



ROGER D. EATON

CLERK OF THE CIRCUIT COURT
& COUNTY COMPTROLLER



2025 CLERKS ANNUAL REPORT



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MESSAGE FROM YOUR CLERK AND COUNTY COMPTROLLER

The Clerk's Office remains committed to strong leadership, operational excellence, and continuous improvement in service to the public. As your Charlotte County Clerk of Court, I take great pride in the professionalism and dedication of our staff, whose work reflects our mission to serve the citizens of Charlotte County with integrity and efficiency.

This year marked the successful completion of our Clerk and countywide transition from the aging financial ERP (Enterprise Resource Planning) system to Tyler Technologies' Enterprise ERP Munis system for both financials and human capital management. This milestone reflects the dedication and collaboration of the Clerk of Court and County Comptroller and many county departments. We are excited to move forward with a modern platform built on current technologies that will better support our operations for years to come.

Even as we enhance and grow the services we offer our community, we remain dedicated to doing so without raising our budget. Fiscal responsibility is a top priority in our office. For the ninth consecutive year, we have successfully reduced our budget. As a result, in 2025, our office returned over \$700,000 in taxpayer funds to the Charlotte County Board of County Commissioners, despite the challenges of rising staff healthcare costs and higher Florida Retirement System rates.

Since I took office in 2017, your Clerk's office has returned more than \$6.6 million in taxpayer funds to the Board of County Commissioners, all while expanding the services we offer to the citizens of Charlotte County. Our excellent staff, coupled with the implementation of cutting-edge technology systems, has allowed us to achieve both cost savings and enhanced services for everyone.

The Comptroller Division of your Clerk's Office is responsible for managing all investments for Charlotte County funds. Our financial team works diligently to ensure the safety, liquidity, and profitability of these investments. In the past fiscal year, we successfully managed a Charlotte County investment portfolio that earned \$45.7 million.

Since I took office in 2017, the funds overseen by your Clerk's office have earned more than \$165 million.

For the 39th consecutive year, your Clerk's Office has been honored with the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. This prestigious award is the highest recognition in the field of governmental accounting and financial reporting. Achieving it reflects the outstanding efforts of our Comptroller Division staff.

In 2025, our office excelled professionally while also strengthening our commitment to community involvement outside of normal work hours. We continued collaborating with the Animal Welfare League (AWL) through our "Eaton Eats" program, which collects food donations for AWL. Our Jury Pay Donation Program allows jurors to donate their jury pay to the Center for Abuse and Rape Emergencies (CARE). This past year, we also raised funds for Meals on Wheels and the Charlotte County Boys and Girls Club. Additionally, in honor of Veterans Day throughout the month of November, we offered FREE passport photos and certified copies to all veterans and active military personnel.

While we are proud of the accomplishments achieved in 2025, the Clerk's Office remains focused on the future. Through continued innovation, modernization, and responsible financial stewardship, we will strive to provide even greater value and service to the citizens of Charlotte County.

Additional information and a full list of services are available at CharlotteClerk.com.

Sincerely,



THE CLERK'S ROLE AS A PUBLIC TRUSTEE

Provisions of the Florida Constitutions of 1838, established the Clerk of the Circuit Court as an elected public trustee and set in place at the county level a system of "checks and balances" which has been proven to serve the public for over 187 years.

The role as Public Trustee is evidenced as follows:

COUNTY GOVERNMENT

- Accountant and Auditor for the Board of County Commissioners
- Collector and Distributor of Statutory Assessments
- Guardian of the Public Records, Public Funds and Public Property

COURTS

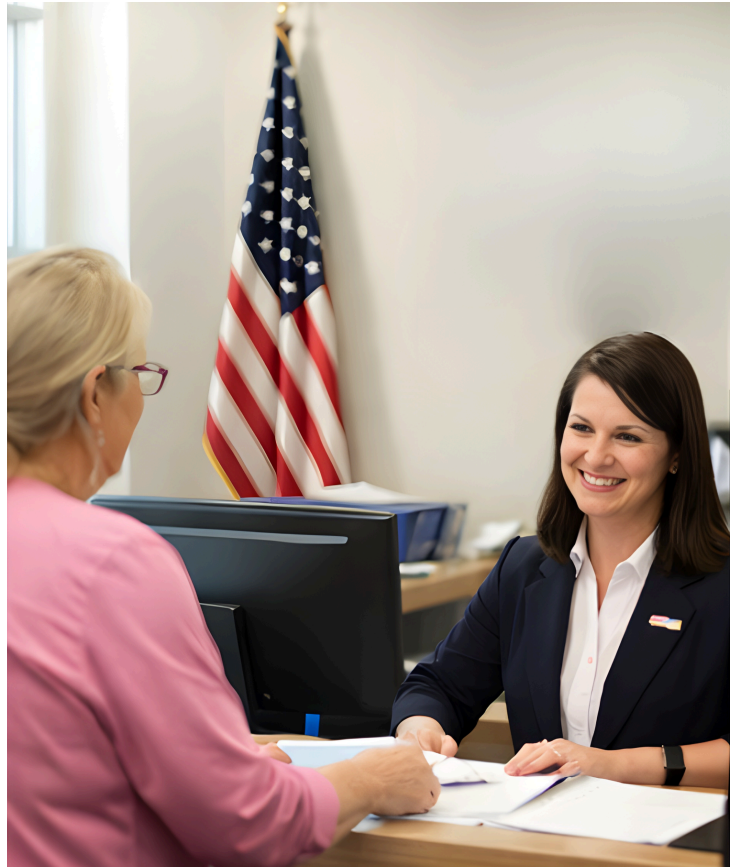
- Ensures Court's Orders, Judgments and Directives are carried out within the parameters allowed by Law.
- Maintains Court Records.
- Collects and disburses Court Fines, Fees and Assessments.
- Collects and disburses Court Ordered Child Support and Alimony Payments.

STATE GOVERNMENT

- Collects and disburses Documentary Fees and Intangible Taxes for the Department of Revenue.
- Collects and disburses numerous fees and assessments for the Benefit of State Trust Funds.
- Provides informational, financial, and statistical data to the State Legislature, Supreme Court, Florida Department of Law Enforcement, Auditor General, Department of Health and Rehabilitative Services, and Other State Agencies.

CITIZENS' PROTECTION

- As Custodian of County funds, the Clerk ensures that the taxpayer's money is managed according to Law.
- Provides Internal Audits of County government to assure compliance and internal controls.
- Provides Access to Public Records.
- Audits reports of guardians in Guardianship cases.
- Provides assistance to citizens in accessing the courts.
- Processes, maintains, and preserves court documents to ensure that litigant's court cases are handled in a timely manner.



ACCOUNTABILITY AS A PUBLIC TRUSTEE

- The Office of the Clerk is a complex organization that performs a wide range of record keeping, information management and financial management in the judicial system and county government.
- In a study conducted by the Joint Select Committee on Judicial Personnel of the Legislature, it was calculated that the Clerk's office performs over 1,000 constitutional and statutory functions or duties.
- With the magnitude of the impact that the Clerk's duties has on the peoples' rights and property, it is essential that the Clerk be accountable for his/her actions.
- The Clerk is governed by statutory authority in carrying out the duties and functions of the office.
- As auditor and custodian of all county funds, the Clerk is subject to State Auditor general rules and regulations.
- The Clerk is subject to annual audits by an independent audit firm.



CLERK OFFICE LOCATIONS

Florida has 20 Judicial Circuits, each with a circuit court and one or more county courts. Charlotte County is part of the 20th Circuit, along with Collier, Glades, Hendry, and Lee counties. Locally, three County Judges, four Circuit Judges, and one Magistrate serve the area.

The Clerk handles the courts' administrative work—maintaining records, issuing legal documents, entering judgments, and managing fees—among 1,000+ required duties.

CHARLOTTE COUNTY JUSTICE CENTER

350 E. Marion Ave. Punta Gorda, FL 33950
(941) 505-4716



The Charlotte County Justice Center is located in Punta Gorda, the county seat. This is the main courthouse for all of Charlotte County. Departments include:

- Administrative Office of the Clerk
- Criminal Court Services
- Civil Court Services
- Employee Relations
- Information Technology
- Jury Services
- Marriage Licenses and Wedding Ceremonies
- Official Records
- Passport Services and Passport Photos

MURDOCK ADMINISTRATION CENTER

18500 Murdock Circle, Port Charlotte, FL 33948
(941) 743-1537

The Charlotte County Murdock Administration Center brings services closer to residents, offering many of the same services as the Justice Center. Departments located at the Murdock Administration Center include:

- Administrative Office of the Clerk
- Comptroller/Finance
- Internal Audit
- Minutes
- Value Adjustment Board
- Official Records
- Marriage License and Passport Services



MAC V. HORTON WEST COUNTY BUILDING | ENGLEWOOD

6868 San Casa Drive Englewood, FL 34224
(941) 637-2335



The Charlotte County Mac V. Horton West County Building provides another convenient location for us to offer services to residents in West County. Many services available at the Justice Center and Murdock Administration Center can also be handled at this location:

- Official Records
- Traffic Payments
- Marriage Licenses
- Passport Photos



ONLINE SERVICES & E-FILING PORTALS



Criminal and Civil Court Records can be viewed on our website:
CharlotteClerk.com



Attorneys can file cases and documents via our e-file portal at:
MyFLCourtAccess.com



Official Records can be viewed on our website:
Recording.CharlotteClerk.com



Marriage License Application & Wedding Ceremony requests are available online at:
Marriage.CharlotteClerk.com



Tax Deed Sales can be viewed, and bids can be made at:
Charlotte.RealForeclosure.com



County Records can be viewed on our website:
Minutes.CharlotteClerk.com



Self-Help Services can be viewed on our website:
SelfHelp.CharlotteClerk.com



Passport Services can be viewed on our website:
Passports.CharlotteClerk.com



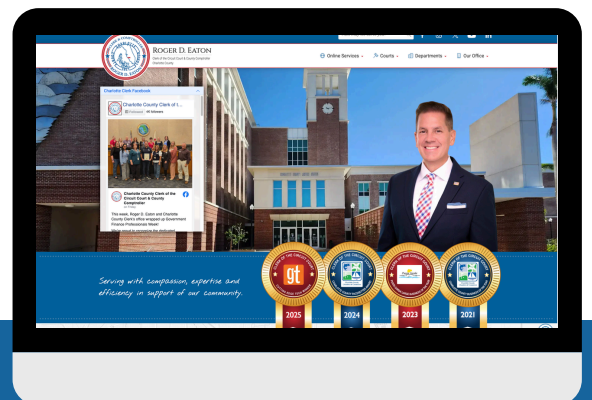
E-Certify Services can be viewed on our website:
ECertify.CharlotteClerk.com



Jury Services can be viewed on our website:
Jury.CharlotteClerk.com



Fraud Services can be viewed on our website:
Fraud.CharlotteClerk.com





WHY WE EXIST

MISSION

To preserve the public trust as guardians of the people's records and assets

VISION

Serving with compassion, expertise, and efficiency in support of our community

CORE VALUES

Working together to achieve shared success

Providing exceptional service with a smile

Continuous innovation and improvement

Dedication to principled practice





ENGAGING WITH OUR COMMUNITY

Throughout 2025, we remained committed to transparency by leveraging our online communication tools to keep Charlotte County residents informed on key priorities and developments.

