SHANNON RAMSEY-CHESSMAN
CLERK AD INTERIM
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

RECORD SERVICES - TRANSMITTAL

Date:_____

Time:_____

Customer/Account 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 _____

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**

Court Documents

Please order only one case per order form
Provide ENTIRE case number, including file type and division

Specify pleading by "Docket Entry Number"
Example: 502013CA0001234XXXXAD – D.E.#'s 1 & 3

_____
_____
_____
_____

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 _____

Plats

Provide plat book/page number. Specify book type if other than Subdivision.

_____
_____
_____
_____

Specify Service(s)

- ☐ Entire Plat
- ☐ Only page indicated

Specify Service(s)

- ☐ Legal (8½" x11")
- ☐ Bond (24" x 36 ")
- ☐ Vellum (24"x36")

Signature:

For service charges and fees, visit:
www.mypalmbeachclerk.com

Mail completed form and payment to:

Clerk of the Circuit Court & Comptroller
Records Service Center - P.O. Box 4526
West Palm Beach, FL 33402-4526
If you need assistance, please call 561-355-2932
Email: ORWEB@mypalmbeachclerk.com

Pick up address:

CD-ROM orders
205 North Dixie Highway
Record Services
4th floor – Room 4.2500
West Palm Beach, FL

Pick up address:

Photocopy/Search Requests
205 North Dixie Highway
Photocopy
4th floor – Room 4.2500
West Palm Beach. FL

Revised 8/20/2026