

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT**

**IN AND FOR POLK COUNTY, FLORIDA**

ADMINISTRATIVE ORDER NO. 2-20.1

**PAYMENTS OF RESTITUTION, COURT COSTS, FINES, FINE AND FORFEITURE  
JUDGMENT LIENS, COURT APPOINTED ATTORNEY FEES, AND OTHER  
MONETARY ASSESSMENTS THROUGH THE CLERK OF COURT**

WHEREAS, the Clerk of Court accepts partial payments with a payment plan established by the Clerk pursuant to section 28.246, Florida Statutes, for court costs, fines, fine and forfeiture judgment liens court appointed attorney fees and other monetary assessments ordered to be paid by defendant placed on probation in Circuit Criminal, County Criminal, and County Ordinance violation cases and

WHEREAS, the collection of said monetary assessments in partial payments results in increased costs to the Clerk, and

WHEREAS, it is necessary to implement new procedures for collection of said partial payments,

IT IS THEREFORE ORDERED AND ADJUDGED that the Clerk of the Court of Polk County may accept partial payments for court costs, fines, and other monetary assessments, in Circuit Criminal and County Criminal cases where the defendant is placed on probation and a minimum total of \$100.00 is owed for said fees. The Clerk may also accept partial payments for fine and forfeiture judgment liens and court appointed attorney fees in criminal or traffic cases where the defendant is placed on probation and a minimum total of \$100.00 is owed for said fees or liens.

IT IS FURTHER ORDERED that a partial payment plan for fines, court costs and court appointed attorney fees may be included in each defendant's pre-Sentence Investigation where it is anticipated that the fines, costs and fees will exceed \$100.00. The partial payment schedule shall be established for fines, court costs or other monetary assessments by the defendant and the Department of Corrections (DOC) or County Probation. DOC shall provide to the Clerk copies of any court order affecting the payment schedule, amounts due and dates.

The Clerk is hereby authorized to charge a fee for receiving collections of partial payments from County Probation and the Department of Corrections and making disbursement pursuant to Florida law. The fee to be charged by the Clerk shall be a one-time payment of \$10.00 per sentencing event. In the event full payment is initially made, there shall be no \$10.00 fee assessed. The total fee to be charged at any one sentencing event shall not exceed \$10.00.

Once full payment is made and disbursed for a fine and forfeiture judgment lien or a court appointed attorney fee lien, the Clerk shall record a satisfaction.

The priority of distribution of funds received by the Clerk shall be in accordance with applicable Florida law.

This order shall cancel and supersede Administrative Order 2-20.0, dated April 27, 1993.

**DONE and ORDERED** on this 14th day of July, 2010.

**J. DAVID LANGFORD**, Chief Judge