

Advisory to Counsel regarding Foreclosure Auctions

- Please be advised that Collier County has live auctions, which may be held Monday through Friday at eleven o'clock a.m. Our sale location is the lobby on the third floor of the Courthouse Annex, Collier County Courthouse, 3315 Tamiami Trail East, Naples, FL 34112. Please verify this in all necessary documents to ensure prompt processing of any Orders Resetting or Final Judgments of Foreclosure.
- Collier County is paperless, so please pay careful attention to when forms should be submitted. Early submissions will be returned to you, at your expense, since there is no file to hold them in. Please provide a service list with each document. The Clerk's Office requires the Plaintiff's attorney to provide the following forms for the Clerk to issue:

1. **Notice of Foreclosure Sale:** should be provided with any order setting a Foreclosure Sale and needs to specify which newspaper to use; either Business Observer or the Naples Daily News along with the billing information for the newspaper, *i.e. Law Firm's Name, Address and Telephone number*. The Notice of Sale is issued by a deputy clerk, so please provide the proper signature block for the deputy clerk to sign, which includes the name of the Clerk, Crystal K. Kinzel.
2. **Certificate of Sale:** should be provided by your representative *at the auction*, along with the service envelopes and the \$70.00 Judicial Hold Sale Fee to the auction pursuant to FL Statutes 45.035(1). Please ensure that you leave the Clerk enough space to fill in the winning bidder's name, that you have included the correct newspapers name and a blank for the sale amount.
3. **Certificate of Title:** should be provided *after the auction*, along with the Documentary Stamp Tax and service envelopes.

*Please note that your Certificate of Title will not be recorded, if we have not received your Documentary Stamp Tax or a letter explaining that the entity receiving title is exempt from paying the documentary stamp tax.

* If e-filing an Assignment of Bid, please note that further order may be required to issue the Certificate of Title to this entity, in the absence of another authority.

4. **Certificate of Disbursement:** should be provided *after the auction*.
- The clerk's office does not forward unsigned orders to the Judge. If you have a hearing scheduled, please bring the order to the hearing. Orders that do not require a hearing should be sent directly to the Judge's office with a cover letter.
 - The Clerk's Office is only e-mailing Orders at this time, so please continue providing postage paid envelopes for all parties, including attorneys, *i.e. service sets*.
 - The Clerk's office is unable to accept faxes.