

**R. B. "Chips" Shore
Clerk of Circuit Court
Manatee County**

Fee Schedule

New Fees Effective July 1, 2009 are highlighted in Red

**Manatee County Courthouse
P.O. Box 25400
Bradenton, FL 34206-5400**

Office Hours

**Monday - Friday
8:30 a.m. – 5:00 p.m.**

**Visit our Website at
www.ManateeClerk.com**

Telephone Numbers

Courts

**Circuit Civil 741-4025
Circuit Criminal/Felony 741-4043
County Civil 741-4022
County Criminal/Misdemeanor 741-4019
Guardianship 741-4033
Juvenile 741-4026
Probate 741-4021
Marriage License/Passport 741-4020
Microfilm 749-1800
Recording 741-4040 Traffic 741-4060
All Other Departments 749-1800**

Service Charges

Service charges and fees for the Clerk of the Circuit Court are established by Florida Statute and are subject to legislative change.

Forms of Payment

The Clerk's Office accepts cash, personal checks, cashier's check, money orders, Visa, MasterCard, American Express, and Discover. Debit cards are accepted as long as they have a Visa or MasterCard logo. **EXCEPTIONS:**

* Criminal Fines—Only cash, money order, cashier's check, attorney's trust account, or credit card (must appear in person)

* Credit Card transactions will have a \$5.00 transaction fee

RECORDING DEPARTMENT

Requirements for recording instruments affecting real property (Florida Statute 695.26):

1) No instrument by which the title to real property or any interest therein is conveyed, assigned, encumbered, or otherwise disposed of shall be recorded by the clerk of the circuit court unless:

a) The name of each person who executed such instrument is legibly printed, typewritten or stamped upon such instrument immediately beneath the signature of such person and the post office address of each such person is legibly printed, typewritten, or stamped upon such instrument;

b) The name and post office address of the natural person who prepared the instrument or under whose supervision it was prepared is legibly printed, typewritten, or stamped upon such instrument;

c) The name of each witness to the instrument is legibly printed, typewritten, or stamped upon such instrument immediately beneath the signature of such witness;

d) The name of any notary public or other officer authorized to take acknowledgments or proofs whose signature appears upon the instrument is legibly printed, typewritten, or stamped upon such instrument immediately beneath the signature of such notary public or other officer authorized to take acknowledgment or proofs;

e) a 3-inch square at the top right-hand corner on the first page and a 1 inch by 3 inch space at the top right-hand corner on each subsequent page is reserved for use by the clerk of the court; and

f) In any instrument other than a mortgage conveying or purporting to convey any interest in real property, the name and post office address of each grantee in such instrument is legibly printed, typewritten, or stamped upon such instrument.

2) If a name or address is printed, typewritten, or stamped on an instrument in a position other than the position required by subsection 1), the clerk of the circuit court may, in his discretion, accept the instrument for recordation if he determines that the connection between the signature and the name or the name and the address is apparent.

3) This section does not apply to:

a) An instrument executed before July 1, 1991.

b) A decree, order, judgment, or writ of any court.

c) An instrument executed, acknowledged, or proved outside of this state.

d) A will.

e) A plat.

f) An instrument prepared or executed by any public officer other than a notary public.

4) The failure of the clerk of the circuit court to comply with this section does not impair the validity of the recordation or of the constructive notice imparted by recordation.

Recording, indexing, filing any instrument not more than 14" x 8½", including notice to property appraiser, when applicable:

First page or fraction thereof	\$10.00
Each additional page or fraction thereof	\$8.50
Indexing instruments recorded in official records containing more than four names:	
Per additional name	\$1.00
Plats, examining, certifying and recording, and recording condominium exhibits larger than 14" x 8½":	
First page	\$30.00
Each additional page	\$15.00
Making copy of any instrument in public records:	
By photographic process, to 8½" x 14" maximum (per page)	\$1.00
Larger than 8½" x 14" (per page)	\$5.00
By other than photographic process (per page)	\$6.00
Making microfilm copies of any public records:	
16mm 100' microfilm roll or less	\$42.00
35mm 100' microfilm roll or less	\$60.00
Microfiche, per fiche	\$3.50
Plats on CD-ROM	\$37.50 per plat book
Certifying copies of any instrument in public records	\$2.00
Official Records on CD-ROM	\$37.50 per 4,000 images
Oath, administering, attesting and sealing, not otherwise listed	\$3.50
Searches for records, per each year's search	\$2.00
Preparing affidavit of domicile	\$13.00
Tax Deed Sale	\$60.00
Disbursement of excess proceeds, each \$100 or fraction thereof	\$10.00
Certificate of transfer of liens to security	
pursuant to FS 713.24	\$20.00
Additional charge for each additional lien	\$10.00
Documentary Tax Stamp Rate (effective August 1, 1992)	
\$.70 per \$100 consideration on all deeds and other instruments relating to real property or interests in real property	
\$.35 per \$100 of consideration on mortgages	
\$.20 per \$100 of consideration on intangible property	

