



Clerk of the Circuit Court

J. K. “Jess” Irby, Esq.





Clerks' Constitutional Role

The Clerk of the Court is an independently-elected constitutional officer. The Office of the Clerk is a complex organization that performs a wide range of record keeping, information management and financial management for the state judicial system and county government.

Article V, Section 16:

“There shall be in each county a clerk of the circuit court who shall be selected pursuant to the provisions of Article VIII section 1 . . .





Clerk of The Circuit Court
Clerk of the County Court
Clerk to BoCC

County Comptroller
County Treasurer
County Recorder

Library District Comptroller & Treasurer

Clerk of Court Duties

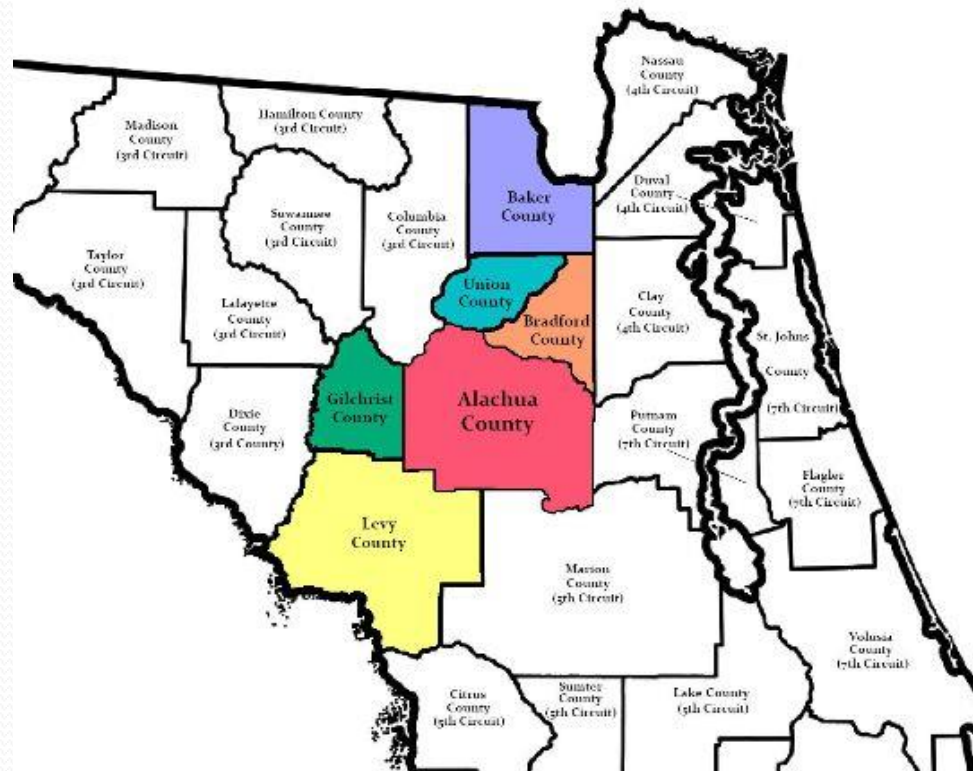


- More than 900 statutes say,
“The clerk shall...”

