

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER 3.304-12/17*

IN RE: FORECLOSURE JUDGMENTS

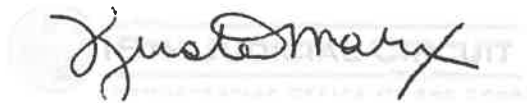
Uniform and clear procedures will assist the Clerk and Comptroller with post judgment foreclosure processes.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215 it is **ORDERED** as follows:

1. All proposed final judgments of foreclosure **are to conform to Florida Rule of Civil Procedure Form 1.996.**
2. **The Clerk and Comptroller will issue a Writ of Possession after issuance of the Certificate of Title and upon an order of the Court which is separate from the Final Judgment. If a Final Judgment contains language directing the Clerk of Court to issue a Writ of Possession “without further order of the court”, the Clerk will disregard such language unless the judge has affixed his or her initials next to that specific instruction.**
3. **A foreclosure sale will only be canceled by the Clerk and Comptroller in accordance with Administrative Order 3.301. If a final judgment contains language regarding the cancellation of the sale that does not comport with Administrative Order 3.301, the Clerk will disregard such language unless the judge has affixed his or her initials next to that specific instruction.**
4. In addition to any specifically described and approved costs contained in the final judgment, the Clerk & Comptroller is hereby authorized to credit the Plaintiff with and pay the post judgment interest, the sale fee, and the costs of publication of the foreclosure sale incurred subsequent to the date of the final judgment upon the filing of an affidavit of the plaintiff or the plaintiff's attorney, together with the invoice of costs. All other costs must be approved by court order.
5. Upon the entry of the foreclosure judgment, the Plaintiff shall:
 - a. Submit to the Clerk & Comptroller the following: four (4) sets of envelopes addressed to all parties in the case with sufficient postage attached for the Clerk to mail the following documents: the Final Judgment, Certificate of Sale, Certificate of Title and Certificate of Disbursements.

- b. Prepare a Notice of Sale, file it with the Clerk & Comptroller, send a copy to all parties and submit a copy of the Notice of Sale to a newspaper of general circulation for publication pursuant to F.S. Section 45.031(2).
6. All parties to the foreclosure action, as well as all foreclosure sale bidders/participants, shall abide by and follow the administrative policy of the Clerk & Comptroller's Judicial Sales Procedure found at www.mypalmbeachclerk.com.

DONE and ORDERED, in Chambers, at West Palm Beach, Palm Beach County, Florida
this 18 day of December, 2017.

A handwritten signature in black ink, appearing to read "Krista Marx". The signature is written over a faint, circular official seal of the Palm Beach County Clerk & Comptroller's Office.

Krista Marx, Chief Judge

*supersedes admin. order no. 3.304-3/12