LEGAL RECORDS DIVISION - TRANSMITTAL

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Customer Name: _____

Escrow Account # (*if applicable*): _____

Address: _____

_____

Phone and/or e-mail address: _____

Instructions:
- Recording and Index/Photocopy transactions require separate transmittals
- Must include sufficient payment OR have sufficient funds in escrow
- Large and/or time consuming orders must be scheduled for completion
- Orders must be picked up and signed for within 2 weeks of order date

Ordered by: _____ Date:_____ Time:_____

Recording Transactions

Document Type	# of pages	Fee

Index/Photocopy Transactions

Ordering copies/searches/CD-ROMs

Photocopy Use Only

O.R. Copies
_____Image
_____Film
_____Screens

File Copies
_____Cir Civ
_____Fam/Sup
_____PR/Gd
_____D.S.

Plat Copies
_____L.S.
_____Bond
_____Vellum

Services
_____Cert
_____Exemp
_____Not

Index
_____Sch Fee
_____Cert-Rec

Other
_____Postage
_____Misc.

Order Total
$

Official Records
Provide book/page and/or search name if applicable

Specify Service(s)
- ❑ Entire Document
- ❑ Only page indicated
- ❑ Certified
- ❑ Exemp. – within U.S.
- ❑ Exemp. – outside U.S.
- ❑ CD-ROM – Index
- ❑ CD-ROM – Images
- ❑ Search Name*
- ❑ Search Legal desc.*

From_____to_____
***Date range required**

Plats
Provide plat book/page

Specify Service(s)
- ❑ Entire Plat
- ❑ Only page indicated

Specify Service(s)
- ❑ Legal (8½" x11")
- ❑ Bond (24" x 36 ")
- ❑ Vellum (24"x36")

Court Documents
Provide ENTIRE case number, include file type and division

Specify pleading by "Docket Entry Number"
Example: 2000 CA 00123 AD – D.E. #s 1 & 3
(Please order one case file per order form)

Specify Service(s)
- ❑ Entire Pleading(s)
- ❑ As indicated above
- ❑ With attachments, if any
- ❑ Certified
- ❑ Exemplified – within U.S.
- ❑ Exemplified – outside U.S.

Docket Sheets
Entire Case No._____

- ❑ Entire Docket
- ❑ Docket entry -date range required
  From_____ to _____

Service Charges and Fees – Official Recorder

Mail completed form and payment to:
Sharon R. Bock, Clerk & Comptroller of PBC
Recording department - P.O. Box 4177
West Palm Beach, FL 33402
Attn: Records & Escrow Specialist
If you need assistance, please call 561-355-2991

Signature

Service Charges and Fees – Records Service Center

Mail completed form and payment to:
Sharon R. Bock, Clerk & Comptroller of PBC
Records Service Center - P.O. Box 4526
West Palm Beach, FL 33402-4526

If you need assistance, please call 561-355-2976

Pick up address:
CD-ROM orders
205 North Dixie Highway
Micrographics department
1st floor – Room #1.2500
West Palm Beach, FL

Pick up address:
Photocopy/Search Requests
205 North Dixie Highway
Photocopy department
4th floor – Room #4.2519
West Palm Beach. FL

revised 01/03/2005