

**IMPORTANT NOTICE TO ATTORNEYS ABOUT RECORDING LIS PENDENS in the OFFICIAL RECORDS**

January 27, 2014

Dear CCBA members,

**Effective March 1, 2014, attorneys will be required to record their own Notices of Lis Pendens in the Official Records of Collier County.** On that date, the Clerk's Court Department will stop sending Lis Pendens to the Recording Department on behalf of any attorney.

Please remember that recording a Lis Pendens in the Official Records of Collier County is a completely different process than when it is eFiled as part of a pleading through the Florida Courts' ePortal. In fact, one has nothing to do with the other.

**Reminder: In order to record a Notice of Lis Pendens (or Release of Lis Pendens) in the Official Records of Collier County, it must be submitted to, and recorded by, the Clerk of Courts' Recording Department.**

**To record a Lis Pendens, an attorney has three options:**

1. Record the document and, at the same time, pay the required fees at customer service counter in the Clerk's Recording Department on the second floor of the courthouse annex.
2. Mail the document along with the exact amount of the recording fees to the Clerk's Recording Department, 3315 Tamiami Trail East, Suite 102, Naples, FL 34112-5324 Please include a self-addressed, stamped envelope.
3. eRecord the document with the Clerk's Recording Department\*

\*To eRecord a document in the Official Records, a customer must first read and sign a Deposit Account Agreement with the Clerk and set up (and fund) their own deposit account.

Once a deposit account has been established, customers will be able to access the Clerk's Business Portal using their own account user name and password to submit documents (Lis Pendens; Release of Lis Pendens) electronically. After a document has been recorded in the Official Records, a customer's deposit account will be debited in the amount of the recording fees required by Florida law and a receipt of the transaction will be placed into the "history" of the customer account.

To get more information about eRecording in Collier County and to access the Deposit Account Agreement, ACH form, an eRecording presentation and the Business Portal User Guide go to <http://www.collierclerk.com/recording/official-records/>

**For more information contact:**

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