Over the year, 1,507,991 emails were successfully delivered to residents, significantly expanding our reach and ensuring important information was widely accessible. These efforts reflect our continued focus on maintaining strong communication and connection with our community.



TOP PERFORMERS



1,507,991

Emails delivered In 2025

1

ROGER D. EATON
Clerk of the Circuit Court & County Comptroller
CHARLOTTE COUNTY

View this email in your browser

ANNUAL CLERK PASSPORT DAY

Saturday, February 8th
is Annual Clerk Passport Day!

Charlotte County,

If you work during the week but need to get your passport processed and would also like a FREE passport photo, Saturday, February 8th is your lucky day!

The Charlotte County Clerk's office will be open Saturday, February 8th from 8 am to 12 pm to process your Passport application/children's renewal, and take your passport photo FREE OF CHARGE with application.

We understand how hectic work and school schedules can be for working families. We're here to help, and look forward to seeing you at the Justice Center!

SATURDAY, February 8th Is ANNUAL CLERK PASSPORT DAY!

1. Get FREE Passport Photo at Charlotte County Clerk's Office

2. Fill out and Submit U.S. Passport Application

3. Receive U.S. Passport

WHO:
First-time passport applications, citizens with expired passports (over 15 years from the issue date), and minors needing to renew their passports are encouraged to take advantage of this event.

WHAT:
Passport Event - Extended office hours exclusively for processing passport applications.

WHEN:
Saturday, February 8, 2025 from 8:00am - 12:00pm

WHERE:
Charlotte County Justice Center
300 East Marion Ave., Punta Gorda, Florida 33950.

WHAT TO BRING:

- Applicant must appear in person
- One check for U.S. Department of State's fee for each applicant (you must bring a check)
- Separate payment for Clerk execution fee for \$35.00
- Proof of Citizenship documentation

WHAT TO EXPECT ON PASSPORT DAY:

- Passport Photo taken FREE of charge
- Blank applications will be available to fill out the day of event; however can be filled out online prior by visiting <https://State.gov> website
- Acceptance Agents will collect fees, completed applications, proof of citizenship documentation for first time applicants or children's passport renewals

For more information visit us at CharlotteClerk.com or call us at (841) 637-2335.

Safe Travels!

ANNUAL CLERK PASSPORT DAY

ROGER D. EATON
Clerk of the Circuit Court & County Comptroller
CHARLOTTE COUNTY

View this email in your browser

CLERK UPDATE

Protect Your Property with FREE Fraud Alert Service!

Charlotte County,

Did you know that property fraud is on the rise? Scammers can attempt to file fraudulent documents in your name, putting your property at risk.

The Charlotte County Clerk's Office offers a FREE Property Fraud Alert service which helps you stay informed. By signing up, you receive e-mail notifications if any activity is recorded under your name, which allows you to review and take immediate action to stop fraud in its tracks.

Sign up for FREE Fraud Alerts, IT'S EASY!

1. Visit Fraud.CharlotteClerk.com
2. Enter information
3. Click Register!
4. You are all set!

Sign up for FREE at Fraud.CharlotteClerk.com and enjoy peace of mind, knowing your property is secure.

Stay safe, Charlotte County!

FREE PROPERTY FRAUD ALERT

ROGER D. EATON
Clerk of the Circuit Court & County Comptroller
CHARLOTTE COUNTY

View this email in your browser

CLERK UPDATE

Operation Green Light is BACK, so you can get BACK on the road!

Charlotte County,

Charlotte County residents are invited to participate in our Operation Green Light event. During Operation Green Light, customers with suspended driver licenses will have an opportunity to pay overdue court obligations, including traffic tickets, and SAVE UP TO 40%! Once outstanding fees have been paid customers can be eligible to have their driver license reinstated.

WHEN:
March 31st through April 4th
from 8:00am - 5:00pm

WHERE:
Charlotte County Justice Center
First Floor Traffic Division
350 E Marion Ave., Punta Gorda, FL 33950

Murdock Administration Building
Fourth Floor Official Records
18500 Murdock Circle, Fort Charlotte, FL 33948

OUTSTANDING FINES? SUSPENDED LICENSE?

OPERATION GREEN LIGHT

MARCH 31 - APRIL 4

Click play to watch this video and learn more!

You can also pay online at CharlotteCourtPay.com. We're here to help you, and look forward to seeing you!

Thank you!

Roger D. Eaton
Charlotte County Clerk of the Court and County Comptroller

OPERATION GREEN LIGHT





OUR SOCIAL MEDIA COMMUNITY CONTINUED TO GROW IN 2025, INCREASING ENGAGEMENT AND CONNECTION!

Our team is dedicated to sharing timely updates, behind-the-scenes moments, key announcements, and Clerk news. Connect with us on Facebook, Instagram, X, LinkedIn, and YouTube to stay informed—and join the conversation by liking, commenting, and sharing.

f **4,039**
ACTIVE FACEBOOK FOLLOWERS

i **1,197**
ACTIVE INSTAGRAM FOLLOWERS

916.7K
FACEBOOK VIEWS
Up 98.2% over 2024!

37K
FACEBOOK VISITS
Up 59.6% over 2024!

4.7K
INSTAGRAM REACH
Up 300.3% over 2024!

782
INSTAGRAM VISITS
Up 58.3% over 2024!

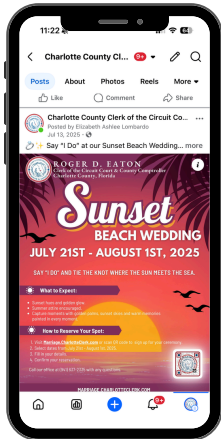
TOP 5 FACEBOOK POSTS IN 2025

1 **88.1K**



WINTER WONDERLAND THEMED WEDDINGS

47.3K



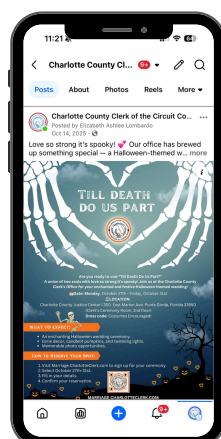
SUNSET BEACH THEMED WEDDING

40.5K



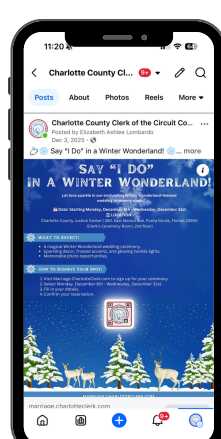
VETERANS MONTH

33.2K



HALLOWEEN THEMED WEDDING

33.1K



WINTER WONDERLAND THEMED WEDDING



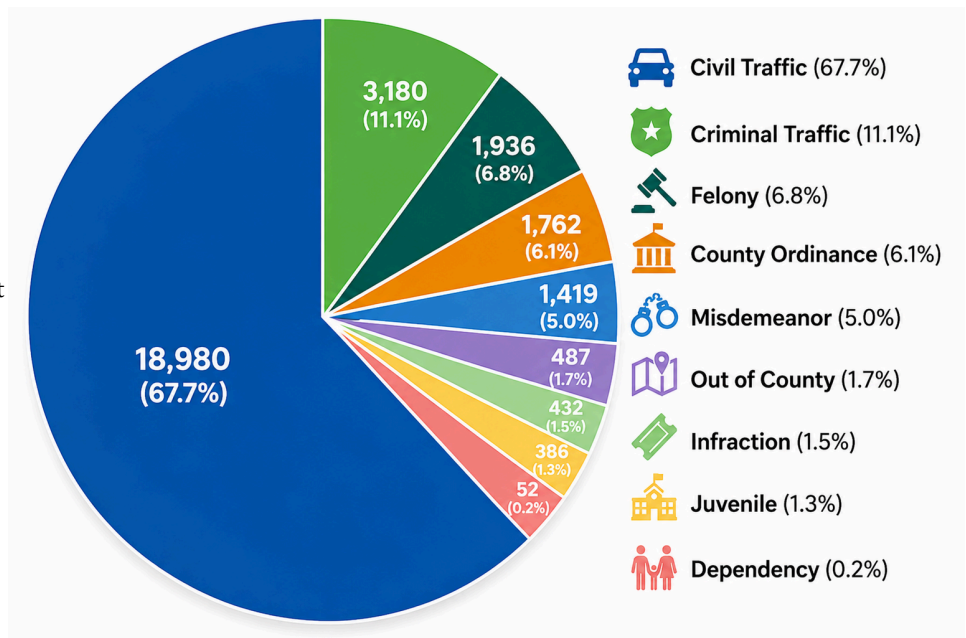
CRIMINAL COURT

As a whole, 28,634 cases passed through the Criminal Courts division in 2025, which is a decline of 6.725% from the total 30,698 cases opened in 2024.