Clerk of the Circuit Court

- The Eighth Judicial Circuit Includes Six Counties

- Alachua
- Baker
- Bradford
- Gilchrist
- Levy
- Union

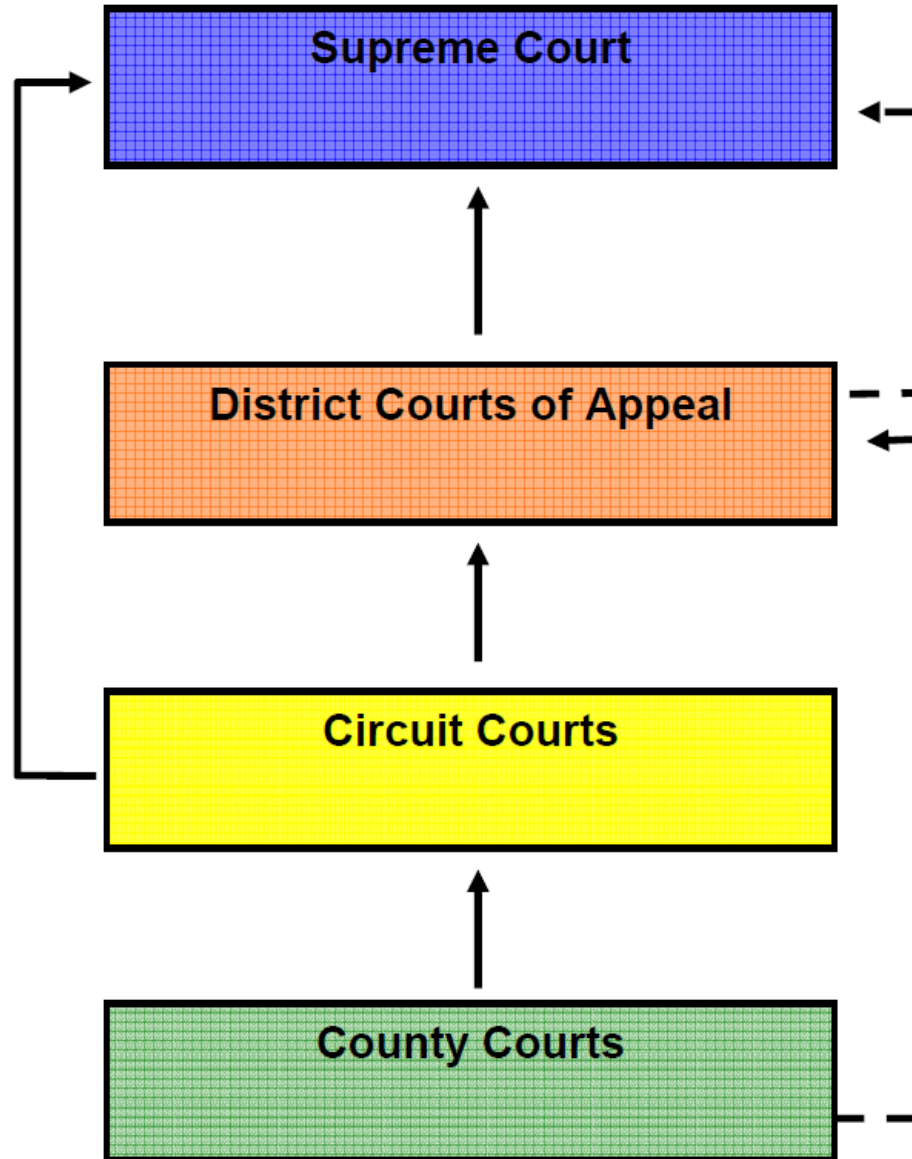


- Constitutional questions
- Capital Cases
- Bond Validations
- Public Utility Cases

- All matters not directly appealable to the Supreme Court
- Final actions of state agencies

- Felonies
- Family Law Matters
- Civil Cases (over \$15,000)
- Probate/Guardianship/Mental Health
- Juvenile Dependency and Delinquency
- Appeals from County Court

- Misdemeanors
- Small Claims (up to \$5,000)
- Civil (up to and including \$15,000)
- Traffic



- Express validity of statutes
- Construction of Florida or US constitutions
- Decisions affecting a class of constitutional/statutory officers
- Certified questions

- Certified Questions

Clerk of the Circuit Court

Just Alachua County (2018)

Circuit Judges: 13

Civil & Family: 4,114

Criminal/Felony: 4,403

Juvenile: 1,044

Domestic Violence: 560

Probate: 702

Incompetency: 1,720



Clerk of the County Court

County Judges: 5

Cases: (2018)

Civil: 2,516

Small Claims: 2,364

Traffic/boating: 27,263

Misdemeanor: 3,000

Criminal Traffic: 2,239



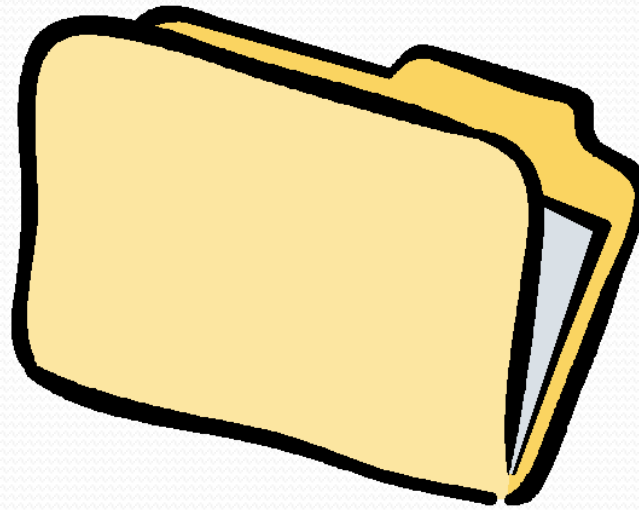
Service

- All Residents
- The Judiciary
- The Bar
- Other Governmental Agencies



56,000 walk-in customers
372,000 telephone calls
Millions in eBusiness
1,000,000 Website Visits

Official Custodian of Court Files



We've come a long way...



