

Schedule of Service Charges
Effective May 1, 2024

Cecil "Trey" Hightower, Clerk of the Circuit Court
Jefferson County, FL
1 Courthouse Circle
Monticello, FL 32344

CIVIL COURT RECORDS

CIRCUIT COURT:	FILING FEES
Civil Action – 28.241(1)(a)1.a including Adoptions, Name Changes Termination of Parental Rights	400.00
Issuing Summons (per summons) – 28.241(1)(d)	10.00
Proceedings of Garnishment	
Attachment, Replevin & Distress – 34.041(1)(a)5	85.00
Counter/Cross/Third Party Complaints – 34.041(1)(c)	395.00
Reopening Fee – 34.041(2)	50.00
Enforcement of Foreign Judgment 55.505(3)	42.00
Petition to Extend Time in – Medical Negligence Cases	42.00
Dissolution of Marriage	408.00
Civil Dissolution Counter Petitions (if original petition is not a dissolution of marriage)	392.50
Foreclosures:	
Real Property or Foreclosure action, value of claim greater than \$30,000 but less than \$50,000	400.00
Counterclaim/Crossclaim/Counter petitions/Third Party Complaints	395.00
Real Property or Foreclosure action, value of claim greater than \$50,000 but less than \$250,000	905.00
Counterclaim/Crossclaim/Counter petitions/Third Party Complaints	900.00
Real Property or Foreclosure action, value of claim greater than \$250,000	1,905.00
Counterclaim/Crossclaim/Counter petitions/Third Party Complaints	1,900.00

In addition to above:	
For each defendant over 5, per defendant	2.50
Judicial Sales	70.00
Receiving Money into Court Registry:	
First \$500.00, percent	3 %
Each subsequent \$100.00, percent	1.5 %
Eminent Domain Actions, per deposit	170.00
Approving Bond	8.50
Motion to Contest Child Support	50.00
Pro Hac Vice Motion	100.00
Appeals – Clerk of Court	100.00*
*Plus check made out to 2 nd District Court of Appeals	
In the amount of	300.00
Notice of Cross Appeal/Notice of Joinder/Motion to Intervene	
Payable to the 2 nd District Court of Appeals	295.00
*Plus certifying copies	2.00
*Plus copies (per page)	1.00

SMALL CLAIMS:	FILING FEES
All Claims less than \$100.00	55.00
All Claims \$100.01 or more but not more than \$500.00	80.00
\$500.01 but not more than \$2,500.00	175.00
\$2,500.01 but not more than \$8,000.00	300.00
Issuing Summons (per summons)	10.00
Reopen Fee:	
Claims of not more than \$500.00	25.00
Claims of \$500.01 to \$30,000.00	50.00
Counter/Cross/Third Party Complaints	
Exceeding \$2,500.00	295.00
Appeals	281.00
*Plus certifying copies	2.00
*Plus copies (per page)	1.00

COUNTY COURT: FILING FEES

More than \$8,000.00, but not more than \$15,000.00	300.00
More than 15,000.00, but not more than \$30,000.00	400.00
Real Property or Foreclosure action, value of claim greater than \$8,000 but less than \$30,000	400.00
Issuing Summons (per summons)	10.00
In addition to above:	
Proceedings of Garnishment	
Attachment, Replevin & Distress	85.00
Garnishment Deposit into Court Registry	100.00*
*Clerk's Fee for Garnishment Deposit	3.00
Bond Approval	8.50
Counter/Cross/Third Party Complaints	
Exceeding \$2,500.00	295.00
Removal of Tenant Action	185.00
Reopen Fee	50.00
Appeals	281.00
Notice of Cross Appeal/Notice of Joinder/Motion to Intervene	295.00
*Plus certifying copies	2.00
*Plus copies (per page)	1.00

PROBATE COURT RECORDS

FILING FEES

Opening Any Estate of one document or more	231.00
Formal Administration, Guardianship, Ancillary,	

