



# Citrus County Clerk of the Circuit Court and Comptroller

## Emergency Management - Frequently Asked Questions

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### General Information

#### **How will the Clerk's Office communicate emergency information and office closures?**

The Clerk's Office will utilize the following methods of communication:

- Our website ([www.citrusclerk.org](http://www.citrusclerk.org))
- Facebook page ([www.facebook.com/CitrusCountyClerk](https://www.facebook.com/CitrusCountyClerk))
- Telephone messages (352-341-6424)
- Radio stations (FM 95.3, 96.7, 99.9, 103.3 and AM 720)
- Local television stations
- Local newspapers and community publications
- Other county social media pages
- Sheriff's citizen information lines:
  - (352) 527-2106
  - (352) 746-5470

#### **If the Courthouse is closed for an indefinite period, where can I go to conduct business with the Clerk?**

The Clerk has two alternate locations which may be available should the Courthouse be inoperable;

- Clerk Annex (due to open in late 2018)
- City of Inverness

Hours of operation, date of opening and specified locations will be communicated using the methods listed above.



### Financial Services

#### **If I am a vendor with an outstanding invoice will I still be paid?**

In preparation for a known event, payments that have the required approvals will be processed prior to the event. All other payments will be processed no later than 2 weeks after an event, unless otherwise noticed.

#### **If I normally receive my vendor payment by electronic deposit, will I still receive it that way?**

Yes, electronic deposits will continue to be sent unless otherwise advertised.



## Court Services

### **I am scheduled for Jury Duty, but had to evacuate, do I still need to report?**

Information will be provided on the jury duty phone line (352-341-6405), in addition to the other channels of communication listed in the General Information section.

### **I am scheduled for court or mediation tomorrow. Will my hearing be rescheduled?**

Cases will be rescheduled by the clerk, judicial assistant or case manager. You will receive notice with the new date in the mail once services have been restored.

### **What if I can't pay my traffic ticket and my license is going to be suspended?**

We will give a grace period and recall any licenses that were suspended for non-payment.

### **What if my payment plan is due on the day of closure?**

We will give a grace period and recall any licenses that were suspended for non-payment.

### **There is a foreclosure sale scheduled, will it be cancelled?**

If the foreclosure sale is scheduled during a known event it will be cancelled and rescheduled for a later date.



## Official Records

### **What if a BOCC meeting is scheduled during an event or while the County is closed after the event?**

If a board meeting is rescheduled prior to an event, it will be advertised and the rescheduled date will be published. If the board meeting is not rescheduled prior to the event, the board meeting will occur as originally set, but can be recessed and reconvened at a later date as voted by the BOCC.

### **There is a Tax Deed sale scheduled, will it be cancelled?**

If the Tax Deed sale is scheduled during a known event it will be cancelled and rescheduled for a later date.

### **What if I need a copy of a recorded document?**

Official Records recorded after Jan 1, 1980 are available on our website [www.citrusclerk.org](http://www.citrusclerk.org). All Official Record images are burned to microfilm and secured offsite for safekeeping. Certified copies of documents are only available at the Clerk's office.

Recorded documents you might need include: Adoption records, marriage license, divorce decree, child custody documents, military discharge (DD214), real estate deeds, mortgage documents, and/or rental or lease agreements.

### **What if I need an expedited passport when the courthouse is closed?**

You will need to call the US Department of State, Bureau of Consular Affairs to make an appointment for emergency passport service in the case of a life or death emergency.

In the United States call 877-487-2778 / 888-874-7793 (TTY/TDD) Monday – Friday, 8:00 am to 5:00 pm Eastern Time, except Federal Holidays. Saturdays 10:00 am to 3:00 pm Eastern Time. After business hour number is 202-647-4000.