



# 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)

<u>Photocopy Use Only</u>	Official Records Provide book/page and/or search name if applicable	Court Documents Please order only one case per order form Provide <u>ENTIRE</u> case number, including <u>file type</u> and <u>division</u>  Specify pleading by "Docket Entry Number" <b>Example: 502013CA0001234XXXXAD – D.E.#'s 1 &amp; 3</b>	Plats Provide plat book/page number. Specify book type if other than Subdivision.
<u>O.R. Copies</u> <input type="checkbox"/> Image <input type="checkbox"/> Film <input type="checkbox"/> Screens  <u>File Copies</u> <input type="checkbox"/> Cir Civ <input type="checkbox"/> Fam/Sup <input type="checkbox"/> PR/Gd <input type="checkbox"/> D.S.  <u>Plat Copies</u> <input type="checkbox"/> L.S. <input type="checkbox"/> Bond <input type="checkbox"/> Vellum  <u>Services</u> <input type="checkbox"/> Cert <input type="checkbox"/> Exemp <input type="checkbox"/> Not  <u>Index</u> <input type="checkbox"/> Sch Fee <input type="checkbox"/> Cert-Rec  <u>Other</u> <input type="checkbox"/> Postage <input type="checkbox"/> Misc.  <u>Order Total</u> \$ _____	<u>Specify Service(s)</u> <input type="checkbox"/> Entire Document <input type="checkbox"/> Only page indicated <input type="checkbox"/> Certified <input type="checkbox"/> Exemp. – within U.S. <input type="checkbox"/> Exemp. – outside U.S. <input type="checkbox"/> CD-ROM – Index <input type="checkbox"/> CD-ROM – Images <input type="checkbox"/> Search Name* <input type="checkbox"/> Search Legal desc.*  From _____ to _____. <b>*Date range required</b>	<u>Specify Service(s)</u> <input type="checkbox"/> Entire Pleading(s) <input type="checkbox"/> As indicated above <input type="checkbox"/> With attachments, if any <input type="checkbox"/> Certified <input type="checkbox"/> Exemplified – within U.S. <input type="checkbox"/> Exemplified – outside U.S.  <u>Docket Sheets</u> Entire Case No. _____ <input type="checkbox"/> Entire Docket Docket entry date range required From _____ to _____	<u>Specify Service(s)</u> <input type="checkbox"/> Entire Plat <input type="checkbox"/> Only page indicated  <u>Specify Service(s)</u> <input type="checkbox"/> Legal (8½" x11") <input type="checkbox"/> Bond (24" x 36") <input type="checkbox"/> Vellum (24"x36")

<b>Signature:</b>	<b>Mail completed form and payment to:</b> 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	<b>Pick up address:</b> <b>CD-ROM orders</b> 205 North Dixie Highway Record Services 4th floor – Room 4.2500 West Palm Beach, FL	<b>Pick up address:</b> <b>Photocopy/Search Requests</b> 205 North Dixie Highway Photocopy 4th floor – Room 4.2500 West Palm Beach, FL
<b>For service charges and fees, visit:</b> <a href="http://www.mypalmbeachclerk.com">www.mypalmbeachclerk.com</a>			