In Circuit Court of Alachua
County 5th Judicial Circuit
of Florida.

Sarah C. Williams (Plaintiff)
vs.
George H. Means,
James A. Simonson and
Benjamin H. Powell (Defendants)

Judgment.

The Summons and a copy of the complaint herein having been personally served on the defendant: George H. Means, James A. Simonson, and Benjamin H. Powell more than thirty (30) days before this date, and no answer or demurrer having been served on the Plaintiff's Attorneys: Now on motion of Watkins and Taylor the Plaintiff's Attorneys it is Adjudged that the Plaintiff Sarah C. Williams do recover of the defendants George H. Means, James A. Simonson and Benjamin H. Powell Five thousand Seven hundred and Sixty dollars together with Eighteen Dollars costs and disbursements amounting in the whole to Five thousand Seven hundred and Seventy Eight Dollars.

Gainesville Florida
this 20th day of Sept. A.D. 1872

H. S. Harmon

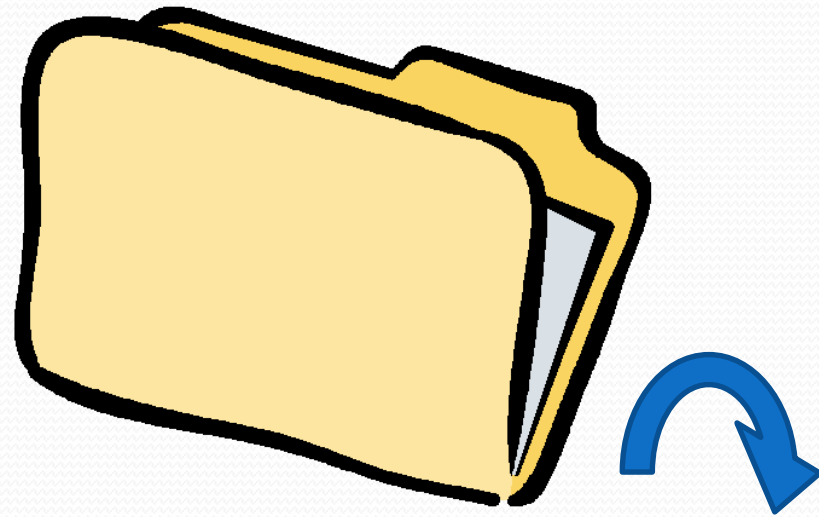
CLK.

In the Circuit Court 5th Judicial
Circuit of Fla Alachua County.

eFiling

Paper Files and Electronic Files
650,652 Documents
1,844,752 Pages Imaged

State Court Portal
Efiling
Paper Documents



Case Maintenance

- Complaint / Petition Filed
- Information entered
 - Case Type by Action Code
 - Parties and address
 - Plaintiff
 - Defendant
 - Attorneys
 - Sent To Queue for processing
 - Judge or Division Assigned
 - Schedule events / Court Dates
 - Summons produced
 - Docket by docket code
 - Close Case per judge's order
 - Reports to State Court System, FDLE, Vital Statistics, Supervisor of Elections

Redaction of Confidential Records

- Dependency, Termination of Parental Rights, Child Abuse
- Adoption Records
- Social Security, Bank Account, Credit & Debit Cards
- HIV Test Results
- Sexually Transmitted Disease Records
- Birth Certificates
- Baker (Clinical Records)
- Substance Abuse Treatment Names
- Competency
- Estate Inventories
- Guardianship Accountings
- Domestic Violence Petitioner's Address
- Sexual Offense and Child Abuse Victim's identifies
- Grand Jury Records
- Juvenile Delinquency records
- Forensic Health Evaluations
- Search and Arrest Warrants
- Indictments (until defendant is in custody)
- Sealed Court Orders and Court Files
- Expunged Cases