Nine separate divisions - Felony, Misdemeanor, Criminal Traffic, Civil Traffic, County Ordinance Violations, Infractions, Juvenile Delinquency, Juvenile Dependency, and Out of County cases are all processed through Criminal Courts.

In keeping with our core value “Continuous Innovation and Improvement”, the Clerk’s Office works diligently with outside agencies so that all cases are processed quickly and efficiently, while giving each case individual attention to ensure accuracy and attention to detail. Processes such as filing citations electronically (eCitations) and electronic filing of pleadings from the ePortal into our case management system greatly assist the Clerk’s Office with same day production. This is a valuable tool with which to serve the public, as most can view their cases and filings in near real time.

Clerks serving in Criminal Courts have a variety of duties. A small sampling includes case initiation, case maintenance and disposal, prepping cases for court, recording accurate minutes in all court proceedings, tracking jury attendance, acting as evidence custodian in trials, swearing in witnesses, publishing the jury verdict, and polling the jury when requested. A criminal clerk is also there to answer any questions as put forth by the Court or attorneys regarding a case.



Clerks serving in Criminal Courts have a variety of duties. A small sampling includes case initiation, case maintenance and disposal, prepping cases for court, recording accurate minutes in all court proceedings, tracking jury attendance, acting as evidence custodian in trials, swearing in witnesses, publishing the jury verdict, and polling the jury when requested. A criminal clerk is also there to answer any questions as put forth by the Court or attorneys regarding a case.

When not physically in court, Criminal clerks are accepting filings through eFiling, continuing court dates, providing notices of future court dates, and assisting the public with any questions or requests. Criminal Courts takes great pride in providing exceptional customer service with a smile, another core value that helps to define our office and our willingness to serve.

PAYMENTS MADE EASY!

Payments for all case types can be made In person at our Punta Gorda, Murdock or Englewood office locations.

Pay fines online at CharlotteCourtPay.com via nCourt.

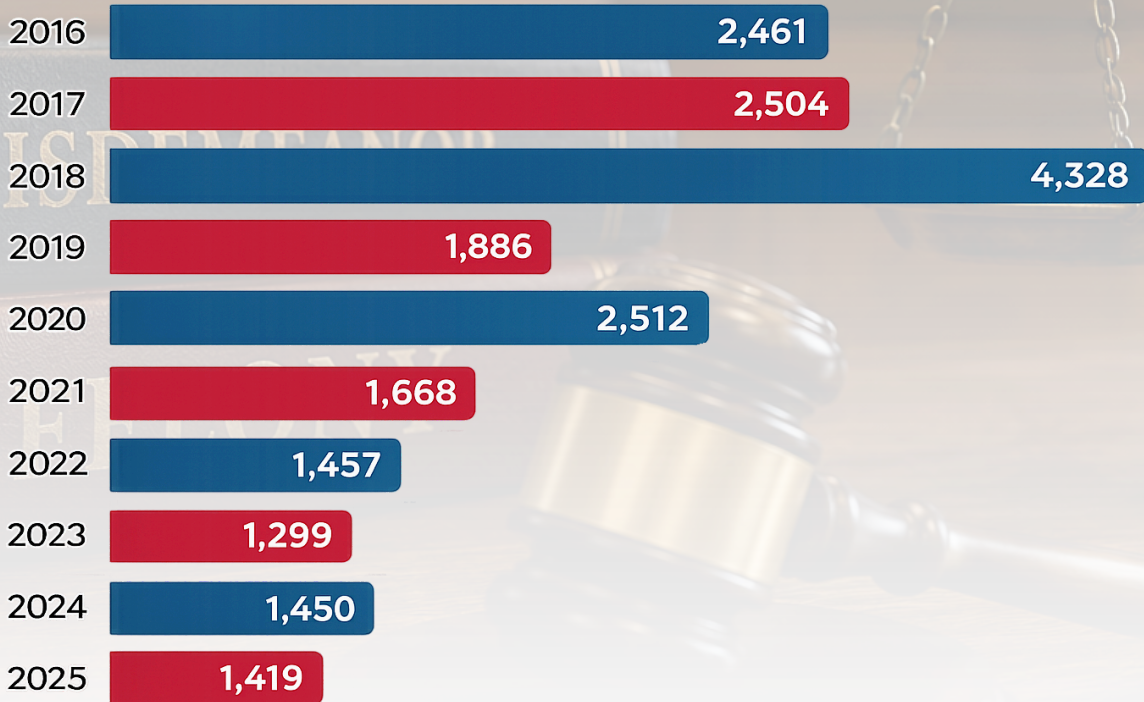
Court and Traffic Fines and Fees can be made at your local 7-Eleven, Family Dollar, CVS.

Pay by phone: (855) 769-5772 (English & Spanish available).

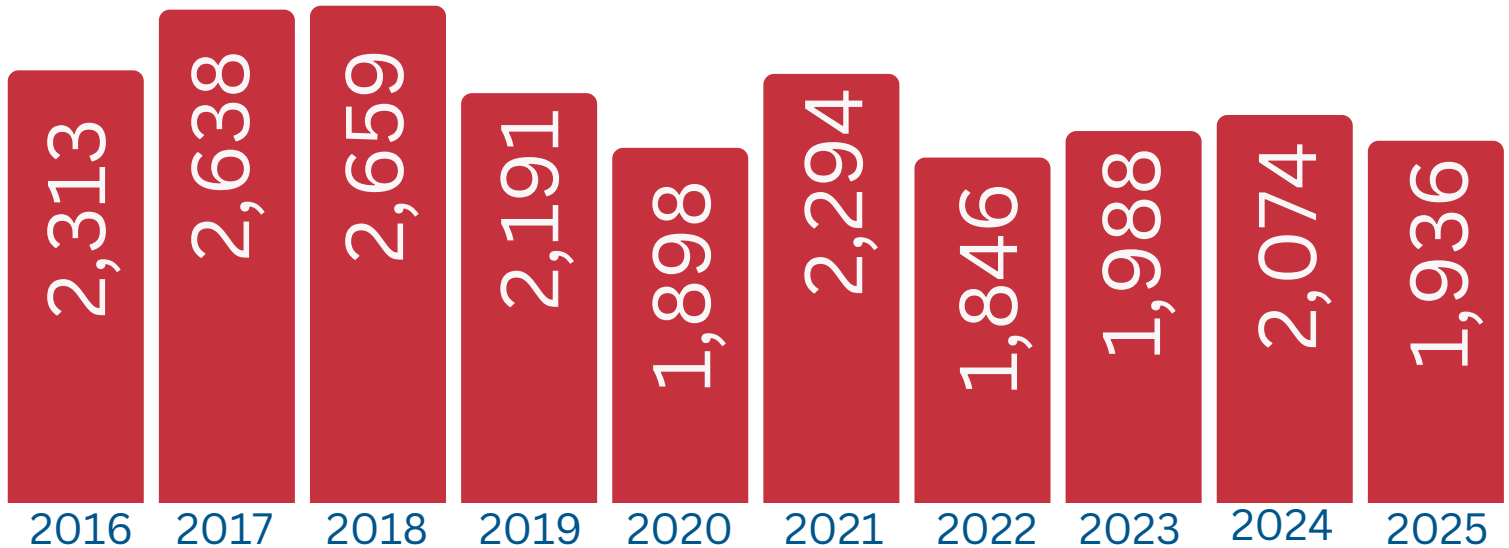


MISDEMEANOR AND FELONY

MISDEMEANOR CASES FILED (2016 - 2025)



