

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 3.06

RETENTION OF DOCUMENTS FILED IN CIVIL CASES

In order to ensure that certain documents filed in civil cases are retained by the Clerk of Court in all counties within the Eighth Judicial Circuit; and

WHEREAS, Florida Rule of Judicial Administration 2.525(c)(7) states that unless the Clerk is required to maintain a paper document, if the paper document has been converted to an electronic document by the Clerk, the paper document is no longer part of the official court file and may be removed and recycled; and

WHEREAS, Florida Rule of Judicial Administration 2.430(b)(1) states that court records, except exhibits, that have been permanently recorded may be destroyed or otherwise disposed of by the Clerk at any time after a judgment has become final; and

WHEREAS, Florida Rule of Judicial Administration 2.430(b)(2) states that any physical media submitted to the Clerk for the purpose of filing information contained in the media may be destroyed, retained, or otherwise disposed of by the Clerk once the contents of the media have been made a part of the court record; now, it is therefore

ORDERED that:

The Clerks of Court in the Eighth Judicial Circuit must retain all mortgages, notes, wills, codicils and lost note bonds filed in civil cases. The Clerk shall not destroy, return, or send any of these instruments to any person absent a specific order by the Court.

DONE AND ORDERED ON this 3rd day of July 2014.



Robert E. Roundtree, Jr., Chief Judge