

E-Recording Guide

The following documents are now available for E-Recording in Circuit Civil, County Civil, UFC and Probate:

- Satisfaction of Judgment
- Release of Lis Pendens
- Notice of Voluntary Dismissal

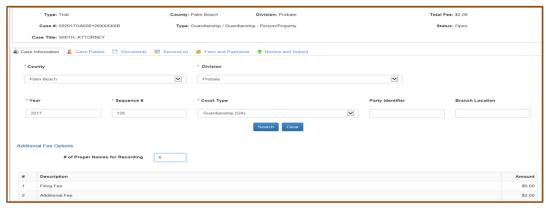
The table below details the document names and the associated fees as indicated on the Florida e-Filing Portal.

Name of Document	Fees
Satisfaction (Not Recorded)	No fees (document is not recorded)
Satisfaction of Judgment with no legal description (Recorded)-Include the number of parties to be indexed on the case information tab.	\$10.00 for the first page, \$8.50 for each subsequent page. \$1.00 for each proper name >4 names.
Satisfaction of Judgment w/legal description (Recorded)-Include the number of parties to be indexed on the case information tab.	\$10.00 for the first page, \$8.50 for each subsequent page. \$1.00 for each proper name >4 names, and \$.60 for the legal description.
Release of Lis Pendens (Not Recorded)	No fees (document is not recorded)
Release of Lis Pendens with Legal Description (Recorded)-Include the number of parties to be indexed on the case information tab.	\$10.00 for the first page, \$8.50 for each subsequent page. \$1.00 for each proper name >4 names, and \$.60 for the legal description.
Notice of Voluntary Dismissal (Not Recorded)	No fees (document is not recorded).
Notice of Voluntary Dismissal with no legal description (Recorded) (Circuit Civil Only) - Include the number of parties to be indexed on the case information tab.	\$10.00 for the first page, \$8.50 for each subsequent page. \$1.00 for each proper name >4 names.
Notice of Voluntary Dismissal with legal description (Recorded) (Circuit Civil Only)- Include the number of parties to be indexed on the case information tab.	\$10.00 for the first page, \$8.50 for each subsequent page. \$1.00 for each proper name >4 names, and \$.60 for the legal description.

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- 1. Log into the "Florida Courts E-Filing Portal". (www.myflcourtaccess.com).
- 2. Select the proper Filing Jurisdiction and click <File Now>.
- 3. Enter the appropriate information in the Case Information fields and click <Search>.
- 4. Verify the populated case information.
- 5. Scroll down to the "Additional Fee Options" section.
- 6. Enter the number of proper names listed on your document into the "# of Proper Names of Recording" field. Press <Tab>. Note: The Recording fee is \$1.00 for each proper name in excess of 4 names. This will allow the system to automatically calculate the proper recording fees in the Amount column under Additional Fee.
- 7. Click the <Case Parties> tab.
- 8. Select the appropriate party from the parties listed in the Current Parties box. If the appropriate party is not listed, click <Add Party>.
- 9. Navigate to the <Documents> tab.
- 10. Click <Add> to launch the <Add/Edit Document> screen.
- 11. Enter the document information into the appropriate fields and click <Browse> to upload the appropriate document.
- 12. Click <Save>.
- 13. Repeat this step to add any additional documents for this case.
- 14. Click <Next>.
- 15. Select the appropriate parties on the Service List tab, Click <Next>.
- 16. Review the Filing Fee Summary and enter payment information.
- 17. Click <Next>.
- 18. Review and submit your filing.

Record the case number and Reference # for your records. Documents will be docketed to the case and submitted to recording after the document has been approved and reviewed by clerk staff.

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