. For each non-court record page faxed, long distance.....	\$ 0.40
20. Reports	
a. Pre-programmed, per page	\$ 1.00
b. Programming for new report, per hour	\$ 70.00
21. Duplication of audio and videotapes	
a. Audio tape, provided by Clerk's Office	\$ 5.00
b. Audio tape, provided by customer.....	\$ 2.50

c. Video tape, provided by Clerk's Office	\$ 10.00
d. Video tape, provided by customer	\$ 5.00
e. CD	\$ 25.00
22. For garnishment, attachment, replevin & distress (does not include court registry fee for garnishment)	\$ 85.00
23. Pro hac vice [FS 28.241(6)]	\$ 100.00
24. Nonresident plaintiff – bond to file case (FS 57.011)	\$ 100.00

APPEALS (FS 28.241)

1. Appeals from County to Circuit Court.....	\$ 281.00
2. Appeals from Circuit Court to District Court of Appeal/Florida Supreme Court (two separate checks)	
a. DCA/FSC	\$ 300.00
b. Clerk.....	\$ 100.00
3. Preparing, numbering & indexing original record, per document	\$ 3.50
4. Certifying transcripts of records, per page	\$ 5.00
5. Clerk's Certificate.....	\$ 7.00

CIRCUIT CIVIL (FS 28.241)

1. Filing Fees:	
a. Any civil action.....	\$ 400.00
b. If more than 5 defendants, per defendant.....	\$ 2.50
c. Foreclosure/Real Property	
i. Value \$50,000 or less.....	\$ 400.00
ii. Value more than \$50,000 but less than \$250,000	\$ 905.00
iii. Value more than \$250,000	\$ 1,905.00
d. Counter claim, cross claim, counter petition, third party complaint.....	\$ 395.00
i. Mortgage foreclosure/real property, value \$50,000 or less.....	\$ 395.00
ii. Mortgage foreclosure/real property, value more than \$50,000 and less than \$250,000.....	\$ 900.00
iii. Mortgage foreclosure/real property, value more than \$250,000.....	\$ 1,900.00
2. Medical extensions.....	\$ 42.00
3. Signing executions on foreign judgment cases	\$ 42.00
4. Reopening a case	\$ 50.00
5. Holding judicial sale, recording & certifying sale & title	\$ 70.00
6. Eminent domain court registry deposit....	\$ 170.00

COUNTY CIVIL (FS 34.041)

1. Filing Fees:	
a. Each claim less than \$100	\$ 55.00
b. Each claim of more than \$100, but not more than \$500	\$ 80.00
c. Each claim of more than \$500, but not more than \$2,500	\$ 175.00
d. For all claims of more than \$2,500 ..	\$ 300.00
e. For an amended complaint or counterclaim that increases the amount to the circuit civil range.....	\$ 400.00
f. For amended complaints that increase the amount – <i>pay the difference between the filing fee ranges</i>	
g. For replevin action (less than \$1,000)	\$ 130.00
h. For replevin action of more than \$1,000, but less than \$2,500.....	\$ 260.00
i. For replevin action of more than \$2,500	\$ 385.00
j. Crossclaim, counterclaim, counter petition, third party complaint – joinder/ intervenor (if claim is \$2,500 or more)	\$ 295.00
k. Ordinance violation	\$ 10.00
2. Removal of tenant action.....	\$ 185.00
3. Signing Executions on Foreign Judgment cases.....	\$ 42.00
4. Reopening a case	
a. Claims of not more than \$500	\$ 25.00
b. Claims of more than \$500	\$ 50.00
5. Holding judicial sale, recording & certifying sale & title.....	\$ 70.00

FAMILY LAW (FS 28.24 & 28.241)

1. Filing fees:	
a. Dissolution of Marriage and annulment	\$ 397.50
b. Temporary custody of children by extended family, adoption, emancipation, and name change	\$ 400.00
c. All others, including custody by non-extended family	\$ 300.00
d. Counter claim, cross claim or third party complaint, counter petition, in non-dissolution case (where filing fee is \$300)	\$ 295.00
e. Counter claim, cross claim, third party complaint, or counter petition, in dissolution case (where filing fee is \$397.50)	\$ 392.50

f. Counter claim, cross claim, counter petition, or third party complaint (where filing fee is \$400.00).....	\$ 395.00
g. Recording final judgment of dissolution	\$ 10.50
h. Name change report	\$ 7.00
i. Adoption report.....	\$ 7.00
j. Reopening a case	\$ 50.00

PROBATE DIVISION (FS 28.2401 & 744)

1. Opening any estate of one document or more, including but not limited to petitions & orders to approve settlement of minor's claims; open a safe deposit box; to enter rooms & places; determine heirs (if not for formal administration); foreign guardian to manage property of nonresident. <i>Not for issuance of letters or orders of summary administration.</i>	\$ 231.00
2. Caveat/Notice of Trust.....	\$ 41.00
3. Petition & order to admit foreign wills, authenticated copies, exemplified copies, or transcript of record.....	\$ 231.00
4. Disposition of personal property without administration.....	\$ 231.00
5. Summary administration, \$1,000 or more ...	\$ 345.00
6. Summary administration, less than \$1,000..	\$ 235.00
7. Formal administration, guardianship, ancillary, curatorship, or conservatorship ..	\$ 400.00
8. Guardianship of person only	\$ 235.00
9. Veteran's Administration guardianship	\$ 235.00
10. Petition for determination of incapacity	\$ 231.00
11. Guardianship audit fee, initial inventory, above \$25,000	\$ 85.00
12. Guardianship audit fee, annual financial return:	
a. For estates valued at \$25,000 or less ..	\$ 20.00
b. For estates valued at \$25,000 to \$100,000	\$ 85.00
c. For estates valued at \$100,000 to 500,000	\$ 170.00
d. For estates valued at more than \$500,000	\$ 250.00
13. Reopening a case	\$ 50.00