



**Miami-Dade County
Clerk of the Court and Comptroller**

**Commercial Data Services
User Guide**



Commercial Data Services User Guide

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Commercial Data Services User Guide

Clerk of the Court and Comptroller's Website – Home Page:

SCAM ALERT: Please be aware of potential scams related to Jury Duty. Please [click here](#) for more information.



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

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[TRANSLATE](#)
[My Account](#)

Q

🏠
TRAFFIC & PARKING
CIVIL, FAMILY COURT & MARRIAGE
CRIMINAL COURT
JURORS
HOME & PROPERTY
RECORDS
CLERK OF THE BOARD



Welcome

As a born and raised Miamian, it is an honor and privilege to serve the residents of Miami-Dade County as Clerk of the Court and Comptroller.

I welcome all to our website as I strive to further modernize this office and provide efficient services to our residents.





SPOTLIGHT

11

PROPERTY FRAUD ALERT AND REGISTRATION

The Miami-Dade Clerk of Court and Comptroller offers property owners a free service to alert them of potential property fraud.

REGISTER TO RECEIVE PROPERTY FRAUD ALERTS



TOP SERVICES





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Commercial Data Services User Guide

Menu Bar – Access to Commercial Data Services Page:

Click on **RECORDS**, then on **Commercial Data Services**.

SCAM ALERT: Please be aware of potential scams related to Jury Duty. Please [click here](#) for more information.

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CLERK OF THE COURT AND COMPTROLLER
MIAMI-DADE COUNTY

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Search

TRAFFIC & PARKING CIVIL, FAMILY COURT & MARRIAGE CRIMINAL COURT JURORS HOME & PROPERTY **RECORDS** CLERK OF THE BOARD

RECORDS

- Official Records
- Public Records Requests
- Property Fraud Alert Information
- Certified Copies
- Commercial Data Services**

RECORDS SERVICES

The Miami-Dade Clerk of the Court and Comptroller maintains records online in several areas of interest.

SEARCH RECORDS

provide efficient services to our residents.

Juan Fernandez-Barquin



Commercial Data Services User Guide

Commercial Data Services Home Page:

Click on **Registration form** to create an account. Click on **login** or the **DOWNLOAD DATA FILES** button to log in if an account already exists.

Home > Records > Commercial Data Services

RECORDS

- Official Records
- Certified Copies
- Public Records Requests
- Commercial Data Services**
- Property Fraud Alert Information

COMMERCIAL DATA SERVICES

The Miami-Dade Clerk of the Courts provides an assortment of Civil, Criminal, Family, Marriage, Official Records, and Traffic files to registered users. The available data files are updated on daily, weekly, and monthly bases (files are available for 30 days). There are fees associated with accessing each of the folders available for download.

For any questions, contact the Technical Services Department at clerksoffice@miamidade.gov.

COMMERCIAL DATA SERVICES

Commercial consumers of the Clerk of the Courts data can access bulk data files to retrieve case information.

DOWNLOAD DATA FILES

COSTS AND FEES

The standard formatted files are placed in folders and available through our Commercial Data Services Web application. Access to each folder costs \$80.00 per month, except where noted. Additional access to Official Records images file through FTP - \$420.00 per month. Use of APIs - \$0.05 per unit, one unit per request from your pre-paid balance.

Credit cards are the only form of payment acceptable for Commercial Data Services. Payment can be made through the Web application as linked here.

DOWNLOADING THE DATA

You will access the files via the Commercial Data Services Web application if downloading "in person" or via an Automated Programmatic Interface (API) and/or Web Service if downloading through an automated process.

Automated Process

The Clerk's Office has provided an API to allow automated download of a file. The API can be accessed with the following syntax:

```
Get api/FTPapi?fileName=(fileName)&folderName=(folderName)&AuthKey=(AuthKey)
```

DATA FILES

The files contain raw data and are delimited as noted; click below for the Commercial Data Services file layouts.

- [Civil](#)
- [Criminal](#)
- [Family](#)
- [Marriage](#)
- [Official Records](#)
- [Traffic](#)

A link to a sample file is provided within each file layout description.

LOGIN AND REGISTRATION

Once your pre-registration has been completed, the notarized form is received by the Clerk's Office and registration has been verified; you may [login](#) to download bulk data.

Before you can login to purchase a folder to download bulk data, you will need to self-register by completing the [Registration form](#), accepting the Registration Agreement, sending a notarized form confirming identity (required in accordance with the latest version of the Florida Supreme Court's Standards for Access to Electronic Court Records), and submitting the notarized Data Download or Custom Public Access Request form and await verification before you may access Civil, Criminal, Family, or Traffic court files. You do not need a notarized form for Marriage, or Official Records file access.

Send the notarized form to the Technical Services Division by mail or email:

Mail to:
Technical Services Division
175 NW 1st Avenue Box #7
Miami, Florida 33128
Email - ccpubaccsforms@miamidade.gov

Please note that the email address used for the registration process will become your userID, with which you login to the system going forward. The email address will also be the main contact address for the Clerk's Office should there be a need to contact you directly. If the email address is a personal address, and it needs to change, it is your responsibility to notify the Clerk's Office to do so.

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Commercial Data Services User Guide

Commercial Data Services – Login:

Type in the email address used at registration along with the password. Click on the **Log in** button.

