

---NOTICE---

October 26, 2009

Dear Recording Customers:

Due to increased budget cuts and economic times, a new office policy will go into effect.

1) Effective December 1, 2009, we will require a Self-Addressed Stamped Return Envelope (S.A.S.E.) with all documents sent for recording. The S.A.S.E. should be sufficient in size and should have adequate postage affixed to accommodate the quantity of documents submitted.

2) As of January 1, 2010, we will no longer return documents submitted without an S.A.S.E. Instead, we will hold your documents in our office to be picked up. **Any recorded documents not picked up after 90-days will be destroyed.**

For those customers with a Pick-up Bin, nothing has changed for you. The conditions of your Pick-up Bin contract will remain in place.

Thanks in advance for your attention and cooperation to this matter.

Sincerely,

KAREN NICOLAI
CLERK OF CIRCUIT COURT

Patricia Galbraith, Deputy Clerk
Records Management Director
Hernando County Recording Division