FELONY CASES FILED





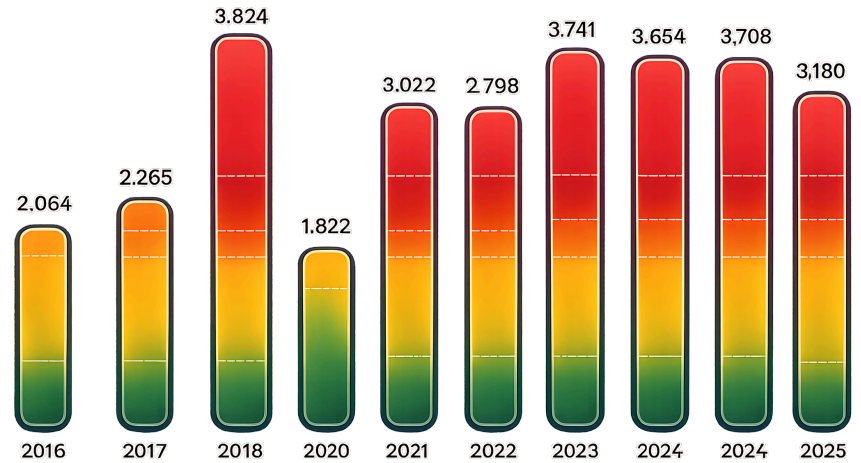
TRAFFIC



Criminal Traffic Cases Filed

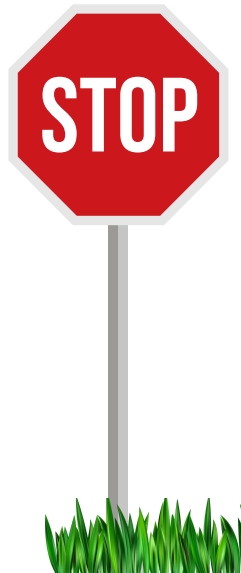
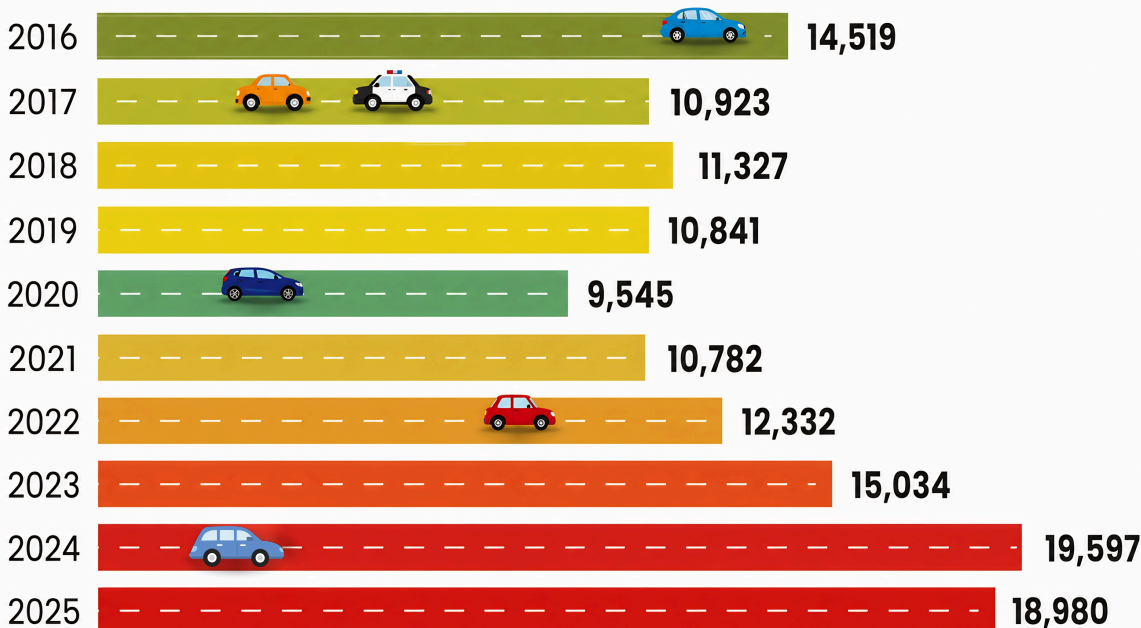
A Uniform Traffic Citation can be classified as a Civil Traffic case or a Criminal Traffic case. All law enforcement agencies are authorized to issue Uniform Traffic Citations. These agencies include the Charlotte County Sheriff, Punta Gorda Police Department, Florida Highway Patrol, and Florida Fish and Wildlife Conservation.

Criminal Traffic offenses can include Knowingly Driving While License Suspended, No Valid Driver License, and Driving Under the Influence. These types of charges can result in an arrest, or issuance of a citation with a designated court date. The defendant is required to appear in court and the case is prosecuted by a State Attorney.



Most Civil Traffic offenses result in a fine which must be paid within 30 days. These offenses may include Speeding, No Proof of Insurance, Careless Driving, and Illegal Window Tint. Non-moving violations require a fine only, while moving violations can result in a fine as well as points assessed on a person's driving record. There is an option to attend traffic school in order to withhold these points from being assessed. For more serious Traffic offenses, such as speeding more than 30 mph over the speed limit, crashes involving serious bodily injury or fatalities, a mandatory court date is issued. The judge determines the amount of the fine, the length of driver license suspension, or the amount of traffic school required. Civil Traffic citations can be paid online and traffic school can be elected at CharlotteCourtPay.com, or by phone at 855-796-5772. Traffic citations can also be paid in person at any of our Clerk's Office locations in Punta Gorda, Murdock, and Englewood. The Punta Gorda and Murdock locations are open Monday-Friday from 8 a.m. – 5 p.m. Our Englewood office is open every Tuesday from 8 a.m. – 1 p.m.

Civil Traffic Cases Filed





JUVENILE



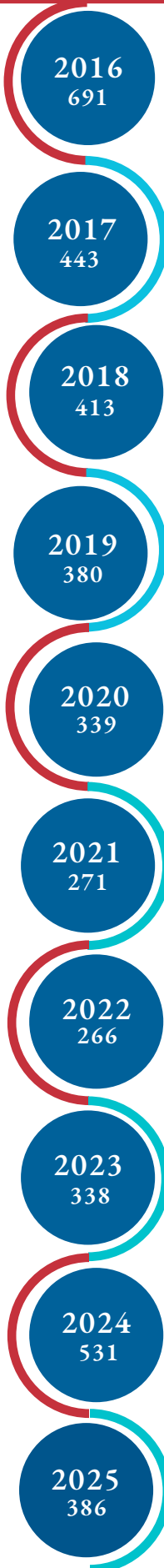
JUVENILE CASES FILED →

While Juvenile and Dependency cases both involve minors, they have different purposes. A Juvenile Delinquency case is filed when a minor is accused of violating the law. These violations can range from minor to major just like in adult court. Unlike adult court that separates case types into Felony and Misdemeanor, all Juvenile crimes are filed under the same Juvenile case type. Felony charges require higher statutory court costs (\$165) than Misdemeanor charges (\$135). Juveniles can be given a range of sentences, from probation to incarceration depending on the seriousness of the charge and the juvenile’s prior criminal history. Most sentences fall under the jurisdiction of the Florida Department of Juvenile Justice, much like the Florida Department of Corrections oversees adult sentences.

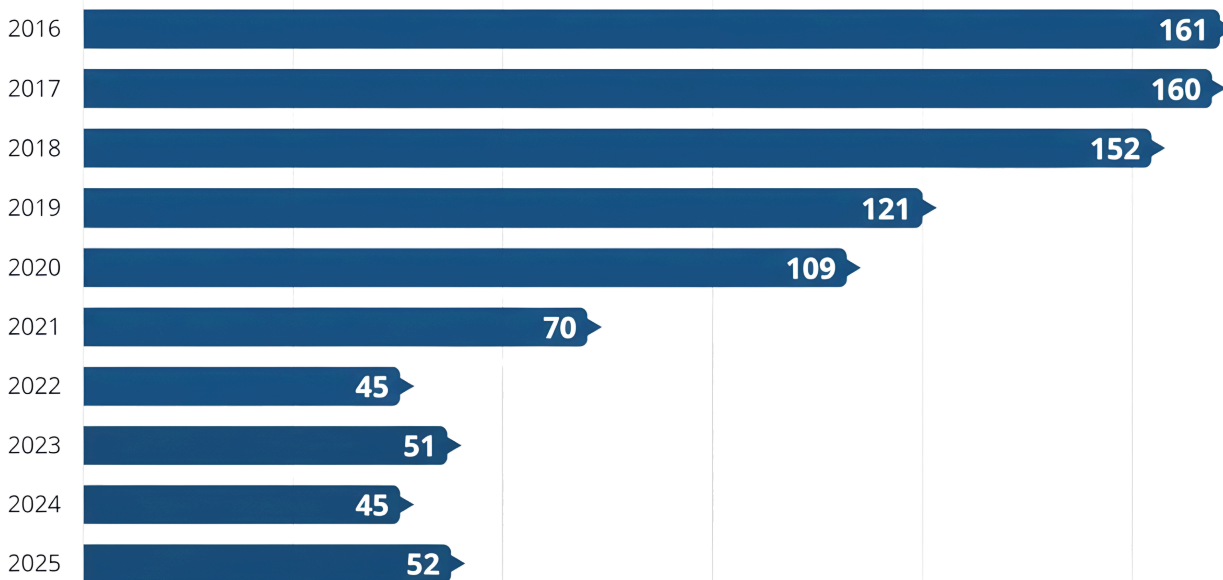
Juvenile Dependency cases are those which involve parents’ ability to care for their children. If there is a suspicion of child abuse or neglect, the Florida Department of Children and Family Services becomes involved, and this can range from a safety plan all the way up to removal of the child(ren) from the home. In most cases the offending parent(s) has a case plan to work in order to satisfy the State of Florida that the child is no longer in danger. A case manager and Guardian Ad Litem are assigned to every case to ensure the parent(s) has every available resource to reunify with their child(ren). The cases are heard by the Dependency judge over the course of the case plan and he or she is regularly updated regarding the status.

Any case, whether Delinquency or Dependency, involving minor is strictly confidential. Only parties to the case (child, parent(s), attorney) are able to obtain copies or receive information regarding the case and a photo ID is required.

Important Note: Dependency cases involve children at risk and are confidential. Records can only be accessed in person by involved parties with a valid ID.



DEPENDENCY CASES FILES



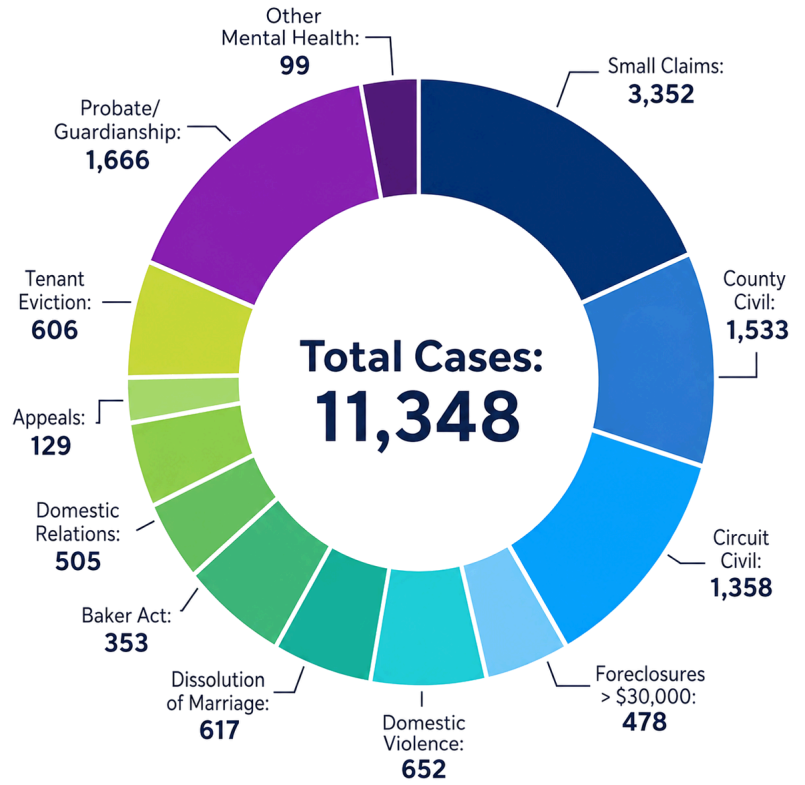


CIVIL COURT

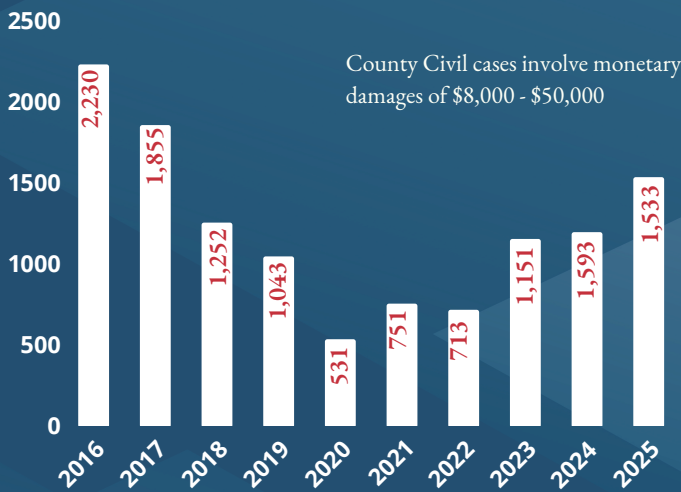
In 2025, the Civil Division processed 11,348 new cases filing across Circuit Civil, County Civil, Domestic Relations, Probate/GA, Mental Health and Appeals.