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CLERK OF THE COURT AND COMPTROLLER
MIAMI-DADE COUNTY

Contact Us My Account

DOCUMENTATION

Who is this for?

This site is for commercial consumers of the Clerk of Courts data. The services provided include:

- Access to bulk data files through FTP (File Transfer Protocol)
- Use of APIs (Automated Programmatic Interfaces) to retrieve case information.

NOTE: Files are only available for 30 days.

Types of Information provided

- ✓ Civil Court
- ✓ Criminal Court *
- ✓ Family Court
- ✓ Marriage Licenses
- ✓ Official Records *
- ✓ Traffic Court *
- ✓ Value Adjustment Board *

* - available through APIs and bulk data files

Cost

The costs are dependent on the type of service and are as follows:

- Access to bulk data files through FTP - \$80.00 per folder per month with payment required in advance.
- Access to Official Records images file through FTP - \$420.00 per month.
- Use of APIs - \$0.05 per unit. One unit per request from your pre-paid balance.

Login Access Register

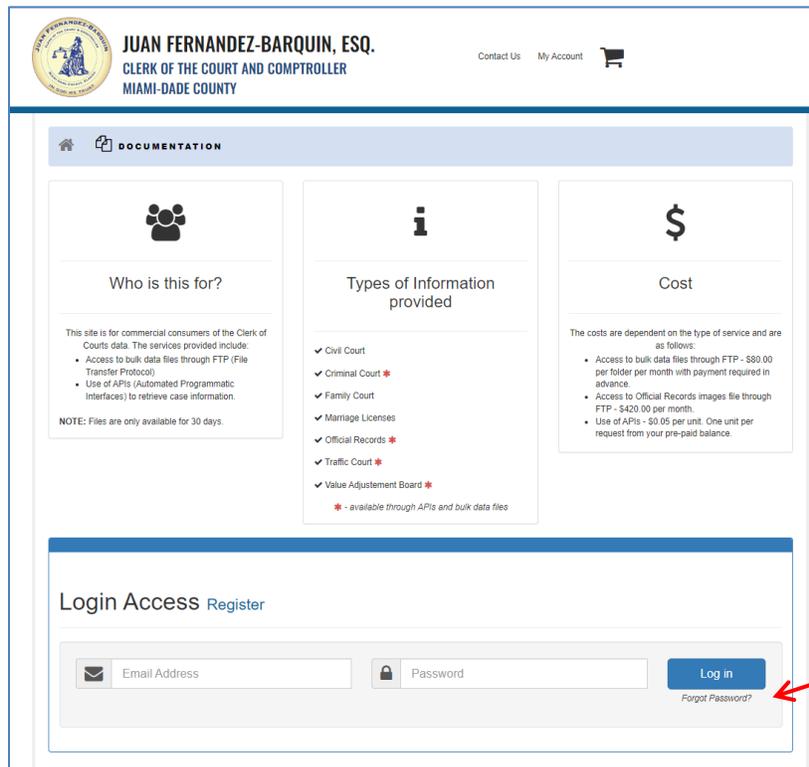
Email Address Password **Log in**
[Forgot Password?](#)



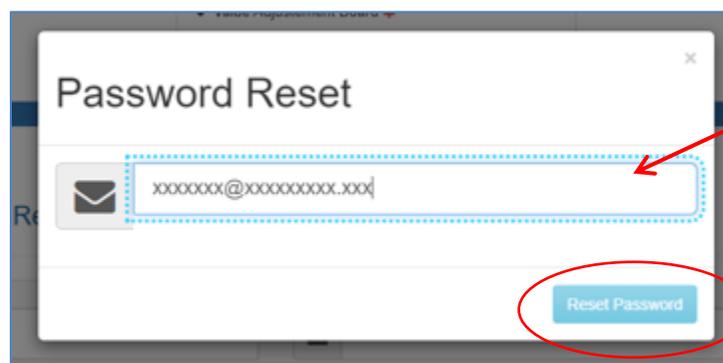
Commercial Data Services User Guide

Commercial Data Services – Forgot Password:

Click on **Forgot password** located under the Log in button.



Enter the email address used to register in the pop-up window. Click on **Reset Password**.



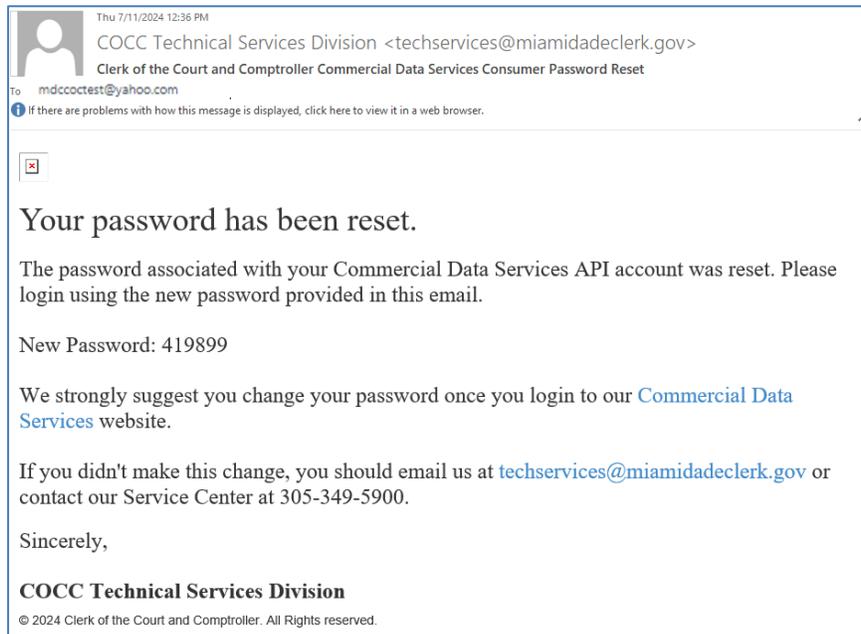


Commercial Data Services User Guide

Password reset request confirmation message.



