



**KEN BURKE**

CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FLORIDA

**CLERK'S ADMINISTRATIVE OFFICE**

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Clerk's website: [www.mypinellasclerk.org](http://www.mypinellasclerk.org)

Clerk of the Board of County Commissioners  
Custodian of County Funds  
County Auditor  
Clerk of the Water and Navigation Control Authority

## NOTICE

Severe budget cuts suffered by the Clerk's office this past legislative session have necessitated the following policy changes, which will become **effective January 1, 2010**.

- No more than five new cases at a time per any one individual, law firm or process server will be processed as same-day service. In addition, the five or less cases submitted must be received by the Clerk's office before 3 p.m., for same-day processing.

If six or more cases are filed simultaneously or if cases are filed after 3 p.m., the processing wait-time will be between 24 to 48 hours.

- The Clerk's office will no longer prepare and submit for publication Notices of Sale in Mortgage Foreclosure cases. It will be the responsibility of the plaintiff to complete and submit the Notice of Sale directly to the newspaper and provide the original to the Clerk for filing, along with an affidavit of proof of publication. The plaintiff will also be responsible for submitting Notices of Sale for publication pursuant to Orders rescheduling sales on or after January 1, 2010.

In an effort to assist with Notice of Sale requirements and the commonly used publications, the following information is provided:

- Notices must be prepared in accordance with F.S. 45031, section 2.
- Property description must match exactly the description in the Final Judgment
- Sale date and location must be included. *(This information is in the docket listing on the Clerk's office website, <http://www.mypinellasclerk.org>.)*
- Plaintiffs must check the Clerk's office website for any documents, such as a bankruptcy or an Order vacating sale that would prevent the sale from taking place.
- Notice of Sale must be filed with the Clerk's office by the plaintiff
- Commonly used publications are:
  - **Gulf Coast Business Review – Legal Department**  
Deadline: 4 p.m., Tuesday ~ Contact: Mark or Amanda Scott  
Phone: 727-447-7784 ~ Fax: 727-447-3944 ~ Email: [legal@review.net](mailto:legal@review.net)
  - **St. Petersburg Times – Legal Notice Desk**  
Sunday Deadline: 12 p.m., Wednesday ~ Contact: Bob Harry  
Wednesday Deadline: 12 p.m., Thursday ~ Contact: [Bob Harry](mailto:Bob Harry)  
Phone: 727-893-8358 ~ Fax: 727-892-2902 ~ Email: [legals@sptimes.com](mailto:legals@sptimes.com)

We apologize for any inconvenience these changes may cause. The legislative changes and resulting budget and staff cuts have required the Clerk's office to streamline processes in order to maintain the high level of customer service Pinellas County citizens have come to expect. We invite you to contact your legislators with any concerns you may have about how these changes have affected the number of services the Clerk's office is no longer able to provide.