Clerks support court operations by managing filing, hearings, records, public requests and fee collections, ensuring accuracy, efficiency and reliable service to the judiciary and the public.

As case filings increase each year, the Civil Courts staff maintain a strong commitment to exceptional service with a smile by providing timely and knowledgeable assistance to judges, attorneys and the public.



COUNTY CIVIL CASES FILED



CIRCUIT CIVIL CASES FILED



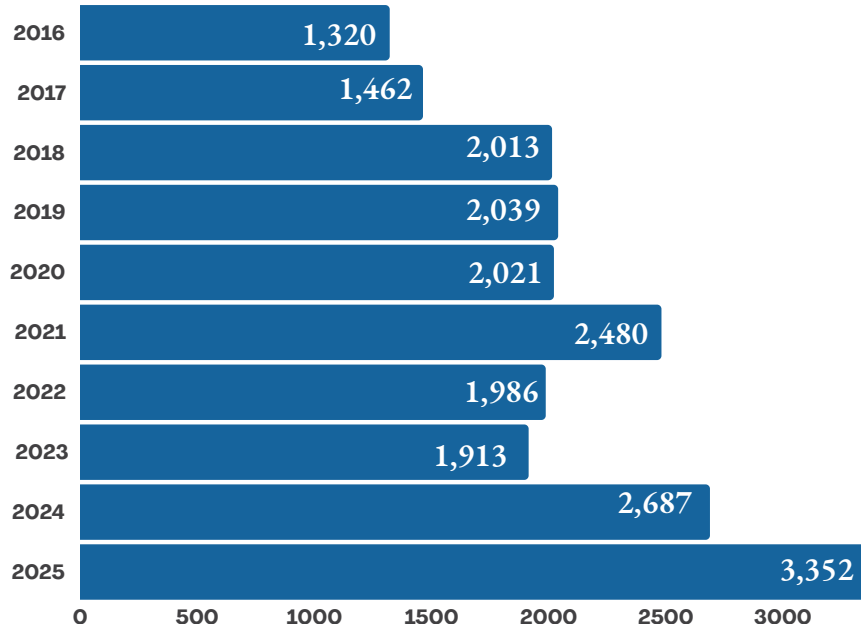


COUNTY CIVIL

Small Claims Court is a way to settle legal disputes in which the amount of damages or value of the property involved does not exceed \$8,000. All small claims cases are set for a mandatory zoom hearing called a Pretrial Conference prior to a trial being set with a Judge.

County Civil Court is cases with claims over the amount of \$8,000 but less than \$50,000, as well as Tenant Evictions and Lien Foreclosures.

"All Small Claims cases under \$8,000 begin with a mandatory Zoom Pretrial Conference before trial is scheduled."



CIRCUIT CIVIL

Circuit Civil includes action with damages that exceed \$50,000, Foreclosures exceeding \$50,000, and all Domestic Relations cases.



1,533

COUNTY CIVIL
DAMAGE ACTIONS



3,352

SMALL CLAIMS
CASES FILED



606

TENANT EVICTION
CASES FILED



83

UNLAWFUL DETAINER
CASES FILED



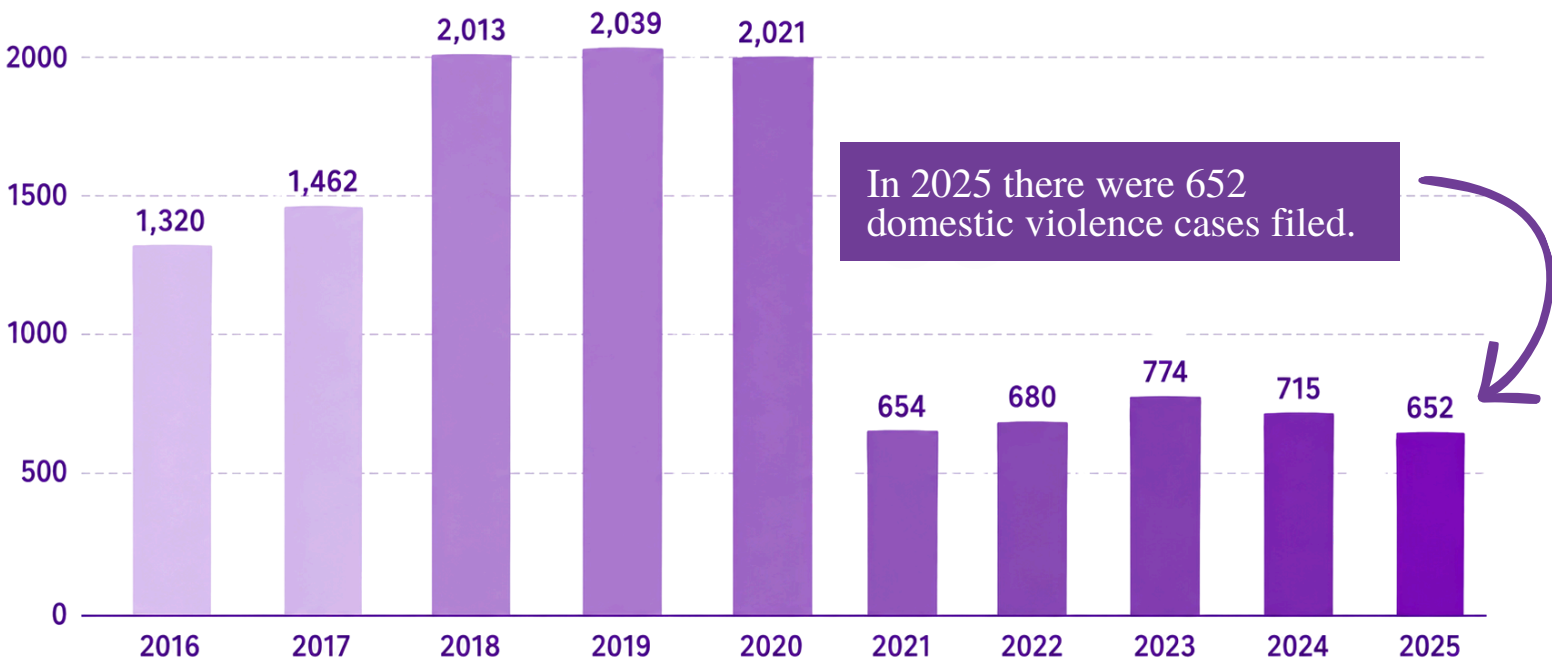
DOMESTIC VIOLENCE



The Clerk of Court is committed to providing a safe, private and supportive environment for individuals seeking protection from domestic violence. At our Justice Center location, trained staff are available to assist petitioners with completing an Injunction for Protection packet while maintaining privacy and sensitivity throughout the process.

To ensure access to information, when it is needed the most, informational brochures are provided to law enforcement officers for distribution during domestic violence calls. These brochures explain how to file for an Injunction for Protection and outline the documents that petitioners may need when visiting the Clerk’s Office. All domestic violence packets are also available online at SelfHelp.CharlotteClerk.com.

In support of Florida legislation, Clerk of Courts statewide have implemented a “Hope Card” program that assists individuals who have been granted a final judgment for protection. The Hope Card is a wallet-sized card that can be presented to law enforcement as verification of an active protective order. Hope Cards are available through the Clerk’s Office.



Our Domestic Violence Division is located at the Justice Center on the First Floor. Our staff is available between the hours of 8:00 am and 5:00 pm and on-call if Center for Abuse and Rape Emergencies (C.A.R.E.) needs a petition to be filed.

Should you or someone you know need domestic violence assistance please don't hesitate to contact our office at 941-637-2162. You can also reach the C.A.R.E. at 941-627-6000. If you are in immediate danger please contact 911.

In 2025, 14 Hope Cards were issued.



FORECLOSURE

A foreclosure, also called a judicial sale, is a court-ordered process of selling real property at public auction to recover an amount owed in a civil final judgment.

