



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: August 31, 2010

RE: Foreclosure Sales

I am pleased to offer you a new and improved method of conducting foreclosure sales. Commencing September 21, 2010, foreclosure sales in Polk County will be held online in an electronic format. I am certain you will find the new process to be easily learned and very efficient.

I am providing free training for the system on September 8 and 9, 2010 in the Clerk's Human Resources Training Room at the Polk County Courthouse in Bartow. Bidder training will be held at 3:00 p.m., and Plaintiff training will be provided at 1:00 p.m. each day. I hope you will take advantage of the training opportunities.

With the advent of the new sales procedure, the Court issued Administrative Order 3-15.12. Please note a change in responsibilities regarding Notices of Sale and Proof of Publication in Section 1E. It is now incumbent upon the Plaintiff or Plaintiff's attorney to complete and submit Notices of Sale directly to the newspaper and file the Proof of Publication no later than three days prior to sale. Our office will return to the sender any pleadings that are not in compliance with Section 1E, and will cancel sales if Proof of Publication is not received timely.

I look forward to hearing of your experience with the new system. As always, I value your opinion and invite your comment.

Sincerely,

Richard M. Weiss