GENERAL OFFICE

Copies, per page	\$1.00
Verifying any instrument presented	\$3.50
Oath, administering, attesting and sealing, not otherwise listed	\$3.50
Certification of copies, per instrument	\$2.00
Records search, per year	\$2.00
Sign/seal subpoena	\$2.00
Issue Summons	\$10.00
Seal/expunge case	\$42.00
Certificate of Clerk/Document prep	\$7.00
Certified mail	\$5.32
Registered mail	\$16.92

Express mail	\$16.50
Notary fee	
First page	\$5.00
Each additional page	\$2.50
Restitution, per payment	\$3.50
Department of Financial Recovery payment plan	\$25.00

COURTS

Issuing a subpoena:	
Signing and sealing only	\$2.00
Making copy of any instrument in public records:	
By photographic process, to 8½" x 14" maximum, per page	\$1.00
Certification of copies, per instrument	\$2.00

Civil Proceedings

For receiving money into the registry of the Court:	
First \$500	3%
Each subsequent \$100	1.50%
Eminent domain deposits, per deposit	\$170.00
For approving bond	\$8.50
Judicial Sale	\$70.00
Electronic Judicial Sale	Additional \$70.00
Attorney appearing pro hac vice	\$100.00
Severance	\$18.00

Marriage License & Passports

Marriage license application:	
(includes Certified Copy, Clerk and State Fees)	
If no course is taken:	\$96.50
If the course is taken:	\$62.00
Performing ceremony	\$30.00
Application for passport books or cards, separate payments to:	
U.S. Dept. of State (age 16 and over)	\$75.00
(age 15 and under)	\$60.00
Clerk of Circuit Court	\$25.00
Passport Photos (2)	\$15.98

Circuit Civil/Family

Petition for dissolution of marriage	\$397.50
Fee for specific reopening of any circuit court case, including civil & family FS 28.241 (1) (b) (for details, see website www.ManateeClerk.com)	\$50.00
To file counter-petition for dissolution of marriage	\$392.50
Filing fee for Final Judgment of Dissolution of Marriage Pursuant to F.S. 382.023 for recording and reporting Judgment to the Dept. of Health	\$10.50
To institute a civil action in excess of \$15,000	\$400.00

To file a mortgage foreclosure or other real property, claim value: \$50,000 or less	\$400.00
To file a mortgage foreclosure or other real property, claim value: \$50,001 to \$250,000	\$905.00
To file a mortgage foreclosure or other real property, claim value: \$250,001 or more	\$1,905.00
To institute a civil action pursuant to CHs 39, 61, 741, 742, 747, 752, 753	\$300.00
Additional charge for each defendant over five (5)	\$2.50
Additional charge for attachment, replevins and distress actions at time of filing	\$85.00
To file counter petition, cross-claim, counterclaim or third-party complaint for civil filings	\$395.00
To file counter petition, cross-claim, counterclaim or third-party complaint proceedings filed under CHs 39, 61, 741, 742, 747, 752, 753	\$295.00
To file counter petition, cross-claim, counterclaim or third-party complaint for mortgage foreclosure or other real property, claim value: \$50,000 or less	\$395.00
To file counter petition, cross-claim, counterclaim or third-party complaint for mortgage foreclosure or other real property, claim value: \$50,001 to \$250,000	\$900.00
To file counter petition, cross-claim, counterclaim or third-party complaint for mortgage foreclosure or other real property, claim value: \$250,001 or more	\$1,900.00
Garnishment actions, per garnishee	\$188.00
Medical extensions	\$42.00
Each timeshare estate joined	\$10.00
Issue execution on foreign judgments	\$42.00
Mediation fees, per session, per party	
Combined family income less than \$50,000/year	\$60.00
Combined family income more than \$50,000/year but less than \$100,000/year	\$120.00
<i>Small Claims/County Court</i>	
To institute a civil action for Claims up to \$5,000	
For claims less than \$100	\$55.00
For claims of \$100 - \$500	\$80.00
For claims of \$501 - \$2,500	\$175.00
For claims of \$2,501 - \$5,000	\$300.00
Registered mail, per defendant	\$16.92
Mediation fees not applicable in Small Claims, pursuant to F.S. 44.108	
To institute a civil action for Claims of \$5,001 - \$15,000 including foreclosures and foreign judgments	\$300.00
Removal of tenant action—possession only	\$185.00
Removal of tenant action—possession and damages	
Damages of \$2500 or less	\$270.00
Damages of \$2,501 - \$15,000	\$300.00
Additional charge for attachment, replevins and distress actions at time of filing	\$85.00

