

**SCHEDULE OF SERVICE CHARGES**

The Clerk of the Circuit Court is required by Florida Statutes to charge for performing various duties and services. Rates are effective **January 2, 2020.**

All checks should be made payable to *Danny J. Shipp, Clerk of Circuit Court.*

The Clerks Office also accepts Visa, Master Card, Discover, debit cards with the VISA or Master Card logos, however when using one of these cards there is a non-refundable provider charge of 3.5%. The Clerk of Court does not receive any part of this fee.

The following schedule contains the most common transactions involving the payment of charges to the Clerk. The Clerks Office should be consulted for information regarding service charges not listed.

**CIVIL ACTIONS - CIRCUIT COURT**

Filing Fees:

Civil Action (excluding Dissolution of Marriage), not more than 5 defendants.....	400.00
For each defendant over 5, per defendant.....	2.00
For Severance granted.....	15.00
In addition to above for Garnishments, Attachments, Replevins, Distress Proceedings.....	85.00
Foreign Judgment, (plus filing fee).....	42.00
Medical extension.....	42.00
Conduct Foreclosure Sale & issue and record title.....	70.00
Eminent Domain Deposit.....	170.00
Reopen Fee.....	50.00
Pro Hac Vice.....	100.00

**FAMILY ACTIONS - CIRCUIT COURT**

Filing Fees:

Dissolution of Marriage.....	408.00
All other Family actions.....	300.00
Modification of Final Judgment/Reopen Fee.....	50.00
Child Support Payoff Statements.....	7.50
Contest Delinquency/Suspension of Drivers License.....	no fee
Adoptions/Termination of Parental Rights (includes sealing fee).....	442.00
Mediation Fee (per session) Paid to Clerk before Mediation takes place	
Combined Income >\$50k but <\$100k .....per person. . . . . per session. . . . .	120.00
Combined Income <\$50k per year.....per person. . . . . per session . . . . .	.60.00
Counter Petitions.....	295.00

**CIVIL ACTIONS - COUNTY COURT**

Filing Fees:

Civil Action (Claims of more than \$15,001, but not more than \$30,000).....	400.00
Civil Action (Claims of more than \$8,001, but not more than \$15,000).....	300.00
Small Claims (\$2,501 - \$8,000).....	300.00
Small Claims ( \$501 - \$2,500).....	175.00
Small Claims ( \$101 to \$500).....	80.00

Small Claims (\$1 - \$100) .....	55.00
For each defendant over 5, per defendant.....	2.00
Foreign Judgment, (plus filing fee).....	42.00
Removal of Tenant .....	175.00
Removal of Tenant plus Damages .....	300.00
Garnishments, Attachments, Replevins, Distress Proceedings, additional fee .....	85.00
Reopen Fee for claims less than \$500 .....	25.00
Reopen Fee for claims \$500 or over .....	50.00
Mediation for County Court cases only.....per person.....per session.....	60.00/120.00
<b>PROBATE</b>	
Deposit of Will .....	N/C
Opening of any estate of one document or more, including, but not limited to, petitions and orders to open safe-deposit box; to enter rooms and places; for the determination of heirs; but not to include issuance of letters or order of summary and family administration, Petition for Homestead Property only .....	231.00
Caveat/Notice of Trust.....	41.00
Petition and Order to admit foreign wills, Ancillary, authenticated copies, exemplified copies, or transcript to record.....	231.00
Disposition of personal property without administration .....	231.00
Summary administration less than \$1,000.....	235.00
Summary administration greater than \$1,000 .....	345.00
Formal administration .....	400.00
<b>Recording of Death Certificates, Non Taxable Certificate at petitioner's expense.</b>	
Reopen Fee .....	50.00
Guardianship, ancillary, curatorship or conservatorship proceedings, regardless of inventory & trust, and includes person/property.....	400.00
Guardianship of person or Veterans Administration Guardianship .....	235.00
Foreign guardian to manage property.....	235.00
Approve settlement of minors claims.....	235.00
Guardianship audit fee - verify inventory	
Amounts up to \$25,000 .....	No fee
Amounts in excess of \$25,000 .....	85.00
Guardianship audit fee - annual financial return	
Up to \$25,000 .....	20.00
\$25,000 to \$100,000.....	85.00
\$100,000 to \$500,000 .....	170.00
Over \$500,000 .....	250.00
Exemplified Certificates (plus \$1.00 per page copies) .....	9.00
Petition for determination of incompetency .....	231.00
Maintain Professional Guardian File.....	7.50
<b>APPELLATE PROCEEDINGS</b>	
Filing Notice of Appeal from County to Circuit Court .....	281.00
Filing Notice of Appeal from Circuit Court to the DCA or Supreme Court (payable to Clerk) .....	100.00
Supreme Court or First District Court of Appeal filing fee ( <i>Make check payable to FDCA</i> ) .....	300.00
For examining, comparing, correcting, verifying, and certifying transcripts of record in appellate proceedings prepared by someone other than the Clerk, per page .....	5.00
For preparing, numbering, and indexing an original record of appellate proceedings, per instrument .....	3.50
Clerks Certificate.....	7.00

**RECORDING**

Recording, indexing, filing any instrument not more than 14 x 82 inches, first page .....	10.00
Each additional page .....	8.50
Indexing instruments in the <u>official records</u> which contain more than 4 names, per additional name	1.00
Lis Pendens (first page)( this includes amended Lis Pendens and Amended Notice of Actions .....	5.00
Each additional page .....	4.00
Military discharge, Recording certificate of discharge from U.S. Armed Forces .....	N/C
Plats, examining, certifying, and recording, first page .....	30.00
Each additional page .....	15.00
Intangible Tax, per dollar .....	2 mills (.002)
Documentary Stamps on Deeds, per hundred or fraction thereof .....	0.70
Documentary Stamps on Stock Certificates, per hundred of face value or fraction thereof.....	0.35
Documentary Stamps on Promissory Notes, per hundred or fraction thereof.....	0.35

**MISCELLANEOUS**

Making copy of any instrument in the public records by photographic process	
Not more than 14" x 82@, per page .....	1.00
Larger than 14" x 82@, per page .....	5.00
Certifying copies of any instrument in the public records, per instrument.....	2.00
Notarizing documents, per document.....	5.00
Exemplified Certificates .....	9.00
Authenticated Certificates.....	9.00
Writing any paper other than herein specifically mentioned (same as copying), including signing and sealing	7.00
Verifying any instrument presented for certification prepared by someone other than clerk or deputy clerk, per page.....	5.00
Oath, administering, attesting, and sealing, per document .....	3.50
Searches of records, for each year search & person name.....	2.00
For receiving money into Registry of the Court - First \$500.....	3%
Each subsequent \$100 .....	1.5%
For approving bond.....	8.50
Restitution payments, receiving and disbursing, per payment .....	3.50
One time payment plan set-up in lieu of monthly payment.....	25.00
Sealing any court file or expungement of record .....	42.00
Subpoena, Summons, Writs writing and preparing (includes signing and sealing) .....	9.00
Issuing Writs, Subpoena, Alias Summons. ( signing and sealing only) .....	2.00
Judicial Sale, Conducting Sale and Recording Title .....	70.00
Docket sheet Printout .....	per page 1.00

**\*\*\* ALL COURTS--Certified/Registered mail to be paid by the party requesting service. Conformed copies of order will only be mailed if envelopes with postage are provided for mailing.**

**\*\*Note Levy County Sheriff does not accept personal checks\*\***