Curatorship & Conservatorship	400.00
Summary Administration – estates with values of	
Less than \$1,000	235.00
More than \$1,000	345.00
Disposition of Personal Property without Administration	231.00
Petition and Order to Admit Foreign Wills, Authenticated Copies, Exemplified Copies, or Transcript to Record	231.00
Guardianship Proceedings, Person Only	235.00
Determination of Incapacity	231.00
Notice of Trust*	41.00
*Additional per trustee	7.00
Trusts	400.00
Caveat	41.00
Reopen Fee	50.00
Audit Fee – Initial Verified Inventory	
Property Value in Excess of \$25,000	85.00
Audit Fee – Annual Accounting	
Estates with a value of:	
\$25,000 or less	20.00
From \$25,000.01 up to and including \$100,000.00	85.00
From \$100,000.01 up to and including \$500,000.00	170.00
From \$500,00.01 and up	250.00
Handling/Processing Professional Guardian Files	7.50
Pro Hac Vice Motion	100.00
Appeals	100.00*
*Plus check in amount of	300.00

MARRIAGE AND PASSPORTS

Filing Fees

Marriage License:	
Florida Residents with Premarital Preparation Course Completion Certificate	61.00

Non-Florida Residents or Florida Residents without Premarital Preparation Course Completion Certificate	86.00
Marriage Ceremony	30.00
Passports:	
Execution of Application (payable to Clerk of Court)	35.00
Passport Book Application Fee:	
16 years of age or older	110.00*
15 years of age or under	80.00*
Passport Card Application Fee:	
16 years of age or older	30.00*
15 years of age and under	15.00*
Passport Renewal Fee	110.00*
Passport Card Renewal Fee	30.00*
*make check payable to U.S. Department of State	

RECORDING DEPARTMENT

	Filing Fees
Recording, Indexing, Filing any Instrument	
Not more than 14" x 8 1/2", First Page	10.00
Each Additional Page	8.50
Indexing Instruments Recorded in the Official Records	
which contain more than 4 names, per additional name	1.00
Indexing Each Entry not Recorded	1.00
Preparing Affidavit of Domicile	10.00
Examining, Certifying and Recording Plats	
Larger than 14" x 8 1/2", First Page	30.00
Each Additional Page	15.00
Intangible Tax, per dollar	2 mills
Documentary Stamps on Deeds	
Per hundred or fraction thereof	0.70
Documentary Stamps on Stocks, Bonds	
Per hundred of face value or fraction thereof	0.35

Documentary Stamps on Promissory Notes, Certificates of Indebtedness, Wage Assignments, Retail charge Agreements per hundred or fraction thereof	0.35
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Lis Pendens	
First page	5.00
Each additional page	4.00

TAX DEED DEPARTMENT

	Filing Fees
Processing Application for Tax Deed Sale	60.00
Disbursement of Excess Proceeds of Tax Deed Sale	
First \$100.00 or fraction thereof	10.00
Receiving Money into Court Registry	
First \$500.00, percent	3 %
Each subsequent \$100.00, percent	1.5 %
Deposit Required from high bidder at sale – Greater amount of	200.00
	Or 5%

MISCELLANEOUS CHARGES

	Service Charges
For Preparing, Numbering and Indexing an Original Record of Appellate Proceedings, per instrument	3.50
Copying any Instrument in Court Records or Official Records	
Not more than 14" x 8 ½", per page	1.00
Larger than 14" x 8 ½", per page	5.00
Copying any Instrument in Public Records,	
Per one-sided copy	0.15
Per two-sided copy	0.20
Copying any Instrument in Public Records by other than	
Photographic process, per page	6.00
Photographic Copies of Recorded Plats, per page	5.00
Making Microfilm Copies of any Public Record:	

16mm 100' microfilm roll	42.00
35mm 100' microfilm roll	60.00
Microfiche, per fiche	3.50
Writing any paper other than herein, specifically mentioned, same as for copying, including signing and sealing, per page	7.00
Certifying copies of any Instrument in Public Records – 28.24(4)(a)	2.00
Verifying any Instrument Presented for Certification, Prepared by someone other than Clerk, per page	3.50
Oath, Administering, Attesting, and Sealing not otherwise provided for	3.50
Notary Fee	10.00
Driving Transcript / 7 years of more	16.25
Approving Bond	8.50
Searching of Records, each year's search	2.00
Issuing and Filing a Subpoena for a Witness, includes Writing, Preparing, Signing and Sealing	7.50
For Signing and Sealing only	2.00
Sealing any Court File or expungement of any record	42.00
Exemplified Certificates	7.00
Authenticated Certificates	7.00
For Setting up a Payment Plan, one time processing service charge	25.00