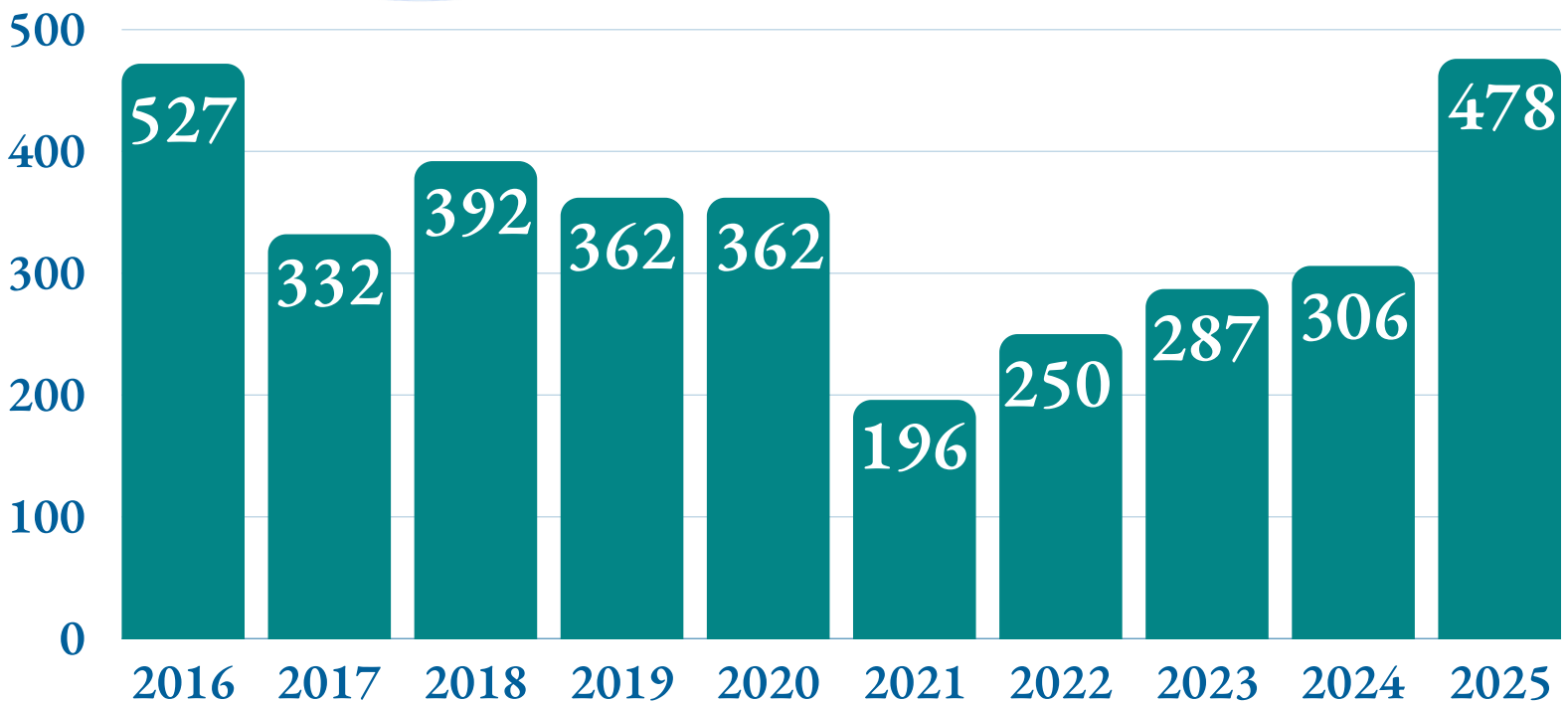
Foreclosure sales are held online at **Charlotte.RealForeclose.com** every Monday, Wednesday, Thursday and Friday at 11:00 as ordered. Bidders can easily deposit funds through ACH wire transfer from anywhere in the world. Each property is awarded to the participant with the highest bid.



Online Sales increased 29% from 2022 to 2025.



FORECLOSURE CASES FILED



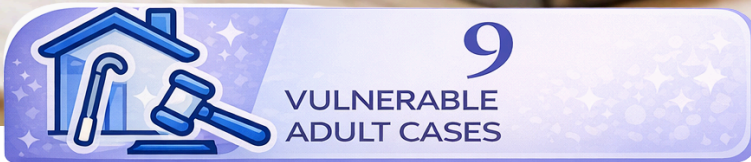


PROBATE, GUARDIANSHIP AND MENTAL HEALTH

In keeping with our mission “To protect the public trust as guardians of the people’s records and assets”, the Clerk’s office conducts audits of all Guardianship cases. This is a critical element in safeguarding the individual, as well as their property and assets.

The State of Florida is committed to protecting the interests of the elderly and otherwise incapacitated members of our population. Legislation was enacted in 2019 to prevent Exploitation of Vulnerable Adults. If there is concern of an elderly or incapacitated person being taken advantage of by a third party, a person can file a petition with the Clerk’s Office and have a hearing before a judge. There were 9 of these cases filed in Charlotte County in 2025.

2025 CASES FILED





JURY

Jury service is an essential part of the trial process. When summoned, prospective jurors can simply scan the barcode on their summons to visit Jury.CharlotteClerk.com, where they can Pre-Check In and sign up for automatic email and text notifications to learn whether they need to report. Jurors can also download the CharlotteClerk mobile app, which provides the same convenient juror services along with office updates and weather notifications.

Additional services include the ability to request excusals online and obtain a letter of attendance.

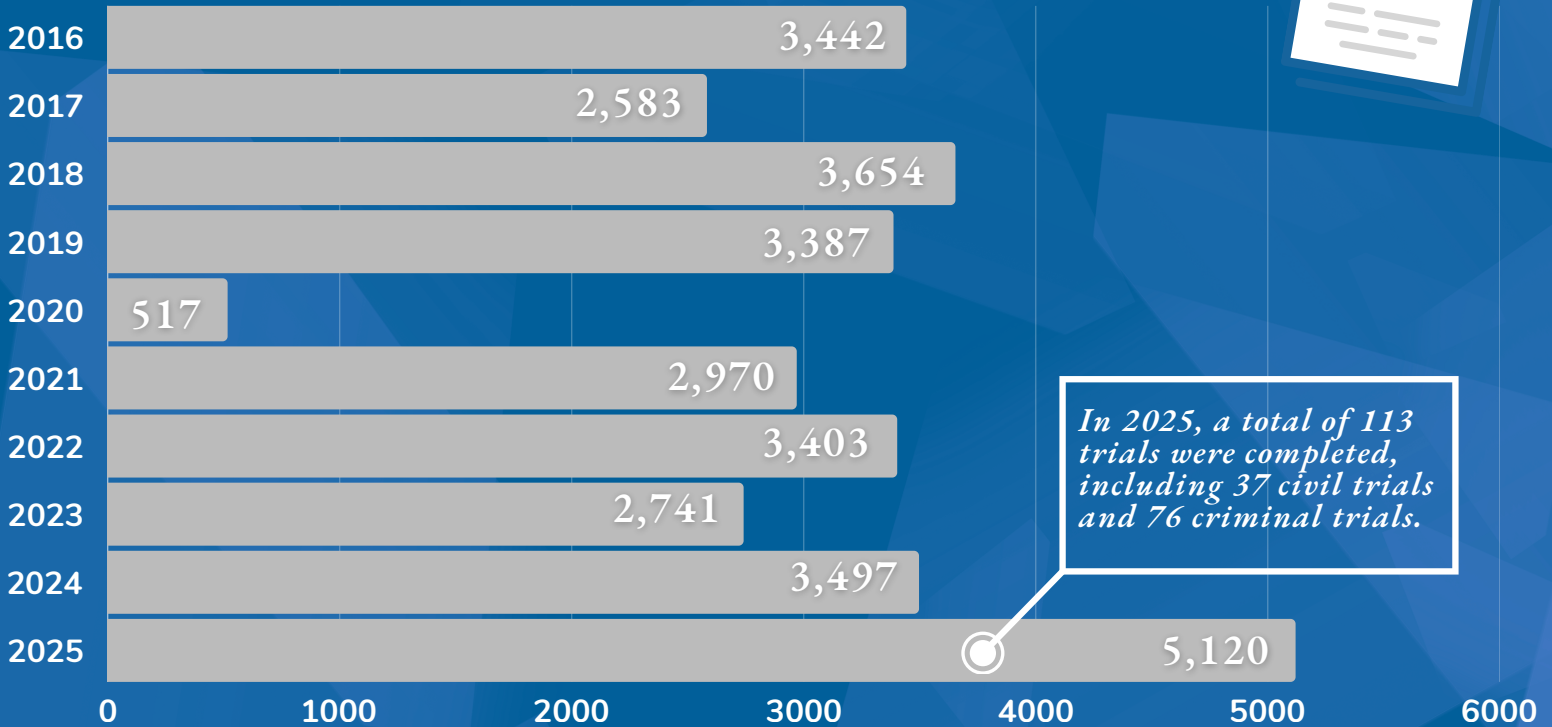


Jurors have the ability when pre-registering or visiting the jury assembly room to request to donate their \$15 statutory jury duty pay to the Center for Abuse and Rape Emergencies. (C.A.R.E.)

IN 2025, JURORS DONATED \$17,340



JURORS REPORTED





APPEALS

An appeal is a legal process in which a higher court reviews the decision of a lower court and rules on the legal issues raised by the appellant. It is not a new trial, but rather a review of potential errors that may have occurred during the original trial or sentencing.

The Civil Courts division is responsible for handling the filing and processing of all appeals, including criminal appeals. When a notice of appeal is filed, the Appeals Division manages all related paperwork, maintains custody of court records, and ensures the safeguarding of original documents as part of the Clerk's essential responsibilities.

In 2025, there were 66 civil appeals and 63 criminal appeals filed.





OPERATION GREEN LIGHT

Operation Green Light was a success. Held April 6–15, 2025 at the Clerk’s Office, this statewide initiative helps individuals with suspended driver licenses due to unpaid court obligations get back on the road—legally and responsibly.

Thank you to our dedicated teams in Punta Gorda and Port Charlotte for making a meaningful difference in our community.

85

DRIVER’S
LICENSE
REINSTATED

\$45,549.82

COLLECTED IN
TRAFFIC FEES

\$18,219.93

TOTAL
SAVINGS





OFFICIAL RECORDS SERVICES

The Clerk is the recorder of all instruments required or authorized to be recorded in one general series of "Official Records" books. Upon payment of the statutory fees, the Clerk Records and indexes a variety of important documents, which, in most cases, are related to real estate. Examples of such documents include deeds, mortgages, judgments, military discharges, domiciles and other authorized documents. All Official Record documents are electronically scanned, indexed and made available on the Clerk's Website.

Access to the Clerk's Official Records is available to the public via Recording.CharlotteClerk.com. The Recording Department, has three branches to best serve the citizens of Charlotte County, located at the Punta Gorda Justice Center, Murdock Administration Building and the Mac. V. Horton West County Annex in Englewood.