Process

Clerk Issues Process

- Warrants
- Summons
- Writs



Jurors

Summon Jurors And Maintain Juror Files
Summoned 22,550 prospective jurors in 2018



Evidence

Custodian of evidence and exhibits



The Courthouse Has Proceedings 365 Days Per Year
Calendars Court Events Per Judges Instruction
Keeps minutes of court proceedings
Produce Judgment and Sentence Forms
Enters judgments and orders



Clerk of Court Duties

Collects and Disburses Court fines/fees
\$29,804,028

- Court Registry
 - Court Fines
 - Court Fees
 - Traffic Citations
 - Deposits with the Court
 - Plus \$25,509,655 in Child Support Processing
- Total of 171,936 disbursements



Disbursements

- State General Fund
- State Court Revenue Trust Fund
- Clerk's Fine and Forfeiture Fund
- State Attorney Revenue Trust Fund
- Public Defender Revenue Trust Fund
- Crimes Compensation Trust Fund
- Emergency Medical Services Trust Fund
- Brain & Spinal Cord Injury Program Trust Fund
- Florida Endowment Foundation for Vocational Rehabilitation
- Domestic Violence Trust Fund

The Official Court Record



Court's Seal
Certified Documents
Authentications



dreamstime.com

Judicial Sales:

Conducts Judicial and Mortgage Foreclosure Sales
303 Sales Concluded in 2018



Produce Certificate of Sale
Certificate of Title
Distribute Proceeds

Foreclosure Sales Held On The Internet



Alachua County

CLERK OF COURT OFFICIAL FORECLOSURE SALE
J.K."JESS" IRBY, CLERK OF THE CIRCUIT COURT

[Home](#) [About Us](#) [FAQ](#) [Contact Us](#)

User Name

User Password

Forgot your username?
Forgot your password?

TrainingLinks

[Training Dates](#)

[Foreclosure Process](#)

ExternalLinks

[Clerk Of Courts](#)

[Property Appraiser](#)

[Tax Collector](#)

[myFlorida.com](#)

[Administrative Orders](#)

JumpTo

Select web site

Auction Calendar

<< February

March 2017

April >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Foreclosure 0 / 10 FC 11:00 AM ET	3	4
5	6	7 Foreclosure 0 / 2 FC 11:00 AM ET	8	9 Foreclosure 1 / 1 FC 11:00 AM ET	10	11
12	13	14 Foreclosure 2 / 2 FC 11:00 AM ET	15	16	17	18
19	20	21 Foreclosure 4 / 4 FC 11:00 AM ET	22	23 Foreclosure 4 / 5 FC 11:00 AM ET	24	25
26	27	28 Foreclosure 0 / 1 FC 11:00 AM ET	29	30 Foreclosure 4 / 6 FC 11:00 AM ET	31	

(Active / Scheduled), TD = Taxdeed, FC = Foreclosure

<< February Today

Select a month for Auction Calendar

March 2017

April >>

How Much?

Foreclosure Sale Calculator

Use this calculator to calculate fees and total amount due for a winning bid on a foreclosure sale.

Instructions: Enter winning bid into "Sale Amount" box and press the "Calculate" button.

Sale Amount:	<input type="text" value="\$100,000.00"/>	<input type="button" value="Calculate"/>
5% Deposit Calculation:	<input type="text" value="\$5,000.00"/>	Advance Required to Bid
Registry Fee:	<input type="text" value="\$1,507.50"/>	3% of 1st \$500, 1.5% of Balance
Documentary Stamps:	<input type="text" value="\$700.00"/>	(.70/\$100)
Post Deposit Balance:	<input type="text" value="\$95,000.00"/>	Amount Due
Total Cost to Purchaser:	<input type="text" value="\$102,207.50"/>	

Send calculated amount shown in the "Post Deposit Balance" box to the Clerk of Court.

Appeals

302 Appeals Processed In 2018

- Prepare record to District Court of Appeals
- Process appeals from County to Circuit Court
 - Felony Appeals 178
 - Circuit Civil 75
 - County Civil 9
 - County Criminal 6

Reports

Judges
Court Administrator
Office of State Court Administrator
Supreme Court
Legislature
Clerk of Court Operations Corporation
FDLE
Supervisor of Elections
Child Support Enforcement
Department of Revenue
Vital Statistics



County Comptroller

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

Clerk to Board of County Comm.