Password reset confirmation email. You may now login with the temporary password.



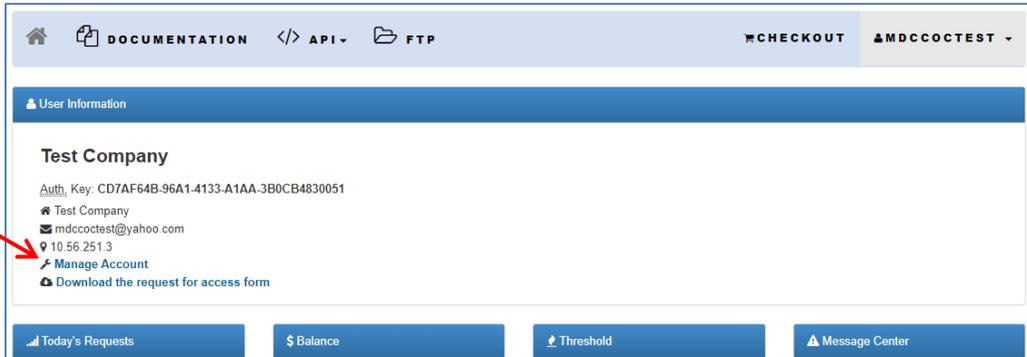
Once inside your account, you may change your password.



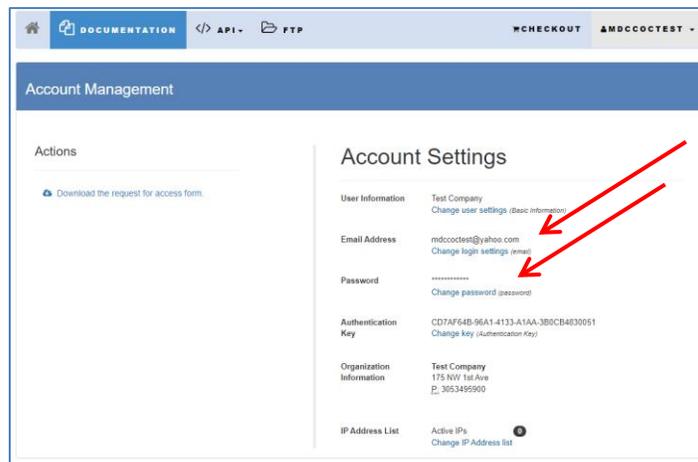
Commercial Data Services User Guide

Commercial Data Services – Change Password / Email Address

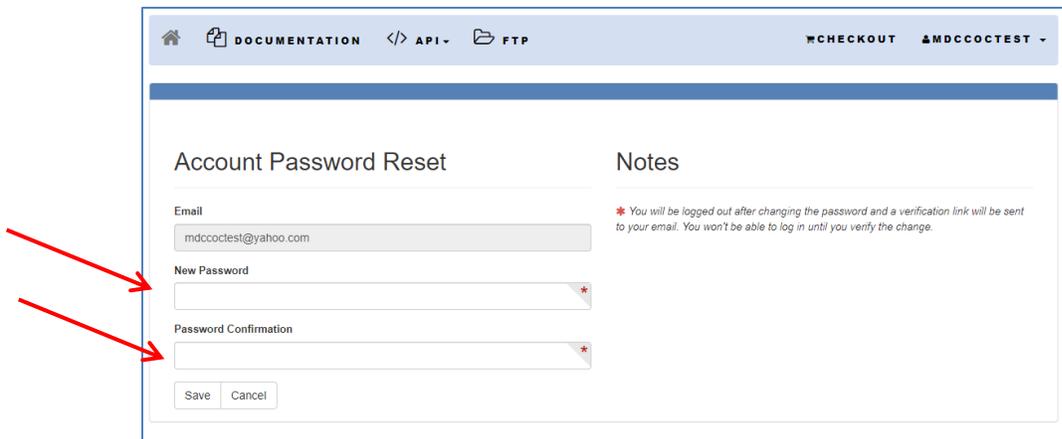
Click on **Manage Account**.



Click on **Change password** or **Change login settings**.



