

## **MOTOR VEHICLE REPAIR PACKET**

### **Santa Rosa County Clerk of Courts**

Physical address: 6865 Caroline Street      Mailing address: P.O. Box 472

Milton, Florida 32570

Phone numbers: 850-981-5676

850-981-5667

Business Hours: Monday – Friday: 8:00 AM CST to 4:30 PM CST

If your bill exceeds the final estimate that you have authorized, and the shop refuses to give you your car unless you pay, you can do the following, pursuant to Florida Statute 559.917:

1. File a bond with the Clerk of Court for the amount of the final repair bill. **This must be paid by cash, cashier's check or money order.** You must also include a clerk's registry fee in the amount of 3.0 percent on the first five hundred dollars and 1.5 percent on the amounts above that. You do not have to file a lawsuit. The forms necessary to file the bond are included in this packet.
2. The Clerk will issue a certificate directing the shop to release your vehicle. The Santa Rosa County Sheriff's office will help serve the certificate to the shop, if necessary. They will charge you a fee of \$ 90.00 should you need their services.
3. The repair shop has 60 days to bring action (file a lawsuit) to recover the bond as payment for the repair. If the shop does not sue within 60 days, the Clerk of the Court shall return the bond money to you upon your written request. Release of the bond money does not prohibit the shop from filing suit later.

#### **What you will need when you come to the Clerk's Office.**

- Original and one copy of the Motor Vehicle Information Sheet. (Form A)
- Original and one copy of the Vehicle Release Information Worksheet (Form B)
- Original and one copy of the Vehicle Release Bond (Form C)
- Original and two copies of the Certificate to Release Motor Vehicle (Form D)
- Original and one copy of the Invoice or Bill from the repair shop. (Additional Attachment(s))
- Original Release of Cash or Surety Bond ( Form F) to be used 60 days after posting the Bond, if no claim has been made by Defendant/Lienor for the funds deposited.

**IN THE COUNTY COURT SANTA ROSA COUNTY, FLORIDA  
MOTOR VEHICLE INFORMATION SHEET**

**Case Number:** \_\_\_\_\_

**PLEASE PRINT NEATLY**

Owner of the Vehicle: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Repair Shop: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Bill: \_\_\_\_\_

Amount Due on Bill: \$ \_\_\_\_\_

Amount of Bond to be posted with Court: \$ \_\_\_\_\_

(Amount of bill, plus storage charges, if any) \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Printed Name of Vehicle Owner

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**CASE NO.** \_\_\_\_\_

## VEHICLE RELEASE INFORMATION WORKSHEET

Plaintiff/Lienee

Defendant/Lienor

Address

Address

Phone #

Phone #

STATEMENT OF CAUSE OF ACTION FOR RELEASE OF VEHICLE:

A brief statement pertaining to the facts of your claim; complete description of the vehicle with vehicle ID number. Provide copy of title and copy of invoice and/or work order with amount due.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA  
VEHICLE RELEASE BOND**

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff / Liencee

Vs.

\_\_\_\_\_  
Defendant / Lienor

**BOND: CASH or SURETY**

I, or We, \_\_\_\_\_, Liencee,  
as principal and \_\_\_\_\_  
are bound to \_\_\_\_\_, Lienor,  
in the sum of \$ \_\_\_\_\_ for payment of which we bind ourselves, our  
heirs, personal representatives, successors and assigns, jointly and severally.

The Condition of this Bond is that if Liencee shall pay all costs and charges that are  
adjudged against Liencee in any subsequent action which might be filed in the appropriate Court,  
then this Bond is Void; otherwise it remains in force.

Signed and Sealed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Principal – Liencee

\_\_\_\_\_  
Printed Name of Principal – Liencee

\_\_\_\_\_  
Surety's Name

**Taken and Approved Before Me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**DONALD C. SPENCER, Clerk of Courts & Comptroller**

By: \_\_\_\_\_  
Deputy Clerk

**Form C**

**IN THE COUNTY COURT SANTA ROSA COUNTY, FLORIDA  
CERTIFICATE TO RELEASE MOTOR VEHICLE**

**CASE NO:** \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name and Address of Repair Shop)

Pursuant to Florida Statute 559.917, a cash bond in the amount of \$\_\_\_\_\_, has been posted by:

\_\_\_\_\_

(Owner's Printed Name)

Whose address is, \_\_\_\_\_

\_\_\_\_\_.

Therefore, you are hereby directed to release the vehicle you are now holding to the aforesaid person.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

**DONALD C. SPENCER, Clerk of Courts & Comptroller**

\_\_\_\_\_

**Deputy Clerk**

**Note: Florida Statute 559.917 The lienor shall have 60 days to file suit to recover the bond. The prevailing party in that action may be entitled to damages plus court costs and reasonable attorney's fees. If the lienor fails to file suit within 60 days after the posting of such bond, the bond shall be discharged.**

**Any motor vehicle repair shop who, upon receiving a copy of a certificate giving notice of the posting of the bond in the required amount, fails to release or return the property to the customer pursuant to this section is guilty of a misdemeanor of the second degree.**

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA  
VEHICLE RELEASE FLORIDA CHAPTER 559**

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Lienee  
vs

\_\_\_\_\_  
Defendant/Lienor

**RELEASE OF CASH OR SURETY BOND**

TO: Donald C. Spencer, Clerk of Courts & Comptroller  
Santa Rosa County Civil Court

Subject: Release of Funds Paid to Registry of Court  
Release of Vehicle Surety or Cash Bond

This is to advise the Court that No Case has been filed against me by the Lienor, within sixty (60) days after posting the bond.

According to Florida Statutes 559.17:

☐ I am asking the Court to Discharge the Surety Bond.

☐ I am requesting the \$ \_\_\_\_\_ Cash Bond paid into the Registry of the Court be refunded to me.

Signed: \_\_\_\_\_, Lienee

Signed: \_\_\_\_\_, Lienee

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Form E**