



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**

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**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

DATE: September 8, 2010

RE: Notice of Confidential Information Within Court Filing

The October 1, 2010 effective date for the amendment to Florida Rule of Judicial Administration 2.420 is close at hand. To help ease the transition to the new requirements of the Rule, the Clerk's website www.polkcountyclerk.net now has a link ("Online Forms" under Popular Destinations) to the Notice of Confidential Information Within Court Filing for your use. The form is interactive, allowing you to complete it online, then print and submit for filing. A copy of the form is attached to this memo for your reference as well.

As always, I invite your questions and input as my office strives to provide the best in customer service.

Encl