



**Mailing Addresses:**

Dade City:  
38053 Live Oak Avenue  
Dade City, FL 33523-3894

New Port Richey:  
P.O. Box 338  
New Port Richey, FL 34656-0338

**Office Locations:**

Pasco County Courthouse  
38053 Live Oak Avenue, Suite 205  
Dade City, FL 33523-3894

West Pasco Judicial Center  
7530 Little Road, Suite 106  
New Port Richey, FL 34654

East Pasco Government Center  
14236 Sixth Street, Suite 201  
Dade City, FL 33523

West Pasco Government Center  
7530 Little Road, Suite 220  
New Port Richey, FL 34654

East Pasco Records Center  
38319 McDonald Street  
Dade City, FL 33525

West Pasco Records Center  
Jack Albert Records Retention Center  
8901 Government Drive  
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*Excellence...Always*

*Paula S. O'Neil, Ph.D.*  
*Clerk & Comptroller*  
*Pasco County, Florida*

**NOTICE**

Due to significant reductions in State funding to the Clerks of Circuit Court, and with the cooperation of the Sixth Judicial Circuit Court Administration, the office of the Pasco County Clerk & Comptroller will implement the following procedural changes, effective April 5, 2010.

1. **Same day processing:** Cases submitted for same-day processing must be received by the Clerk & Comptroller's office before 3:00 p.m. For bulk new case filings, no more than five new cases shall be processed at a time by an individual attorney, law firm, or process server in the same day. For bulk new case filings of six or more new cases, the anticipated processing wait time will be within two business days. New Cases will be time stamped and a case number assigned the day the cases are received.

2. **Notice/document preparation:** The Pasco Clerk & Comptroller will no longer prepare and submit for publication *Notices of Sale* in mortgage foreclosure cases. It will be the responsibility of the plaintiff to complete and submit the *Notice of Sale* directly to the newspaper and provide the original to the Clerk & Comptroller for filing, along with an affidavit of proof of publication. The Notice must reference the sale location, [www.pasco.realforeclose.com](http://www.pasco.realforeclose.com). The plaintiff will also be responsible for submitting the *Notices of Sale* for publication pursuant to Orders rescheduling sales on or after April 5, 2010.

In an effort to assist with *Notice of Sale* requirements and the commonly used publications, the following information is provided:

- Notices must be prepared in accordance with F.S. 45.031(2).
- Property description must be an exact match of the description in the Final Judgment.
- On-line sale date and location as noted in the final judgment must be included.
- Plaintiff must check [www.pascoclerk.com](http://www.pascoclerk.com) for any documents, such as a bankruptcy or an *Order* that would prevent the sale from taking place.
- *Notice of Online Sale* and proof of publication must be filed with the Clerk & Comptroller's Office by the plaintiff prior to the sale date.

We regret any inconvenience these procedural changes may cause. The Pasco Clerk & Comptroller is working diligently to streamline its processes while maintaining the highest possible levels of efficiency and customer service given the budgetary and funding challenges facing Clerks offices statewide.

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