PROPERTY FRAUD ALERT

The Clerk's Office provides resources to help the citizens safeguard their property. The Property Fraud alert is a free service that helps protect an individual's property from fraud by monitoring documents such as liens, deeds and mortgage that are recorded in Charlotte County.

Once a document is recorded and indexed into Official Records using the name in which you are monitoring, an email will be sent to you to notify you of the transaction. Safeguard your property, by signing up today for this FREE service.

BE PROACTIVE IN PREVENTING PROPERTY FRAUD

Protect your property. Sign up for **FREE** Property Fraud Alerts and get notified right away if documents are filed in your name.

SIGN UP, IT'S EASY

1. Visit FraudAlert.CharlotteClerk.com or scan the QR code
2. Enter your Information
3. Click Register
4. You're all set

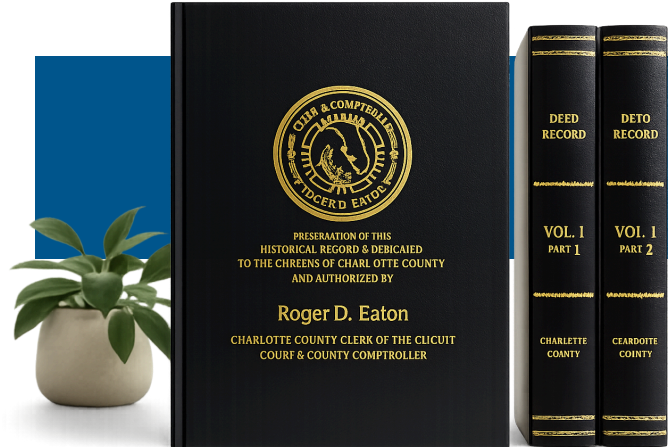


INNOVATION & IMPROVEMENTS

SAFEGUARDING HISTORY: PRESERVING CHARLOTTE COUNTY'S FIRST DEED BOOK

Clerk Eaton's commitment to safeguarding the people's records and assets, continues as we partnered with document preservation company Kofile, Inc., to preserve the first-ever Deed book of Charlotte County. Created in May, 1921, this treasured book holds the very foundation of land ownership in the region.

In 2025, the Clerk's office, preserved additional books such as the Commission Minutes books and began on the Official Records books, to date 88 books have been completed.



QMINDER KIOSK SYSTEM

As part of our commitment to continuous innovation and improvement, the Official Records department has introduced kiosks at all locations to quickly identify customer needs. This user-friendly system helps customers with tasks such as filing notices of commencements, recording documents, passport applications, and marriage licenses. The system enables our Clerks to better assist customers by addressing their specific needs more efficiently.

CUSTOMERS SERVED

5,928

Justice Center

1,233

Englewood

21,492

Murdock

SELF-HELP SERVICES

The Clerk's Office offers self-help services that provide valuable legal resources, including forms and a free 20-minute consultation with the Charlotte County Legal Aid Society.

Our self-help program supports self-represented individuals in civil and family legal matters, whether they choose to represent themselves or cannot afford an attorney.

Visit SelfHelp.CharlotteClerk.com to learn more and schedule your free consultation.

In 2025, our office assisted 520 customers with scheduling appointments with the Charlotte County Legal Aid Society.

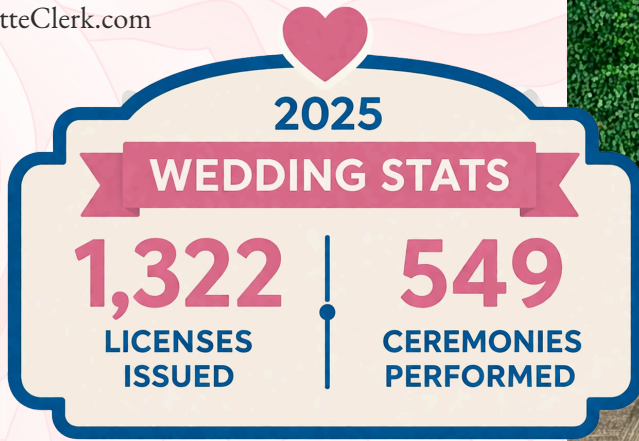




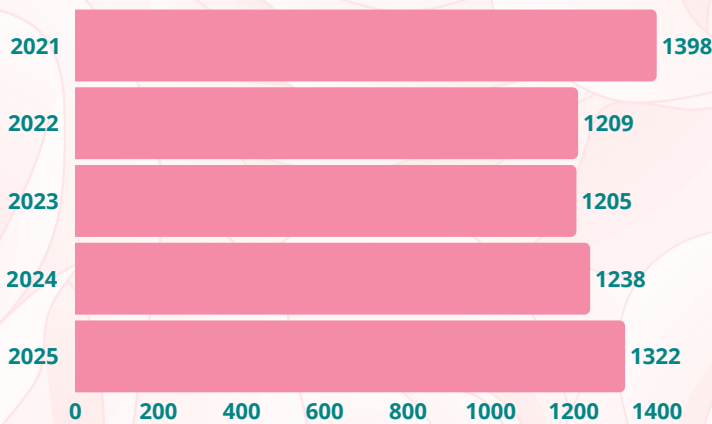
MARRIAGE SERVICES

Marriage Licenses can be issued at any of our office locations. The Punta Gorda Official Records division performs marriage ceremonies based on appointments scheduled on our website. In 2025, there were 1,322 licenses processed and 549 ceremonies performed.

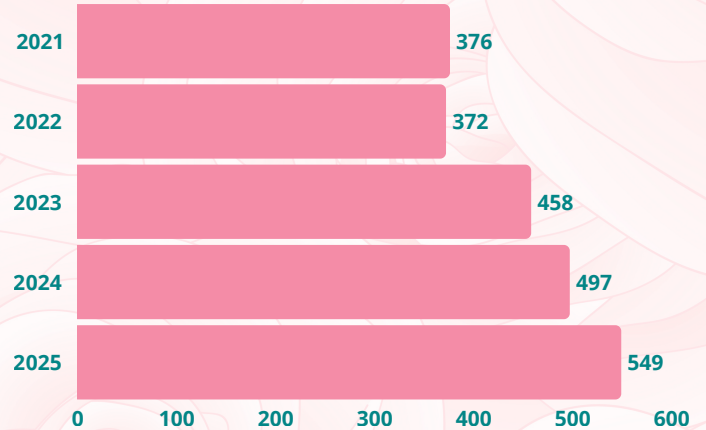
For your convenience, a Marriage License Application request can be started or a Marriage ceremony can be scheduled online at our Marriage Services website: Marriage.CharlotteClerk.com



Marriage Licenses



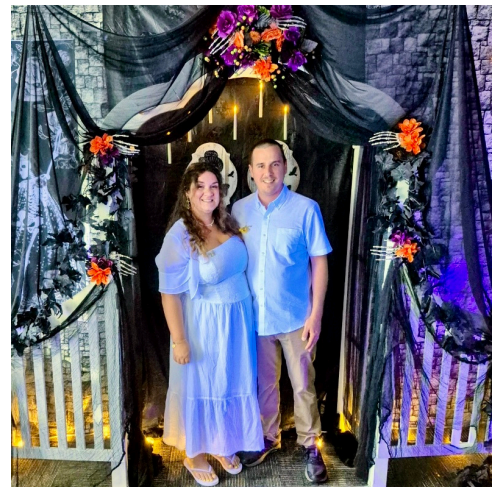
Marriage Ceremonies





MARRIAGE SERVICES

The Clerk's Office also continues to offer themed wedding experiences, including Valentine's Day, Harvest of Love, Winter Wonderland, and Halloween. New additions include Star Wars Day and a Summer Beach-themed ceremony. These unique and beautifully decorated settings provide couples with a memorable way to say "I do" for just \$30.00.





PASSPORT SERVICES

The Clerk's Office accepts passport applications as an agent for the Passport Office of the United States Department of State. New passport, lost passports, children's renewals (ages 15 or younger) or adults' passports expired for more than 5 years may be processed at our Murdock and Punta Gorda locations from 8:00 a.m. - 4:00 p.m. The applications are forwarded to the U.S. Passport Agency for processing.

For your convenience, passport photos are available to be taken and purchased at any of our office locations, including our Englewood office location. The colored photograph of the applicant, which is 2 inches wide and 2 inches long, must accompany every application. We can provide photo services for renewals as well as new passport applications.



5,977 PASSPORT APPLICATIONS SENT IN 2025



We are happy to announce that we hosted our 5th Clerk Passport Day on Saturday, February 8th. We understand how hectic work and school schedule can be for working families. On this day almost 700 visitors entered the Justice Center, 293 applications were processed, and the Clerk provided FREE photos!