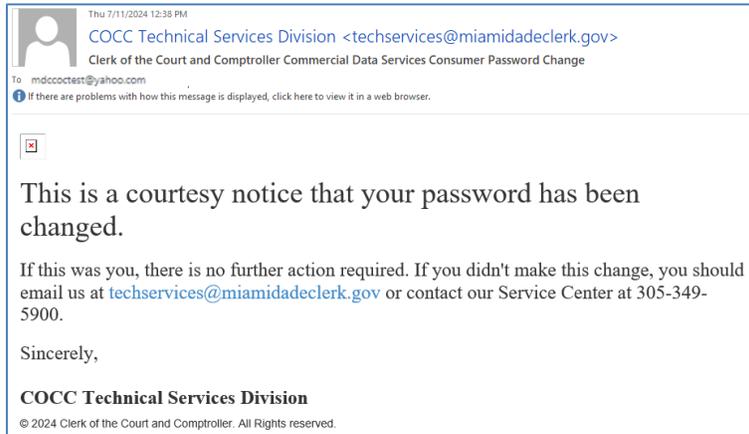
Enter your new password. Please know that you will be logged out of your account.



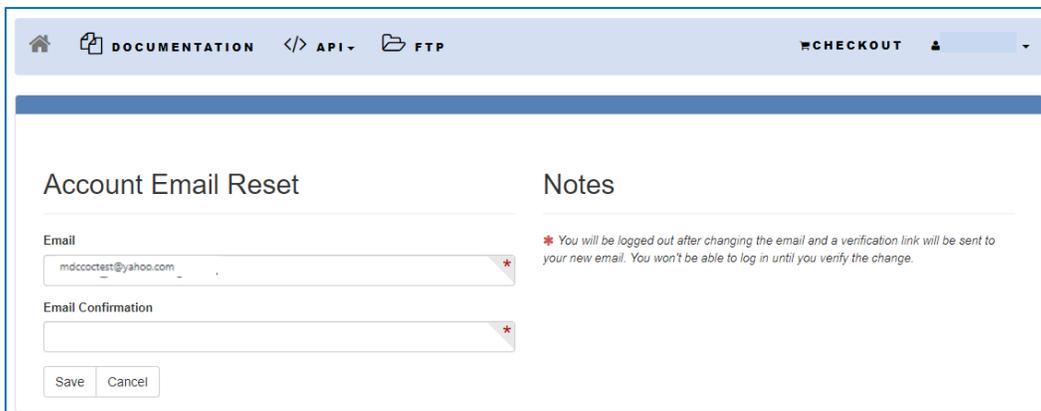


Commercial Data Services User Guide

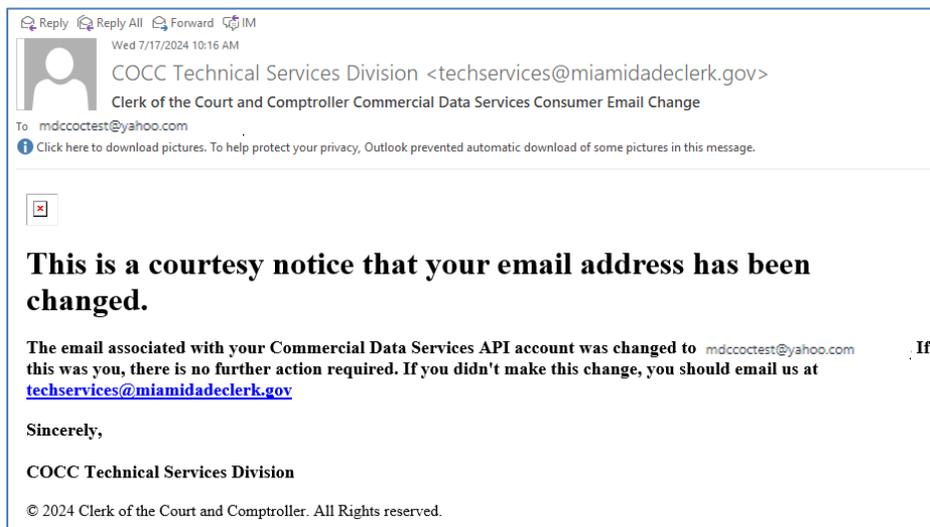
You will get a courtesy email.



Enter your new email address. Please know that you will not be able to login until you have verified the change.



You will get a courtesy email.

