



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

# RECORDS 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 by:** \_\_\_\_\_

## Index/Photocopy Transactions (Ordering copies/searches/CD-ROMs)

<u>Photocopy Use Only</u>	<b>Official Records</b> Provide book/page and/or search name if applicable	<b>Court Documents</b> 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>	<b>Plats</b> 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> \$ _____	<b>Specify Service(s)</b> <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>	<b>Specify Service(s)</b> <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.  <b>Docket Sheets</b> Entire Case No. _____ <input type="checkbox"/> Entire Docket Docket entry date range required From _____ to _____	<b>Specify Service(s)</b> <input type="checkbox"/> Entire Plat <input type="checkbox"/> Only page indicated  <b>Specify Service(s)</b> <input type="checkbox"/> Legal (8½" x11") <input type="checkbox"/> Bond (24" x 36") <input type="checkbox"/> Vellum (24"x36")

**Signature:** \_\_\_\_\_

**For service charges and fees, visit:**  
[www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com)

**Mail completed form and payment to:**

Sharon R. Bock, Clerk & Comptroller  
Records Service Center - P.O. Box 4526  
West Palm Beach, FL 33402-4526

If you need assistance, please call 561-355-2976

**Pick up address:**

**CD-ROM orders**  
205 North Dixie Highway  
Micrographics department  
1<sup>st</sup> floor – Room #1.2500  
West Palm Beach, FL

**Pick up address:**

**Photocopy/Search Requests**  
205 North Dixie Highway  
Photocopy department  
4<sup>th</sup> floor – Room #4.2519  
West Palm Beach, FL