Claims not more than \$1,000 filed with a replevin action	\$130.00
To file counter petition, cross-claim, counterclaim, or third party complaint for claims of \$2501-\$15,000	\$295.00
Garnishment actions, per garnishee	\$188.00
Mediation fee, per session, per party	\$60.00
Fee for specific reopening of any civil court case, including small claims and county court, pursuant to F.S. 34.041(s), see www.ManateeClerk.com for details	
Claims \$500 or less	\$25.00
Claims \$501 or more	\$50.00

Probate

For the opening of any estate of one document or more, including, but not limited to, petitions and orders to approve settlement of minor's claims; open safe deposit box; enter rooms and places; for the determination of heirs if not formal administration.	\$231.00
Petition/order to admit foreign wills, authenticated copies, exemplified copies or transcripts of record	\$231.00
Summary administration (all F.S.* 735.201)	
Less than \$1,000	\$235.00
More than \$1,000	\$345.00
Formal administration	\$400.00
Caveat/Notice of Trust	\$41.00
Personal property, disposition w/o administration	\$231.00
Fee for specific reopening of any circuit court case, pursuant to F.S. 28.241 (1) (b), see www.ManateeClerk.com for details	\$50.00
*F.S. refers to Florida Statute	

All Florida Statutes are on-line at <http://www.leg.state.fl.us/statutes/index.cfm>

Guardianship

Petition for determination of incapacity	\$231.00
Guardianship proceedings, person only	\$235.00
Guardianship proceedings, property only	\$400.00
Guardianship proceedings, person and property	\$400.00
Guardianship Ancillary, Curatorship and Conservatorship	\$400.00
Foreign Guardian to manage property of a non-resident	\$231.00
Veterans' administration guardianship	\$235.00
Fee for specific reopening of any circuit court case, pursuant to F.S. 28.241(1)(b), see www.ManateeClerk.com for details	\$50.00
Maintain professional guardian file	\$7.50

Guardianship Audit

Audit Fee, verified inventory over \$25,000	\$85.00
Audit Fees, Annual	
\$25,000 or less	\$20.00

more than \$25,000 up to & including \$100,000	\$85.00
more than \$100,000 up to & including \$500,000	\$170.00
in excess of \$500,000	\$250.00

Appeals

Notice to appeal from County Court to Circuit Court	
Check to Clerk of the Circuit Court	\$281.00
To file cross appeal from County to Circuit Court	
Check to Clerk of Appellate Court	\$295.00
Notice of appeal from Circuit Court to Appellate Court	
Check to Clerk of Appellate Court	\$300.00
Check to Clerk of the Circuit Court	\$100.00
To file cross appeal from Circuit to Appellate Court	
Check to Clerk of Appellate Court	\$295.00
Preparing, numbering and indexing an original record of appellate proceedings, per instrument	\$3.50
Clerk's certification	\$7.00

TRAFFIC INFRACTIONS

Pay Fines

Bicycle/pedestrian violations under F.S. 316	\$74.50
Bicycle/pedestrian-other	\$74.50
Non-moving violations under F. 316	\$116.00
Non-moving violations-other	\$113.00
Moving violations-under F.S. 316	\$166.00
Moving violations-other	\$160.00
Red light violations	\$231.00
Bicycle helmet violations-under F.S. 316	\$74.50
Bicycle helmet violations-other	\$74.50
Seat belt violations	\$116.00
Child restraint violations	\$166.00
Pass stopped school bus or R/R	\$206.00
Littering violations	\$160.50
ATV violations	\$111.00
Toll violations	\$207.00
Vehicle inspections	\$96.00
Motorcycle/Moped	
Improper Riding/Wheels Off Ground- F.S. 316.2085(2)	
Tag Improperly Affixed- F.S. 316.2085(3)	
First Offense	\$1,166.00
Second Offense	\$2,666.00
Speeding violations	
6-9 MPH over limit	\$131.00
10-14 MPH over limit	\$206.00
15-19 MPH over limit	\$256.00
20-29 MPH over limit	\$281.00
30+ MPH over limit - MANDATORY COURT APPEARANCE	

Speeding violations in school/construction zone

1-5 MPH over limit- School zone \$156.00

6-9 MPH over limit \$156.00

10-14 MPH over limit \$306.00

15-19 MPH over limit \$381.00

20-29 MPH over limit \$431.00

30+ MPH over limit - MANDATORY COURT APPEARANCE

Excessive speed 50+ F.S. 316.1926

Mandatory court requirement does not apply

First Offense \$1,106.00

Second Offense \$2,606.00

Parking violations

Non-moving \$108.00

Moving \$158.00

Disabled \$181.00