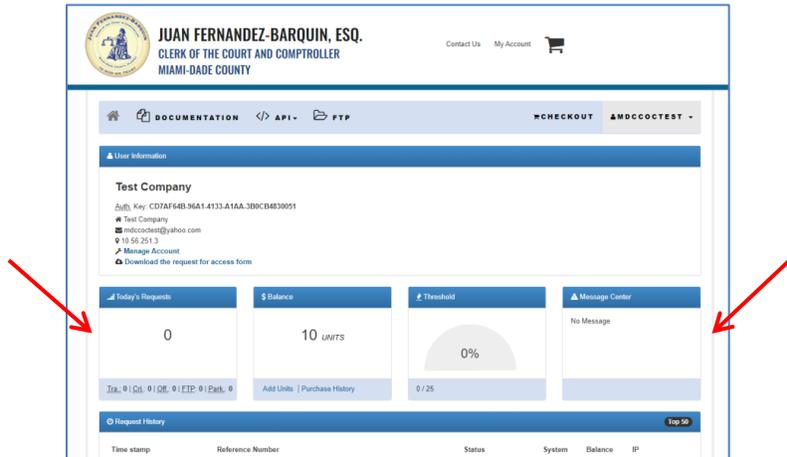




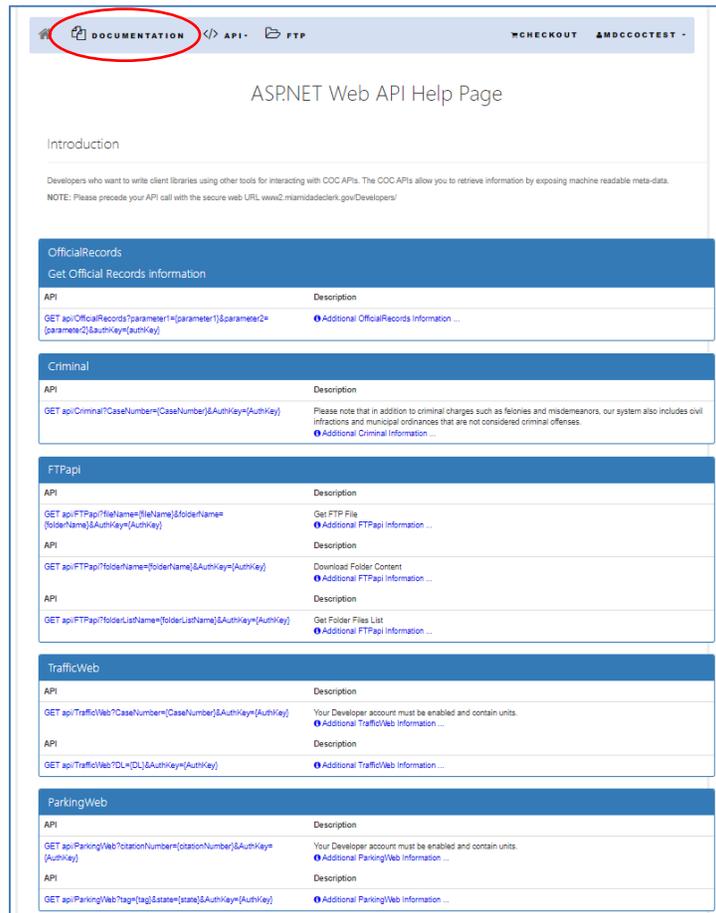
Commercial Data Services User Guide

Commercial Data Services - Account Home Page:

API dashboard. Contains information on API calls made, balance of units, and where to purchase units for API calls exclusively.



For examples of available API calls, click on **DOCUMENTATION**.





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Commercial Data Services Account Page – FTP Access:

Click on **FTP** to download files from the folders that have been purchased.

The screenshot shows the user interface for Juan Fernandez-Barquin, Esq., Clerk of the Court and Comptroller, Miami-Dade County. The page includes a navigation bar with links for DOCUMENTATION, API, and FTP. A red arrow points to the FTP link. Below the navigation bar, there is a section for User Information, a Test Company profile, and several dashboard widgets: Today's Requests (0), Balance (10 UNITS), Threshold (0%), and Message Center (No Message). At the bottom, there is a Request History table with columns for Time stamp, Reference Number, Status, System, Balance, and IP.

Time stamp	Reference Number	Status	System	Balance	IP
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Commercial Data Services User Guide

FTP Folder Dashboard – Download Files/Purchase Folders/Extend Access:

This screen contains all purchased as well as available folders, the expiration date and the days left with access remaining of those purchased, and the ability to extend a current purchase.

The screenshot displays the FTP Folder Dashboard interface. At the top, there is a navigation bar with icons for home, documentation, API, and FTP, along with a 'CHECKOUT' button and a dropdown menu labeled 'MDCOCTEST'. Below the navigation bar, the dashboard is divided into two main sections: 'Purchased' and 'Available for Purchase'.

The 'Purchased' section contains four folder cards: 'Civil', 'Criminal', 'Family', and 'Marriage'. Each card includes a folder icon, a 'View Files' button, and details such as 'Files Available', 'Size', and 'Updated' date. To the right of each card, there are 'Purchase Information' and 'Extend Purchase' tabs. The 'Purchase Information' tab is selected, showing the 'Expiration Date' (Tuesday, December 31, 2024) and 'Days Left' (237). A red circle highlights the 'Purchase Information' and 'Extend Purchase' tabs and the 'Expiration Date' and 'Days Left' fields for the 'Civil' folder. A red arrow points to the 'Purchased' section header.

The 'Available for Purchase' section contains two folder cards: 'Records' and 'Traffic'. Each card includes a folder icon, a 'View Files' button, and details such as 'Files Available' and 'Updated' date. To the right of each card, there are 'Purchase Options: \$ 80' and 'Number of Months' (set to 1) with minus and plus buttons, and an 'Add To Basket' button. A red arrow points to the 'Available for Purchase' section header.



Commercial Data Services User Guide

Choose a folder to purchase initially or **Extend Purchase** on a folder previously purchased. Choose the amount of months wanted by clicking on the plus or minus. Click on the **Add To Basket** button.

Available for Purchase

Records
Description of Folder and Files

Purchase Options: \$ 80

Number of Months: - 2 +

Add To Basket

Files Available: 22 | Updated: 5/6/2024 9:30:02 PM

Purchased

Civil
Description of Folder and Files

View Files

Purchase Information | Extend Purchase

Number of Month: - 1 +

Add To Basket

Files Available: 112 | Size: 512.357 MB | Updated: 5/7/2024 5:43:22 AM

Click on the **Continue Shopping** button to purchase other folders or **Proceed To Checkout** when done adding folders to the Basket.

