



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)- <i>Include the number of parties to be indexed on the case information tab.</i>	\$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)- <i>Include the number of parties to be indexed on the case information tab.</i>	\$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)- <i>Include the number of parties to be indexed on the case information tab.</i>	\$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) - <i>Include the number of parties to be indexed on the case information tab.</i>	\$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)- <i>Include the number of parties to be indexed on the case information tab.</i>	\$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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#	Description	Amount
1	Filing Fee	\$0.00
2	Additional Fee	\$2.00

1. Log into the “Florida Courts E-Filing Portal”.
(www.myflcouraccess.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.