



JUAN FERNANDEZ-BARQUIN
CLERK OF THE COURT AND COMPTROLLER MIAMI-DADE COUNTY

REQUEST FOR RETURN OF ORIGINAL NOTE/MORTGAGE

Current Case No: _____

Borrower(s) Name: _____

The Original Note/Mortgage was filed on: ____ / ____ / ____

Prior Case No.: _____

Date of Previous Filing: ____ / ____ / ____

The Note/Mortgage is requested to be in Court at the _____
(Location)

on: _____
(Date Set/Time)

Requesting Law Firm: _____

Requesting Counsel: _____

Contact Info: Email address: _____

Telephone: _____

Request for Clerk's Certificate of Destruction: Fee (\$7.00) ☐ Yes ☐ No

SECTION BELOW IS FOR OFFICE USE ONLY

Receipt Upon Delivery of Note/Mortgage:

RECEIPT	ORIGINAL DOCUMENTS RELEASED FOR COURT DATE ON: ____ / ____ / ____
	ORIGINAL DOCUMENTS RETURNED: ☐ NOTE ☐ MORTGAGE ☐ ASSIGNMENT OF MORTGAGE ☐ LOST NOTE AFFIDAVIT ☐ LOAN MODIFICATION AGREEMENT ☐ CLERKS CERTIFICATE ☐ OTHER: _____
	PICKED UP BY > NAME: _____ BAR No. _____ SIGNATURE: _____ DATE: ____ / ____ / ____

Request for Return of Original Note/Mortgage Instructions

Please complete the Request For Return of Original Note/Mortgage form and email it to the Civil Division at Civil@miamidade.gov. The form may also be mailed or hand delivered to Dade County Courthouse, 73 West Flagler Street, Room 133 Miami, FL 33130.

The process takes approximately 5-10 business days to complete from the receipt date of the request form.

Original notes and mortgages cannot be returned by mail.

The original note/mortgage can be picked-up in person at Dade County Courthouse, 73 West Flagler Street, Room 133 between the hours of 9:00 a.m. to 4:00 p.m.

The original note and mortgage can only be picked-up by the Plaintiff's attorney of record or an attorney within the firm. The attorney must present their identification and bar card at the time of pick up, no exceptions.