JUAN FERNANDEZ-BARGUIN
CLERK OF THE COURT
MIAMI-DADE COUNTY

Folder Added Successfully

Continue Shopping **Proceed to Checkout**



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Click on **PROCEED TO CHECKOUT**.

BASKET

Basket Item(s)	Product	Quantity	Unit Price	Total	
	FTP Folder Monthly Access to FTP Folder records	2	\$80.00	\$160.00	REMOVE
	FTP Folder Monthly Access to FTP Folder traffic	1	\$80.00	\$80.00	REMOVE
				Total: \$240.00	REMOVE ALL ITEMS ✖

[CONTINUE SHOPPING](#) [PROCEED TO CHECKOUT ✓](#)

Go back to the FTP Administration Site.

Fill in all the required Billing and Credit Card information and click on the **SUBMIT PAYMENT** button.

BASKET

Total Amount Due: \$240.00

Billing Address

Country:

First Name: Last Name:

Email: Email Confirmation:

Phone Number:

Address Line #1: Address Line #2 (Apt, floor, suite, PMB, etc):

City: State: Zip Code:

Payment

Card Type: Card Number: Card CVV:

Expiration Month: Expiration Year:

Please click the Submit Payment button found below only once. After clicking your payment will be verified.

[SUBMIT PAYMENT](#) [BACK TO BASKET](#)



Commercial Data Services User Guide

FTP Download Files:

Click **View Files** button to expand the view of the five most recent files available for download. Click the **Download** icon to download a single file to the PC's Download folder. Click on **Download All** to download all the files contained in the folder.

The screenshot displays the FTP interface for a folder named "Civil". At the top, there are navigation links for "DOCUMENTATION", "API", and "FTP", along with "CHECKOUT" and "MDCCOCTEST" buttons. The folder "Civil" is shown with a folder icon and a "View Files" button. Below this, a "Purchase Information" section indicates an expiration date of "Tuesday, December 31, 2024" and "237" days left. The "Files List" table contains the following data:

File Name	File Extension	Size	Date Created	Download
Verdict_TR Reuters_202404	TXT	2.429 KB	5/7/2024 5:43:22 AM	
Verdict_202404	TXT	11.504 KB	5/7/2024 5:43:22 AM	
PRR16183_DailyEvictionCases_20240507	TXT	11.408 KB	5/7/2024 5:00:06 AM	
NewCase20240506	TXT	507.354 KB	5/7/2024 3:50:02 AM	
daily_civil_05072024	ZIP	13.374 MB	5/7/2024 3:32:26 AM	

At the bottom of the file list, there are "Download All" and "View More" buttons. Red arrows in the original image point to the "View Files" button, the "Download" icon for the first file, and the "Download All" and "View More" buttons.



Commercial Data Services User Guide

Click on [View More](#) to see the entire list of files available. A few files may be selected and are able to be downloaded all at once. Files are automatically removed from the folder after 30 days.

File Name	Format	Size	Date/Time	Action
<input type="checkbox"/> NewCase20240410	TXT	347.592 KB	4/11/2024 3:50:07 AM	Download
<input type="checkbox"/> daily_civil_04112024	ZIP	18.009 MB	4/11/2024 3:33:32 AM	Download
<input type="checkbox"/> PRR16183_DailyEvictionCases_20240410	TXT	18.49 KB	4/10/2024 5:00:03 AM	Download
<input checked="" type="checkbox"/> NewCase20240409	TXT	611.435 KB	4/10/2024 3:50:04 AM	Download
<input checked="" type="checkbox"/> daily_civil_04102024	ZIP	19.437 MB	4/10/2024 3:32:04 AM	Download
<input type="checkbox"/> PRR16183_DailyEvictionCases_20240409	TXT	12.135 KB	4/9/2024 5:00:03 AM	Download
<input type="checkbox"/> NewCase20240408	TXT	294.145 KB	4/9/2024 3:50:01 AM	Download
<input type="checkbox"/> daily_civil_04092024	ZIP	17.761 MB	4/9/2024 3:34:00 AM	Download
<input type="checkbox"/> CIVIL_Evictions_Weekly_20240408	TXT	25.183 KB	4/8/2024 6:45:12 AM	Download
<input type="checkbox"/> Indebtedness_20240408	ZIP	29.188 MB	4/8/2024 6:16:49 AM	Download
<input type="checkbox"/> PRR16183_DailyEvictionCases_20240408	TXT	127 Bytes	4/8/2024 5:00:03 AM	Download
<input type="checkbox"/> NewCase20240407	TXT	0 Bytes	4/8/2024 3:50:02 AM	Download
<input type="checkbox"/> daily_civil_04082024	ZIP	161.166 KB	4/8/2024 3:30:13 AM	Download
<input type="checkbox"/> Verdict_202403	TXT	8.029 KB	4/7/2024 5:46:49 AM	Download
<input type="checkbox"/> Verdict_TReuters_202403	TXT	3.014 KB	4/7/2024 5:46:49 AM	Download
<input type="checkbox"/> PRR16183_DailyEvictionCases_20240407	TXT	127 Bytes	4/7/2024 5:00:02 AM	Download
<input type="checkbox"/> NewCase20240406	TXT	12.631 KB	4/7/2024 3:50:02 AM	Download
<input type="checkbox"/> daily_civil_04072024	ZIP	1.06 MB	4/7/2024 3:30:23 AM	Download

Download Selected 2 Download All Clear Selected



Commercial Data Services User Guide

Commercial Data Services – Self-Register Initial Registration:

Enter all the required information marked with an asterisk (*). Review the Terms and Conditions for accessing bulk data files and click the **Check to accept terms** checkbox. Then click the **Register** button to complete the first step of the registration process.

