



**J. K. “Jess” Irby**  
**Clerk of the Circuit Court**

The Clerk of the Circuit Court is an independently elected constitutional officer. The Clerk of Court is also the County Clerk. The office of the Clerk is created in Article V and Article VIII of the Florida Constitution. The Clerk is an officer of the court of justice whose responsibilities are mandated by the Constitution as well as state and local laws. The Office of the Clerk is a complex organization that performs a wide range of record keeping, information management and financial management for the judicial system and county government.



Major Duties:

## **Clerk of the Circuit and County Court**

(Civil, Criminal, and Infractions)

- Custodian of All Court Records
- Maintains Progress Dockets
- Collects and Disburses Court fines/fees
- Custodian of evidence and exhibits
- Issues Process
- Keeps minutes of court proceedings
- Enters judgments and orders
- Keeps Court's Seal
- Keeps Court Registry (The Money On Deposit With The Court)
- Collects traffic fines and distributes proceeds according to law
- Conducts Mortgage Foreclosure Sales
- Audits Guardianship Reports and Reports to Court
- Assists petitioners with Domestic Violence Petitions
- Files Wills

## **County Comptroller:**

- Accountant for the Board of County Commissioners
- Financial Statements
- Accounts Payable
- Payroll
- Accounts Receivable
- Grant and Enterprise accounting
- Debt Management
- County Property Inventory / Surplus
- State and Federal Reports



## **County Treasurer**

- Custodian of all county funds
- Banking
- Investments

## **Clerk to the Board of County Commissioners**

- Board Minutes
- Public Records Requests



## **County Recorder**

- Records all documents allowed by law (e.g. Deeds, mortgages, court orders, etc.)
- Maintains Index (direct and inverse)
- Collects and disburses documentary stamps and intangible taxes for the Florida Department of Revenue
- Provides “Certified Copies” of documents

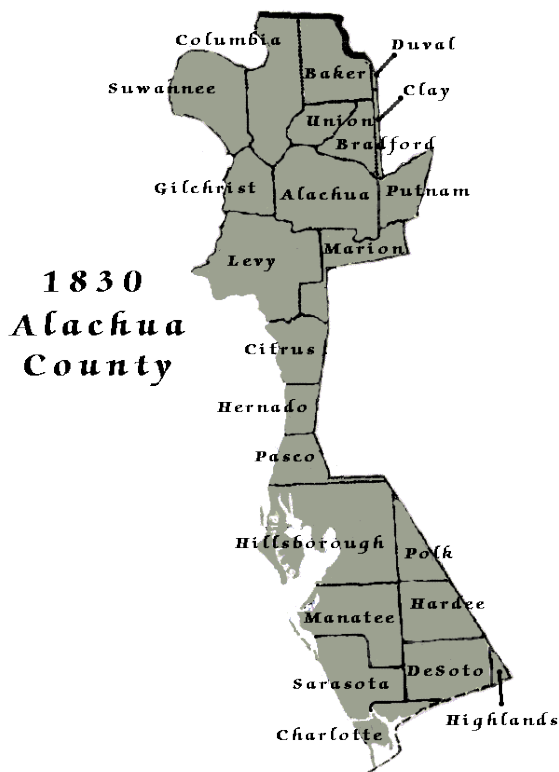
## **County Clerk**

- Issues marriage licenses
- Processes Tax Deeds / Sales
- Wedding Ceremonies
- Staffing of Value Adjustment Board
- Issues Home Solicitation Permits



# Alachua County Library District Clerk and Comptroller

- Board Minutes
- Library District Accounting
- Banking
- Investments



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## **Ancient Records Project**

Marriage Records 1837 – 1973

Deeds 1848 – current

Board of County Commission minutes

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[www.alachuaclerk.org](http://www.alachuaclerk.org)