- Board Minutes



County Treasurer

- Custodian of all county funds
- Banking
- Investments

(Library District Also)

Alachua County Board of County Commissioners
Consolidated Cash Account Bank Reconciliation
Operating and Investment Accounts
For the Month Ended December 31, 2018

Statement Balances and Adjustments

Balances Per Bank and Investment Statements

Bank of America Concentration and Clearing Accts	Note 2	\$	4,185,328.28
SunTrust Bank NOW Account			196,995.45
BBVA Compass Money Market Account	Note 3		71,378.53
TD Bank Interest Checking			17,129.73
CenterState Bank			5,020,212.06
FL Local Government Investment Trust	Note 4		4,140,624.35
FEITF - FL Education Investment Trust Fund			5,077,613.94
FLFIT - Florida Fixed Income Trust			5,072,523.57
Florida Prime - SBA General Account #101002			88,154,700.35
PFM Asset Management LLC	Note 5		101,140,856.22
Balances Per Bank and Investment Statements Total		\$	213,077,362.48

Adjustments to Statement Balances

Outstanding A/P Checks as of December 31	Note 6	\$	(854,052.01)
Outstanding Payroll Checks as of December 31	Note 7		(16,998.31)
Unrecorded Reversal of ACH Deposits	Note 8		13,194,380.40
Unrecorded Returned EFT	Note 9		(21.00)
Unrecorded Returned Check	Note 10		82.60
Unrecorded Deposits	Note 11		(4,989.76)
Unrecorded Investment Activity	Note 12		(878,955.64)
Adjustments to Statement Balances Total		\$	11,439,446.28

Statement Balances and Adjustments Total	\$	224,516,808.76
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Recorded Balances

Balances Per Books -- Fund 805 Total Cash and Investments (Note 1)	\$	224,516,808.76
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Recorded Balances Total	\$	224,516,808.76
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Alachua County Library District
Consolidated Cash Account Bank Reconciliation
Operating and Investment Accounts
For the Month Ended December 31, 2018

Bank Balances and Adjustments

Balance Per Statement

BoA Concentration Acct ...2222	\$ 622,612.71
Florida Local Government Investment Trust	27,300.83
SBA - Florida Prime Acct., ...101011	11,124,457.93
PFM Portfolio	9,057,177.42
Balance Per Statement Total	\$ 20,831,548.89

Adjustments

AP Checks Outstanding	\$ (107,828.22)
Payroll Checks Outstanding	(14,665.07)
Unrecorded SBA Interest	(16,105.68)
Unrecorded FLGIT Short-Term Bond Fund Gain in Value	(152.34)
Unrecorded PFM Portfolio Dec Investment Activity	(63,752.50)
Adjustments Total	\$ (202,503.81)

Bank Balances and Adjustments Total	\$ 20,629,045.08
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Balance Per Books

End of Month Recorded Balance

101.08-00 Consolidated Cash	\$ 500,119.42
135.10-10 Accrued Interest	31,754.94
151.25-20 Regions - Fidelity MMF	59,703.05
151.25-40 FL Local Govt. Invstmt. Trust	27,148.49
151.60-05 SBA Investment	11,108,352.25
151.80-05 PFM Investment	8,901,966.93

Balance Per Books Total	\$ 20,629,045.08
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Alachua County Library District
Pension Trust Fund
Regions Bank
For the Month Ended December 31, 2018

Balance Per Bank Statements:

Regions Bank:

Receipts and Disbursements, Acct #0082	\$ 186,228.02	
Mutual Fund, Acct #0091	15,872,215.37	
Sawgrass, Acct #0108	<u>9,878,336.15</u>	
		\$ 25,936,779.54

Positive Adjustments:

Unrecorded October Adjustment - Net (Note 2)	\$ 1,455,136.21	
Unrecorded Unrealized Loss	1,483,693.81	
Unrecorded Payments to Participants	149,158.12	
Unrecorded Administrative Expenses	<u>1,321.91</u>	
Total Positive Adjustments		3,089,310.05

Negative Adjustments:

Unrecorded November Adjustment - Net (Note 2)	286,794.97	
Unrecorded Realized Gain	822.78	
Unrecorded Employee/Employer Contribution	34,008.47	
Unrecorded Accrued Interest/Dividends	<u>149,687.82</u>	
Total Negative Adjustments		<u>(471,314.04)</u>