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

Contact Us My Account

DOCUMENTATION

Registration Information

* - Required fields

First Name

Last Name

Email

Email Confirmation

Password

Password Confirmation

Phone

Organization Name

Organization Address

Organization Address2

Organization City

Organization State

Zip Code



Commercial Data Services User Guide

REGISTRATION AGREEMENT TO ACCESS BULK DATA ONLINE MIAMI-DADE COUNTY CLERK OF THE COURT & COMPTROLLER (CLERK)

1. This Agreement is for viewing electronic court records* as authorized pursuant to the current version of the [Florida Supreme Court's Standards for Electronic Access to Court Records and the Access Security Matrix](#).
 2. **Clerk Responsibilities**
 - a. Clerk will endeavor to provide uninterrupted access to the site, which may be interrupted for maintenance, network or power failures, or security issues.
 - b. Clerk will notify Commercial Purchaser of a unique login ID or key and password, with directions on how to change the password.
 - c. Clerk will maintain and modify the site as required by the current version of the Florida Supreme Court Standards for Access to Electronic Court Records and the Access Security Matrix.
 - d. Clerk will endeavor to provide advanced notice of any changes to Web Services and/or Automated Programmatic Interfaces (APIs) and a test environment where those changes can be tested.
 3. **Commercial Purchaser Responsibilities**
 - a. To ensure that only Commercial Purchaser has knowledge of the assigned login ID or key and password.
 - b. To prohibit any person or entity other than Commercial Purchaser from accessing the site. The Commercial Purchaser is responsible for all activities that occur using the unique login or key.
 - c. To immediately notify Clerk if Commercial Purchaser discovers that the assigned password is known by another person, whether used or not, so the existing login ID may be deactivated and replacement login information issued.
 - d. To provide updated contact information or, for parties, updated case information by submitting a new Request Form, which, when submitted, is incorporated by reference in this agreement.
 - e. To understand that paper or electronic documents may not be immediately available online after they are filed with Clerk.
 - f. To provide computer hardware and software and/or making modifications to existing equipment for access to the site.
 - g. If using the APIs and/or Web Services to consume data, it is the Commercial Purchaser's responsibility to ensure that calls made to the Web Services are compatible with the API, as the Clerk reserves the right to change, deprecate or republish Web Services and/or APIs for any feature change from time to time.
 - h. If using the APIs and/or Web Services, requests may be made to the Web Services at any time that they are available provided that the maximum number of requests per minute is not exceeded. If these limits are exceeded, an email will be sent about excessive usage and usage may be limited or account suspended solely at the discretion of the Clerk.
 - i. If using the APIs and/or Web Services, there may not be any interference or attempts to interfere with the functionality or proper working of the Web Services.
 4. **Limitations of Liability**
 - a. Commercial Purchaser releases Clerk and Clerk's employees and agents from any liability and any damages resulting from or related to (a) interrupted service of any kind; (b) Commercial Purchaser's equipment; (c) use of, or viewing of, electronic court records*.
 - b. Nothing in this Agreement may be construed as waiving the sovereign immunity of the Clerk or the Clerk's employees and agents or of the Commercial Purchaser's sovereign immunity, if applicable, or modifying the recovery limits against the Clerk or Commercial Purchaser as set forth in section 768.28(5), Florida Statutes.
 - c. Service through the Clerk's electronic access is not the official record of the Clerk. A gap may exist between the time paper documents are filed in the Clerk's office and when they are indexed and imaged for electronic viewing. In order to assure the accuracy of the data or information, the Clerk's office should be consulted regarding the Official Court Record.
 5. This Agreement, regardless of where actually accepted or delivered, is deemed to have been accepted and delivered by the parties in the State of Florida. The Parties mutually agree to submit all disputes, legal suits, actions or claims arising out of or in connection with this Agreement to the exclusive jurisdiction and venue of the 11th Judicial Circuit Court of Florida.
 6. Any notice or communication given or sent pursuant to this Agreement may be delivered in person, by mail, or by email to the address provided on the Request Form.
 7. **Termination and Other Remedies**
 - a. If Commercial Purchaser breaches the provisions in this Agreement, the Clerk has the right to terminate this Agreement immediately and pursue any other remedy available at law or in equity.
 - b. This Agreement will be terminated immediately if funding is withdrawn for any reason. Commercial Purchaser acknowledges that the Clerk has no control over appropriations that may be provided by any governmental entity for the continuation of the services under this Agreement.
 8. If any part of this Agreement is found to be invalid, then it will have no effect, but the remaining provisions will continue in full force and effect.
- * Service through the Clerk's electronic access is not the official record of the Clerk. In order to assure the accuracy of the data or image, consult with the Clerk's office regarding the Official Court Record.

