



**JUAN FERNANDEZ-BARQUIN
CLERK OF THE COURT AND COMPTROLLER
OF 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: <input type="checkbox"/> NOTE <input type="checkbox"/> MORTGAGE <input type="checkbox"/> ASSIGNMENT OF MORTGAGE <input type="checkbox"/> LOST NOTE AFFIDAVIT <input type="checkbox"/> LOAN MODIFICATION AGREEMENT <input type="checkbox"/> CLERKS CERTIFICATE <input type="checkbox"/> 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 ONS Justice Center, 20 NW 1st Ave, Room 7.209 Miami, FL 33128.

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 ONS Justice Center, 20 NW 1st Ave, Room 7.209 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.