Balance Per Books at Month End \$ 28,554,775.55

Amount agrees with HTE cash balances as recorded in Fund 760:

760-0000-135.10-10 Accrued Int on Investments	298.02	
760-0000-135.10-20 Accrued Int on Investments	3,146.94	
760-0000-135.10-21 Sawgrass Accrued Interest	54,674.83	
760-0000-151.25-20 Receipts & Disbursements	254,229.96	
760-0000-151.63-50 Mutual Fund	18,466,317.62	
760-0000-151.63-60 Sawgrass Management	<u>9,776,108.18</u>	
		<u><u>\$ 28,554,775.55</u></u>

County Recorder

- Records all documents allowed by law
- Maintains Index (direct and inverse)
- Collects and disburses documentary stamps and intangible taxes for the State
- Certified Copies of documents
- 2018: Recorded 67,502 documents 215,946 pages
- Revenue/Collections: \$ 36,773,066

The Library District

- Clerk
- Comptroller
- Treasurer



Justice of the Peace

2018

1,764 State Marriage
Licenses

549 Marriage Ceremonies



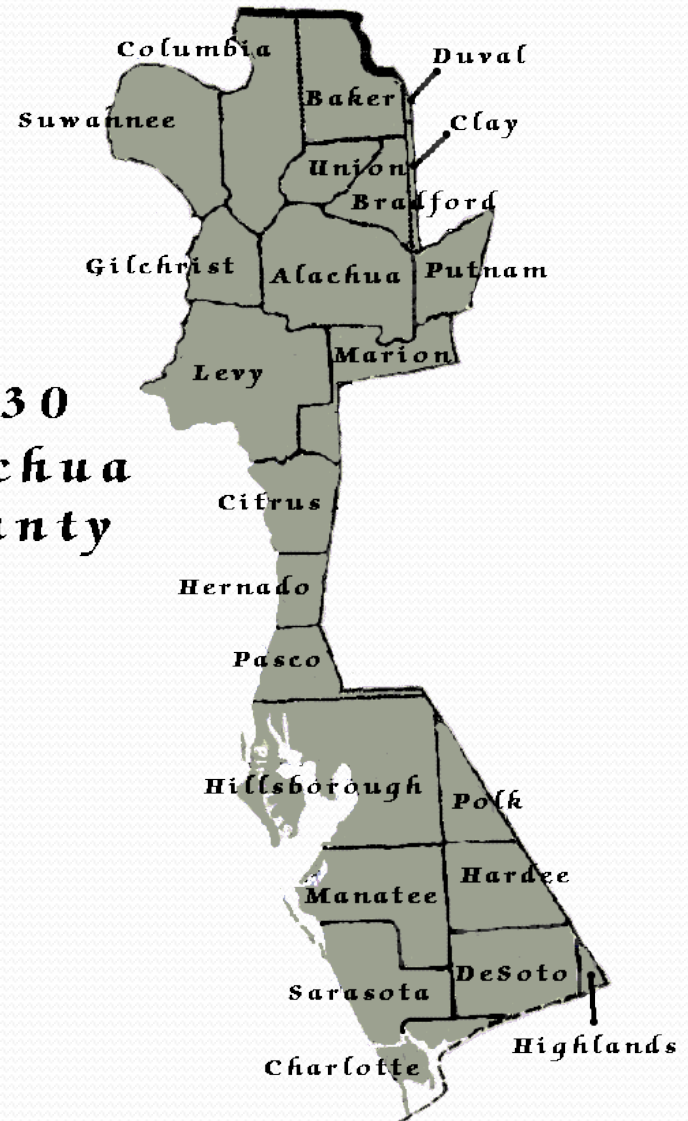
Ancient Records Project

Marriage Records 1837 – 1973

Deeds 1848 – current

Board of County Commission minutes

1830
**Alachua
County**



New Juror Donation Program

You may now choose to donate your juror compensation.
All donations will be given to:

- Our local **Guardian Ad Litem** program
- &
- Our local domestic violence shelter, **Peaceful Paths**

If you want to donate your juror compensation, please ask one of the Deputy Clerks at check-in for more information.

