



GAIL WADSWORTH, Clerk of the Circuit Court

1769 East Moody Blvd. Building #1 • Bunnell, Florida 32110

Website: www.flaglerclerk.com

October 1, 2009

Dear Recording Customer,

Due to increased budget cuts and economic times, a new office policy will go into effect.

Effective October 1, 2009, We will require a Self-Addressed Stamped Envelope (S.A.S.E.) with all documents sent for recording. Government entities/agencies are exempt.

The S.A.S.E should be sufficient in size to accommodate the quantity of documents submitted and should be affixed with adequate postage for the return of the documents.

As of December 1, 2009, The Clerk's office will no longer return documents submitted without an S.A.S.E. Instead, we will hold the documents in our office to be picked up. Any documents not picked up after 90 days may be destroyed.

For those customers with a Pick-up Bin, nothing has changed for you. The conditions in your Pick-up Bin contract will remain in place.

Thanks in advance for your attention to this matter.

Sincerely,

Gail Wadsworth
Flagler County Clerk of Circuit Court

Recording Department
Phone: 386-313-4360 * Fax: 386-437-5564
E-mail: or@flaglerclerk.com