

## **GENERAL INFORMATION SHEET ON COLLECTION PROCEDURES**

After the Court has awarded you a Final Judgment, the following steps may be taken by you to get your money. This Final Judgment will be good for twenty (20) years.

**1.** You may obtain a certified copy of the Final Judgment from the Clerk's Office at a minimum fee of \$2.50 to establish a lien on real property. Take the certified copy of the Judgment to the Recording Department of the Comptroller's or Clerk's office in the county in which the Defendant owns real property. The Recording Department will record the Final Judgment in the public records after payment by you of a minimum fee of \$10.00 for the first page and \$8.50 for each additional page. The Lien shall remain in effect for a period of ten (10) years from the date of the recording. In order for your lien to continue, prior to the end of the ten (10) years, your judgment will need to be recorded again, which will remain in effect for an additional ten (10) years. If the Defendant has property located in more than one (1) county, it is best to record the Judgment in all of those counties. The Judgment then becomes a Lien on the property like a mortgage and later, if the Defendant tries to sell the property, he may have to pay off the Judgment so that he can give the buyer good title to the property.

**2.** Once the Final Judgment becomes final (10 days after entry), you can obtain a Judgment Lien Certificate from the Department of State. (Forms can be downloaded from the following website: [www.sunbiz.org](http://www.sunbiz.org)). This form is completed and returned to the Department of State. When you are ready to levy on the judgment debtor's property, you would obtain a certified copy of the Judgment Lien Certificate from the Department of State and request the Clerk issue a Writ of Execution. You would take these documents to the Sheriff who will give you further instructions.

Please contact the Sheriff's Department Civil Division at (850) 436-9497, or (850) 436-9633, for detailed levy procedures on Writs of Execution.

**3.** The laws of the State of Florida allow garnishment procedures in certain instances. Please see your attorney if you wish to proceed with Garnishment

If you have any further questions, please call the Clerk's Office for assistance: (850) 595- 4170.