

Advisory to Counsel regarding Foreclosure Auction Changes

- The Foreclosure Sales are now held in the atrium on the first floor of the Courthouse Annex, Collier County Courthouse, please correct your Judgments, Orders and Notice of Sales to Reflect this change.
- The Clerk's Office will now be requiring the Plaintiff's attorney to provide the following forms for the Clerk to issue:
 1. **Notice of Foreclosure Sale**, which needs to specify which newspaper to use, either Gulf Coast Business Review or the Naples Daily News and include the billing information for the newspaper, *i.e. Law Firm's Name, address, and telephone number*. This form should be provided with any order setting a Foreclosure Sale.
 2. **Certificate of Sale**, which should leave the Clerk enough space to fill in the winning bidder's name. We are requesting that the document include a Service list or Certificate of Service.
 3. **Certificate of Title**
We are requesting that this document include a Service list or Certificate of Service.
 4. **Certificate of Disbursement**
We are requesting that this document include a Service list or Certificate of Service.
- As of today's date, if you are not already doing so, the Clerk requests that your office provide three (3) addressed, stamped envelopes for each party on your service list in Foreclosure actions where a sale date has been set. These envelopes are used to mail:
 1. Copy of Final Judgment and Notice of Sale; pursuant to 2009 FL Statutes 45.031(1)(c)
 2. Copy of Certificate of Sale; pursuant to 2009 FL Statutes 45.031(4)
 3. Copy of Certificate of Title and Certificate of Disbursements; pursuant to 2009 FL Statutes 45.031(5)
- The Clerk's Office's Post-Judgment Foreclosure phone number is (239) 252-2657.
- The Clerk's office is unable to accept faxes, as filings, *i.e.* Motions and orders.
- Please remember to bring your \$70.00 Judicial Hold Sale Fee to the auction pursuant to 2009 FL Statutes 45.035(1).