Check to accept terms



Commercial Data Services User Guide

Commercial Data Services – Self-Register Verification:

Registration confirmation message.

The screenshot shows the website header for Juan Fernandez-Barquin, Esq., Clerk of the Court and Comptroller, Miami-Dade County. The main content area displays a 'Success' message: 'An email has been sent to mdccoctest@yahoo.com. Please check your email and click the verification link in order to verify your e-mail address.' The footer includes 'Help and Support' links, contact information for the Clerk's Office, and a copyright notice for 2024.

A confirmation/verification email is also sent. Click on the **Verify Email** button to verify your email.

The screenshot shows an email from the COCC Technical Services Division. The subject is 'Thank you for registering for our Web Services.' The body text states: 'Before you can use your account you will need to activate it. To validate your existing email address, just click on the **Verify Email** button below.' A blue button labeled 'Verify Email' is highlighted with a red oval. The email also includes contact information for techservices@miamidadeclerk.gov and a copyright notice for 2024.



Commercial Data Services User Guide

Verification successful message. You are now able to login. Click on the **Login** button.

The screenshot shows the top navigation bar with the logo and name of Juan Fernandez-Barquin, Esq., Clerk of the Court and Comptroller, Miami-Dade County. Below the navigation bar is a 'DOCUMENTATION' section with a green message box. The message reads: 'Thank you for signing up for the Miami-Dade Clerk's Office Commercial Data Services. Your account has been verified. Before you start using the Web API Services, the Florida Supreme Court Administrative Order which sets standards for access to electronic court records, requires that all registered users with the Miami-Dade Clerk of the Courts Advanced Services website submit a notarized form to insure identity of party. The request for access form is required to retrieve Civil, Family, Traffic and Criminal Information. County Recorder Official Records are viewable without this form. Please log in and download the pre-populated request for access form from the "Dashboard"'. A red circle highlights the 'Login' button. The footer contains 'Help and Support' links, contact information, and a copyright notice for 2024 Clerk of the Courts.

Enter your email address and your password. Click on the **Log in** button.

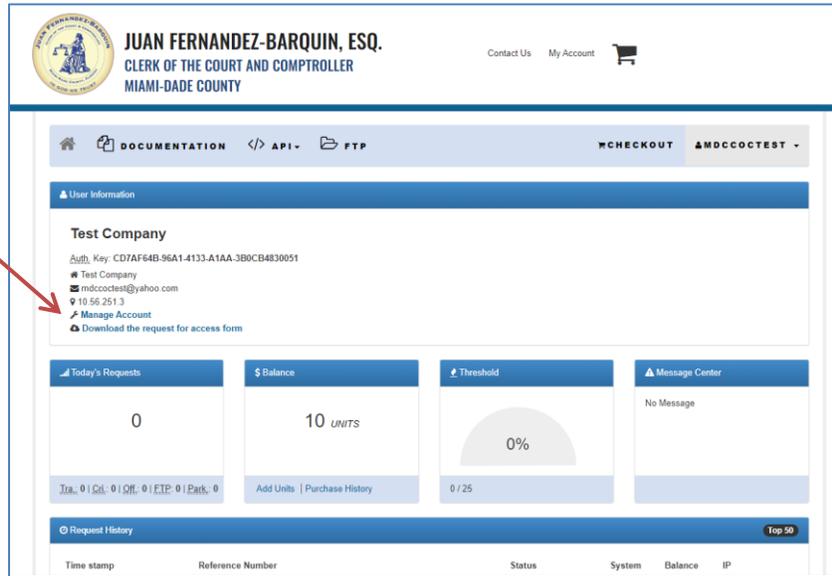
The screenshot shows the 'DOCUMENTATION' section with three columns: 'Who is this for?', 'Types of Information provided', and 'Cost'. The 'Who is this for?' column lists services like bulk data files and APIs. The 'Types of Information provided' column lists court types like Civil, Criminal, Family, Marriage Licenses, Official Records, Traffic Court, and Value Adjustment Board. The 'Cost' column lists fees for bulk data files, Official Records images, and APIs. Below this is a 'Login Access Register' section with a red arrow pointing to the 'Email Address' field. The 'Log in' button is circled in red. The footer is the same as the previous screenshot.



Commercial Data Services User Guide

Commercial Data Services – Access Request Form:

Click on **Download the request for access form**. This form needs to be filled out, signed and notarized. Once completed, please email the form to cocpubacsforms@miamidade.gov.



**Miami Dade County Clerk of the Court and Comptroller
Data Download or Custom Public Access Request**

Mail Request To:
Technical Services Division
175 N.W. 1st Avenue Box #7
Miami, Florida 33128

Email Request To:
cocpubacsforms@miamidade.gov

Name: Last: First: Middle Initial:

Business Name:

Address:

City: State: Zip:

Telephone Number: Fax Number:

Email Address:

Requestor's Signature: _____ Date: _____

The requestor affirms that he/she will retain a list of authorized users with access to the Miami-Dade County Clerk of the Court and Comptroller's data as per the provisions of Florida Supreme Court by the current version of the Standards for Access to Electronic Court Records and the Access Security Matrix.

STATE OF _____, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____.

By: _____

Personally known to me: or Produced Identification: Type of identification Produced: _____

Signature of Notary _____

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