County of Collier
CLERK OF THE CIRCUIT COURT
COLLIER COUNTY COURTHOUSE
P.O. BOX 413044
NAPLES, FLORIDA 34101-3044

Dwight E. Brock
Clerk of Courts

Clerk of Courts
Accountant
Auditor
Custodian of County Funds

October 29, 2012

NOTICE OF OFFICIAL RECORDS DOCUMENT INDEX CONVERSION TO STATE STANDARD

The Collier County Clerk of the Circuit Court's Recording Department is preparing to standardize the Official Records document index types to match the Florida Association of Clerk and Comptroller's best practices standards. These standards were established to promote statewide consistency among all Florida counties.

This change is currently scheduled to take place on November 12th, 2012. At that time, Collier County's existing 111 document types will convert to 36 standardized document types to match the statewide Best Practices. A list of the current and new Official Records document types is currently available for review at: http://www.collierclerk.com .

This conversion is an important step toward enabling Collier County to join with 33 other Florida counties in offering eRecording. Our office will provide you with more information regarding our plans for eRecording at a later time.

Please contact my office at (239) 252-7242 if you have specific concerns or questions.

Thank you,

Terri Hart
Assistant Director
Collier Clerk of Courts, Recording Department and Records Management

Collier County Clerk of Courts

Scheduled Effective Date 11/12/2012

Official Records Document Types

*Note: Old document types with an asterisk are divided into 2 standardized document types as indicated.

Type	Description	Old Type	Old Description
AD	Agreement for Deed	AD:	Agreement for Deed
AFFID	Affidavit	AFF/DC:	Affidavit/Death Certificate
		AFFID:	Affidavit
		DOMI:	Domicile
AGRM	Agreement *(Note: some lease documents may be indexed as DEED)*	AGRM:	Agreement
		ASSUMP:	Assumption Agreement
		B SALE:	Bill of Sale
		CONSENT:	Consent
		CONTR:	Contract
		FUT ADV:	Future Advance
		*LEASE:	Lease (except COOP, Propriatary, 99 Year)
		MERGER:	Merger
		NOTE:	Note - Promissory Note
		OPTION:	Option to Purchase, Lease or Rent
		PTNRS:	Partnership
		SUBORD:	Subordination
		TRUST:	Trust
ASSIGN	Assignment	AM:	Assignment Mortgage
		ASSIGN:	Assignment Anything
BOND	Bond	BOND:	Bonds (Various Types)
CCJUDG	Certified Copy of a Previously Recorded Judgment *(Note: older documents may be indexed as JUDGE)*	*FJ:	Final Judgment (Certified Copies of Previously Recorded Judgments)
CERT	Certificate	BC:	Birth Certificate
		CERT:	Certificate
		CHARTER:	Charter
CONTEST	Contest of Lien	CONTEST:	Contest of Lien
CP	Court Paper	ACTION:	Action - Court Action
		DISCL:	Disclaimer
		DISM:	Dismissal
		LEVY:	Levy
		MANDATE:	Mandate
		MOTION:	Motion for Anything
		OBJECT:	Objection
		PETIT:	Petition
		STIP:	Stipulation
		WRIT:	Written Command to Perform
DC	Death Certificate	DC:	Death Certificate
DECL	Declaration of Condo	AMEND:	Amendment
		DECL:	Declaration of Condo
DEED	Deed (Note: some lease documents may be indexed as AGRM)	COOP:	Cooperative
		CT:	Certificate of Title
		DEED:	Deed
		*LEASE:	Lease (COOP, Propriatary, 99 Year)
		TD:	Tax Deed
DISCH	Discharge	DISCH:	Discharge
ERRCOR	Error Correction	ERR CR:	Error Correction/Anything
		INU:	Instrument Not Used
		VOID:	Void OR Pages
ESMT	Easement	ESMT:	Easement
FIN/UCC	Financing Statement / UCC	CUCC:	Continuation of UCC
		RUCC:	Release of UCC
		SUCC:	Satisfaction of UCC
		UCC:	UCC Chattels
GOVREL	Government Related	ORDIN:	Ordinance
		RESOL:	Resolution
		VARIANC:	Variance or Exception

Collier County Clerk of Courts

Scheduled Effective Date 11/12/2012

Official Records Document Types

*Note: Old document types with an asterisk are divided into 2 standardized document types as indicated.

Type	Description	Old Type	Old Description
JUDG	Judgment	BKPTCY:	Bankruptcy
		*FJ:	Final Judgment (except Certified Copies of Previously Recorded Judgments)
		FJE:	Judgment with Exception
		J RECPT:	Judgment Receipt
		JUDG:	Judgment
LIEN	Lien	CL:	Claim of Lien
		LIEN:	Lien (Various)
		TL:	Tax Lien
LP	Lis Pendens	LP:	Lis Pendens
MARLIC	Marriage License	MAR LIC:	Marriage License
MODIFY	Modification	MMA:	Mortgage Modification Agreement
		MODIFY:	Modify Anything
MTGE	Mortgage	MTGE:	Mortgage
		SA:	Security Agreement
NC	Notice of Commencement	NC:	Notice of Commencement
NOTICE	Notice	ACCEPT:	Acceptance of Anything
		APPL:	Application
		CA:	Certificate of Approval
		DEDIC:	Dedication
		FN:	Fictitious Name
		LICENSE:	License
		MINUTES:	Minutes
		MISC:	Miscellaneous
		NOTARY:	Notary
		NOTICE:	Notice
		PERMIT:	Permit
		RECEIPT:	Receipt
		RULES:	Rules
		STMT:	Statement of Anything
ORDER	Order	ORDER:	Order
PA	Power of Attorney	PA:	Power of Attorney
PLAT/EXH	Plat / Exhibit	EXHIBIT:	Exhibit/Map/CONDO/Ref
		MAP:	Map/Not Plat or Exhibit
		PLAT:	Plat
PLTREL	Plat Related	PLTCORR:	Plat Correction/Affidavit
		SURVEY:	Survey
PR	Partial Release	PR:	Partial Release
PROBATE	Probate	AETR:	Accept Estate Tax Return
		ETCL:	Estate Tax Closing Letter
		FC:	Final Certificate
		LETTERS:	Letters of Administration
		NTC:	Nontaxable Certificate
		PROBATE:	Probate
		RETL:	Release Estate Tax Lien
		WILL:	Will
RELEASE	Release *(Note: Release/Satisfaction of Mortgages may be indexed as either SATIS or RELEASE)*	CAN LP:	Cancel Lis Pendens
		CANCEL:	Cancel Anything
		RELEASE:	Release
		RL:	Release of Lien
		RTL:	Release Tax Lien
		VACATE:	Vacate Anything
		VACESMT:	Vacate Easement
RESTR	Restriction	RESTR:	Restrictions
SATIS	Satisfaction *(Note: Release/Satisfaction f Mortgages may be indexed as either SATIS or RELEASE)*	SATIS:	Satisfaction
		SJ:	Satisfaction of Judgment
		SM:	Satisfaction of Mortgage
TERM	Termination	RESIGN:	Resign Anything
		REVOKE:	Revocation
		TERM:	Termination of Anything
TRANSFR	Transfer of Anything	TRANSFR:	Transfer of Anything