

<Date>

<Name of Attorney>

<Address>

RE: Notice of Foreclosure Sale Procedure Change  
Case No. \_\_\_\_\_

Dear <Mr. or Ms. Attorney>:

Effective Monday, August 30, 2010, the Clerk's Office no longer completes and issues Notices of Sale in mortgage foreclosure actions. This change comes as a result of the entry of Administrative Order 3-15.12, which provides in pertinent part:

**E. Proof of Publication/Notice of Sale/Notice of Rescheduled Sale**

Pursuant to section 702.035, Florida Statutes, it is the **responsibility of the Plaintiff or the Plaintiff's attorney to complete and submit Notices of Sale and Notices of Rescheduled Sale directly to the newspaper.** Proof of Publication of Sale or Rescheduled Sale shall be filed with the Clerk of Court no later than three (3) business days prior to any and all sales. Failure to comply will result in cancellation of the sale by the Clerk.

We have enclosed your Notice of Sale and your copy of the final judgment containing the date of sale to allow you to comply with the administrative order, the full text of which may be viewed online at: <http://www.jud10.org/AdministrativeOrders/index3civil.htm> .

Please contact our office at 534-4556 if we can provide additional information or answer your questions.

Sincerely,

RICHARD M. WEISS  
Clerk of the Circuit Court

By: \_\_\_\_\_  
Deputy Clerk