



**RICHARD M. WEISS**  
Clerk of the Circuit Court  
and County Court

County Recorder

Clerk, Auditor and  
Accountant to the Polk  
County Board of County  
Commissioners

Drawer CC-1  
Post Office Box 9000  
Bartow, FL 33831-9000

(863) 534-4540  
(863) 534-4089 (fax)

[www.polkcountyclerk.net](http://www.polkcountyclerk.net)

The Mission of the Office  
of the Clerk of the Circuit  
Court is to function as a  
team dedicated to our  
customers by

- preparing and  
maintaining  
accurate records
- furnishing  
assistance in an  
understanding and  
compassionate  
manner  
and
- providing services  
with competence,  
professionalism,  
and courtesy

In compliance with laws,  
rules, and regulations.

## Memorandum

TO: Polk County Attorneys

FROM: Richard M. Weiss, Clerk of the Circuit Court *RW*

RE: New Mailing Addresses and Phone Numbers

DATE: October 1, 2009

As a result of the reorganization of departments within the Clerk's Civil Division, please take note of the following address and phone number changes.

Effective Monday, October 5, 2009, the mailing address for the Civil Law Department (includes both County and Circuit Civil) will be:

Clerk of the Circuit Court  
ATTN: Civil Law Department  
Drawer CC-12 Post Office Box 9000  
Bartow, FL 33831-9000

The new phone number for the Civil Law Department will be:

(863)534-4557  
Fax (863)534-4045

Effective Monday, October 12, 2009, the mailing address for the Family Law Department (includes both Family and Domestic Violence) will be:

Clerk of the Circuit Court  
ATTN: Family Law Department  
Drawer CC-02 Post Office Box 9000  
Bartow, FL 33831-9000

The new phone numbers for the Family Law Department will be:

Family cases: (863)534-4488 Fax (863)534-5835  
Domestic & Repeat Violence (863)534-4180

Please contact me if you should have any questions or concerns. I look forward to hearing from you.