

LORA C. BELL
Washington County Clerk of Court
1293 Jackson Avenue
Post Office Box 647
Chipley, FL 32428
(850)638-6285

The following is the procedure for domesticating a foreign judgment in the Circuit Civil or County Civil Division for judgment in the Washington County Clerk's Office.

This is what the Clerk needs if you expect to file any enforcement action on this Judgment:

1. Certified copy of the judgment or order being domesticated
2. Affidavit from the creditor or creditor's attorney stating:
 - a. judgment debtor's name, social security number (if known), and address
 - b. judgment creditor's name and address
 - c. the amount of the judgment

3. Filing fees:

\$100 - \$500	\$80.00
\$501 - \$2500.....	\$175.00
\$2501 - \$15,000.....	\$300.00
OVER \$15,001.....	\$400.00
Fee for certified mailing \$6.70 per defendant	

Promptly upon recording the affidavit and judgment the clerk shall mail a notice of recording, copy of affidavit and copy of judgment by certified mail to the judgment debtor. A copy of the notice of recording is sent by regular mail to the judgment creditor or their attorney. No execution or other process for enforcement shall be done until 30 days after the mailing of the notice of recording by the clerk. **A fee of \$42.00 is required if an execution is submitted after the 30 days have expired. Some attorneys elect to send this fee along with the filing fee and certified mailing fee.**

This is what the Clerk needs if you are NOT going to be filing any enforcement action on this judgment – No civil action case will be established on this judgment.

1. Certified copy of the judgment/order being domesticated
2. Affidavit from the creditor or creditor's attorney stating:
 - a. judgment debtor's name, social security number (if known), and address
 - b. judgment creditor's name and address
 - c. the amount of the judgment
3. Recording fee in the amount of \$10 for the first page, \$8.50 for each additional page (must include the pages of the affidavit as well as the judgment)

NOTE: ALL RECORDING/INDEXING FEES MUST BE ON A SEPARATE CHECK PAYABLE TO THE CLERK OF COURT

4. Fee for certified mailing \$6.70 per defendant

Promptly upon recording the affidavit and judgment the clerk shall mail a notice of recording, copy of affidavit and copy of judgment by certified mail to the judgment debtor. A copy of the notice of recording and the original recorded affidavit and judgment is sent by regular mail to the judgment creditor or their attorney.

**DOMESTICATION OF FOREIGN JUDGMENT
CLERK'S CHECKLIST**

CASE NO.:	
PLAINTIFF(S):	
DEFENDANT(S):	

DESCRIPTION	#	FEES	TOTAL AMOUNT DUE
Filing Fee	N/A	SEE FILING FEES BELOW	
Foreign Judgment Fee (55.505(3))	N/A	\$42.00	\$42.00
*Postage (rates may change)			
Recording 1 st Page	1	\$10.00	\$10.00
Recording Additional Pages (\$8.50 each additional page)			
Document Prep (\$7 fee if applicable to the case)			
Copies of Judg. And Affidavit (# of Defendants x # of pages)			
TOTAL – CHECK #1			
TOTAL – CHECK #2 (Rerecording/Indexing Fees)			

Postage Fees:

- a. Postage – the postage rates are subject to change
- b. Postage rate is based on the weight of the mailing and may not be the standard amount of \$0.50.
- c. Current postage rate:
 1. Standard postage rate - \$0.50
 2. Return of Service fee - \$2.75
 3. Certified Mail fee - \$3.45

Recording Fees:

- a. \$10.00 for the first page
- b. \$8.50 for each additional page

Indexing Fees:

- a. Free for the first 4 defendants
- b. \$1.00 for each additional defendant

Filing Fees (based on the amount of the Judgment):

- a. \$100 - \$500 -----\$ 80.00
- b. \$501 - \$2500 -----\$175.00
- c. \$2501-\$15,000 -----\$300.00
- d. Over \$15,001 -----\$400.00

Additional Fees:

- a. Execution Fee of Foreign Judgment -----\$42.00
- b. Bond Approvals -----\$ 8.50
- c. Issuing Writ of Garnishment -----\$85.00

QUESTIONS TO ASK/CONSIDER

- ◆ What is the amount of the Judgment?
- ◆ How many judgments/debtors? (cert mail fee x # of judgments/debtors)
- ◆ Will Judicial Activity be required or are we simply creating the case docketing?
- ◆ Plaintiff filing/sending certified copy of Judgment?
- ◆ Plaintiff copying defendant with certified copy or is the clerk providing that service?
(postage/envelope required)
- ◆ How many defendants? (For indexing purposes, if over four, add \$1.00 for each additional defendant)
- ◆ How many pages to be recorded? (\$10 for the first page, \$8.50 for each additional page)
- ◆ Will copies of any documents be needed? If so, which ones and how many? (Pleadings \$0.15 per page, Orders \$1.00 per page)
- ◆ Will a Writ be required?
- ◆ Will the Clerk prepare the Notice of Recording? (\$7.00 fee for document prep, see statute 28.24(8))
- ◆ Remind the attorney that multiple checks will be required. **ALL**

RECORDING/INDEXING FEES MUST BE ON A SEPARATE CHECK.