Quick Links

- Reporting for Jury Duty next week? [Check reporting status here!](#)
- [Jury Service](#)



J.K. "Jess" Irby
Clerk of the Circuit Court



Passports and Passport Photos

Clerk's Office hours for passports are Monday – Friday 8:15 a.m. to 4:00 p.m. (excluding holidays)

The Clerk's Office now takes passport photos for a service charge of \$15. [View passport photo requirements.](#)

Location

Clerk of the Court
Official Records Department
201 E. University Avenue
Gainesville, Florida 32601

Clerk's Office Phone: 352-374-3625

Additional Information please visit - travel.state.gov



Now Available In



Alachua County
J.K. "Jess" Irby
Clerk of the Circuit Court

Prepare Your Court Filing Online

Divorce, Domestic Violence, Small Claims & Evictions

✓ Speed up your case ✓ Avoid filling out multiple forms ✓ Reduce courthouse visits

**Easy, Professional Help With Forms and Filings
Without Traveling To The Courthouse**

TURBOCOURT



Funding of Clerks' Offices

Article V of State Constitution was revised in November 1998 and created an exclusive funding process for the Clerks' court-related duties.

Article V, Section 14 (b):

“All funding for the offices of the clerks of the circuit and county courts performing court-related functions . . . shall be provided by adequate and appropriate filing fees for judicial proceedings and service charges and costs for performing court-related functions as required by general law. Selected salaries, costs, and expenses of the state courts system may be funded by appropriate filing fees for judicial proceedings and service charges and costs for performing court-related functions, as provided by general law.”



How Is Clerk's Office Funded

- Court Department: Fees and Fines via State
 - \$5,741,857
- Comptroller/Finance and Accounting by BoCC & Library Dist.
 - \$ 2,279,099
- Official Records and Recording: By Fees
 - \$ 1,132,000 (Fees)
- Child Support Enforcement: By Federal/State
 - \$ 240,000
- Information Systems Trust funds
 - \$ 263,992 (Fees)
- Other County Funding
 - \$ 263,992

Total: \$ 9,920,940

The Bottom Line: Accountability

- You have to have proper record keeping so that decisions people and governments make can be verified.
- The Clerk of the Circuit Court safeguards the records that detail our county's life.
- Without good records there would be no workable government and no history.

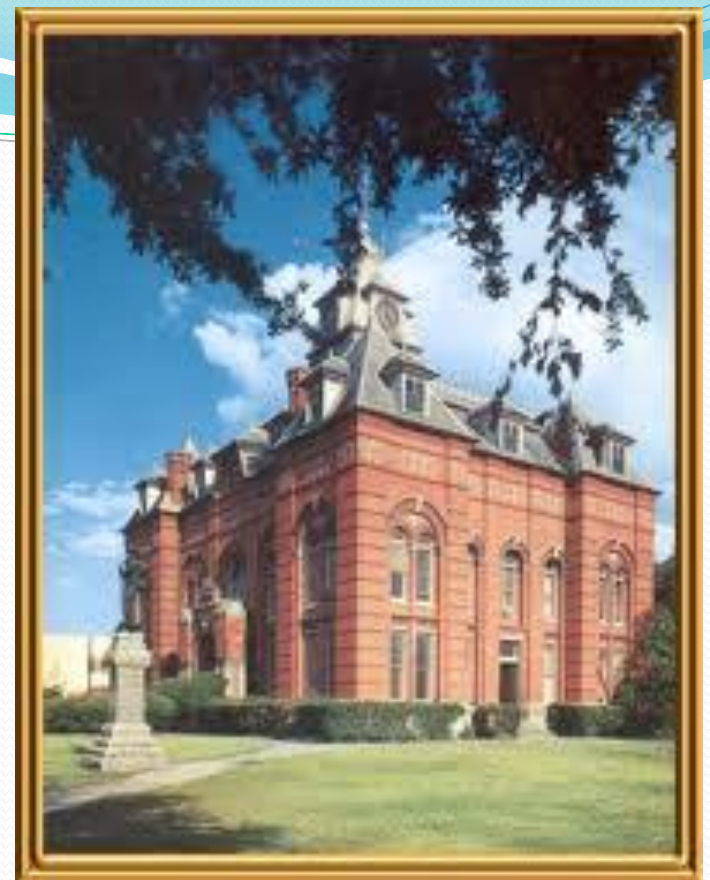
We Work For You

Our Goal:

Do the right thing

The right way

At the right time





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

www.alachuaclerk.org