PASSPORT APPLICATIONS





TAX DEEDS

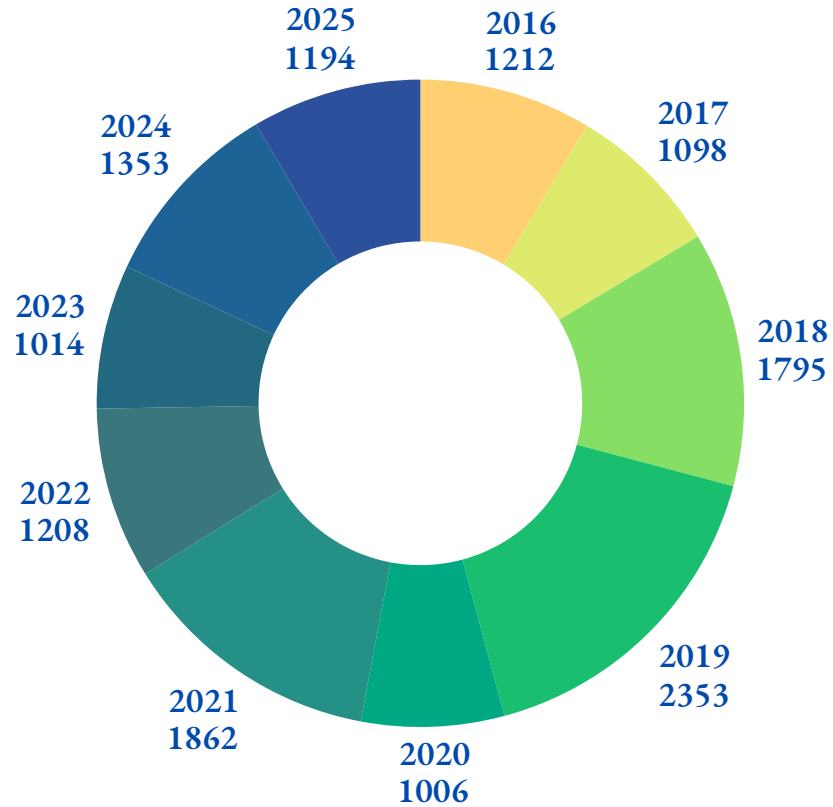
The Clerk's Office processes Tax Deed Applications, received by the Tax Collector's office for non-payment of property taxes. In Charlotte County property taxes become due every year on November 1st, Parcels remaining unpaid by mid-April are advertising in the local newspaper by the Tax Collector's Office in an effort to notify the property owners of the outstanding tax liability. Tax Collector's office will host a certificate sale, which allow citizens to buy certificates by paying off the owed tax debt. The certificate hold may apply for a tax deed when two or more years have elapsed since the date of delinquency. If the property owner fails to pay the tax debt, the property tax deed is sold at public auction.

All sales are held on-line through Charlotte.RealForeclose.com and are advertised weekly in the local newspaper.

TAX DEED APPLICATIONS

Charlotte County Clerk's Office processed 1,194 applications in 2025.

The owner can redeem the property with the Tax Collector's office, up until the Clerk's Office receives final payment from the successful bidder. Once final payment has been received the Clerk's Office prepares and records the Tax Deed into Official Records.



Charlotte County Clerk's Office PROCESSED

1,194

APPLICATIONS IN 2025



Anyone wishing to view Charlotte County Tax Deed and Foreclosure information can visit our website saving the customers valuable time.





RECORDS MANAGEMENT

The Records Management Division oversees the comprehensive management of records, including inventory and classification, retention scheduling, storage, conversion, vital records management, disaster prevention and recovery planning, and disposition. The division develops and implements policies, systems, and procedures to ensure the efficient creation, capture, retrieval, access, distribution, use, storage, security, and proper disposition of the Clerk's records and information. All activities are conducted in compliance with the relevant regulations established by the Florida Department of State, State Library and Archives of Florida, and the Florida Rules of Judicial Administration.

The records warehouse currently manages nearly 7,000 boxes of paper documents supporting various departments, including the Clerk's Courts, Human Resources, Comptroller, and Minutes divisions, as well as numerous county departments such as Human Services, Building and Construction Services, Risk Management, Utilities, and Public Works, among others. In addition to these records, the facility houses original plat documents and thousands of microfilm rolls, all preserved in a climate-controlled environment to ensure their long-term integrity and accessibility.

The Records Management Division successfully facilitated the disposal of over 700 boxes of documents, amounting to nearly 9 tons of paper. This initiative was conducted in strict compliance with the retention schedules and guidelines established by the Florida Department of State Library and Archives. By efficiently managing the lifecycle of records, the division not only ensures adherence to regulatory requirements but also promotes operational efficiency, reduces storage costs, and supports environmental sustainability through proper document disposal and recycling efforts. This accomplishment underscores the division's dedication to maintaining a streamlined and responsible records management program.





COMPTROLLER

Florida Statutes establish the Clerk of the Circuit Court as Ex Officio Clerk to the Board of County Commissioners (BOCC), custodian of all County funds, and Accountant to the Board. The Comptroller Division provides comprehensive business-related services in accordance with Florida Statutes, County ordinances, and resolutions.

Under the leadership of Roger D. Eaton, the Comptroller Division works diligently to ensure appropriate checks and balances are in place, maintaining strong internal controls to safeguard taxpayer records and assets. The Comptroller Division's responsibilities include cash management, payroll, general ledger activity, and financial reporting for the Clerk of the Circuit Court & County Comptroller, the Supervisor of Elections, and the Board of County Commissioners.

The Treasury Management Team performs cash flow analysis and assists in investing surplus County funds. As custodian of all County funds, the Clerk of the Circuit Court is responsible for the investment of these funds. The Clerk's Office manages the investment portfolio with the dual objectives of maximizing earnings while protecting taxpayer dollars. At the end of the fiscal year, the investment portfolio totaled \$1.134 billion and consisted of U.S. Treasuries, federal agencies, local government investment pools, and the Florida State Board of Administration, as authorized by Florida Statutes 163.01 and 218.415. The team also works closely with banking partners to ensure payments are processed promptly and receipts are recorded in accordance with generally accepted accounting principles (GAAP).

The Payroll Team ensures the timely and accurate processing of payroll for the Clerk of the Circuit Court, Supervisor of Elections, and the Board of County Commissioners. Responsibilities include weekly payroll processing, compiling and remitting employee deductions, balancing payroll records, and ensuring accurate quarterly and annual reporting. The team fulfills all State of Florida and Internal Revenue Service reporting and payment requirements and manages Florida Retirement System (FRS) reporting and the monthly remittance of retirement contributions.

The Accounts Payable Team is responsible for reviewing and processing payment requests for goods and services, travel reimbursements, contractor payments, and other professional services. The team works diligently to ensure vendors are paid promptly, routinely processing payments well below the State-mandated requirement of 45 days. During the fiscal year ended September 30, 2025, the Accounts Payable Team processed approximately 24,400 invoices totaling more than \$583 million.



The Enterprise Accounting staff is responsible for all transactions and financial reporting related to the County's business-type activities, including Charlotte County Utilities, various water and sewer districts, the landfill, and a sanitation district. These activities are funded through external user fees and service charges. Additionally, Internal Service Accounting staff oversee activities that provide goods or services to other funds or departments on a cost-reimbursement basis, including vehicle maintenance, self-insurance, and a health insurance trust fund.

General Accounting functions are provided by staff in the areas of governmental activities funded primarily through property taxes, sales and use taxes, grants, and intergovernmental revenues. These activities include fire and rescue services, emergency management and disaster preparedness, court-related operations, road maintenance, libraries, and parks and recreation.

The Comptroller Division is also responsible for financial reporting, providing a final review of financial information for the Clerk, Board, and other agencies to ensure compliance with generally accepted accounting principles. The Division records and tracks fixed assets totaling approximately \$1.5 billion. Clerk staff perform accounting functions for more than 150 funds and conduct analysis and reconciliation for over 100 grants.

The department also manages the receipt of new debt proceeds, monitors debt payments, ensures debt covenant compliance, and oversees bond compliance activities, including arbitrage reporting, debt service requirements, and reporting to note holders.



COMPTROLLER

Additional financial reporting responsibilities include grant reporting, state financial reports, and audited financial statements. In Charlotte County, the Clerk's Office prepares the Annual Comprehensive Financial Report (ACFR). The Government Finance Officers Association of the United States and Canada (GFOA) awarded Charlotte County the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended September 30, 2025. This marks the 39th consecutive year the Charlotte County Clerk's Office has received this prestigious award.



Earnings on investments managed by the clerk and comptroller have exceeded \$45 million during the fiscal year ended September 30, 2025.





MINUTES

The Minutes Division fulfills the Clerk's constitutional responsibility as Ex-Officio Clerk to the Board of County Commissioners (BOCC).

Among its many responsibilities, Minutes staff attends and records all Board Regular and Land Use Meetings, Workshops, Public Hearings, and Special Meetings when more than two Commissioners will be present. Staff indexes and processes related official Board documents adopted by the BOCC. During each BOCC meeting, staff creates preliminary minutes by means of specialized web-based Granicus software and recording medias to capture a verbatim of the meeting. Minutes are a summary of each meeting and highlight essential information in a concise manner.

Regular Meetings are held on the second and fourth Tuesday of each month.

Meeting lengths vary and are dependent on the size of the agenda to be followed.

Once the minutes are finalized and adopted by the Board of County Commissioners at a regular meeting, the official minutes are published to the County website for viewing in conjunction with the video stream, agenda, and any supporting documentation.

Available on our website **Minutes.CharlotteClerk.com** is our robust and easy to use online system that allows you to search the following documents from 1921 to present: Agreements, BCC Agendas and Minutes, Grants, Ordinances, Resolutions, Street Vacations, Charter Review Commission Meetings, Bids and Contracts.

22

GRANTS &
AMENDMENTS
FILED

182

BIDS, CHANGE
ORDERS &
ADDENDUMS

75

BCC
MEETINGS

78

PUBLIC
HEARINGS

4

PRESENTATIONS

267

RESOLUTIONS

48

ORDINANCES





VALUE ADJUSTMENT BOARD

Our office is responsible for the overall Value Adjustment Board (VAB) process. From filing of VAB petitions, scheduling petitions for hearing, attending and recording hearings, sending Special Magistrate Recommendations and holding the Final VAB Hearing to adopt the Special Magistrate Recommendations.



6
HOMESTEAD & AD VALOREM TAX EXEMPTIONS

4
TANGIBLE PERSONAL PROPERTY

418
REAL PROPERTY TAX ASSESSMENTS

3
PORTABILITY

431
Petitions Filed



INTERNAL AUDIT

The Internal Audit Division performs the duties and responsibilities of the Clerk of the Circuit Court and County Comptroller as auditor and custodian of all county funds as established by Article V, Section 16, Florida Constitution. Additionally, the Constitution of the State of Florida, Article VIII, Section 1.(d), "...the clerk of the circuit court shall be ex officio clerk of the board of county commissioners, auditor, recorder, and custodian of all county funds." The Charlotte County Clerk of the Circuit Court and County Comptroller (Clerk) is elected and accountable to the citizens of Charlotte County, thus is independent from the Charlotte County Board of County Commissioners (BCC) and County management. The internal audit activity provides assurance to Charlotte County (County) citizens and leadership through audits of risks and corresponding controls.

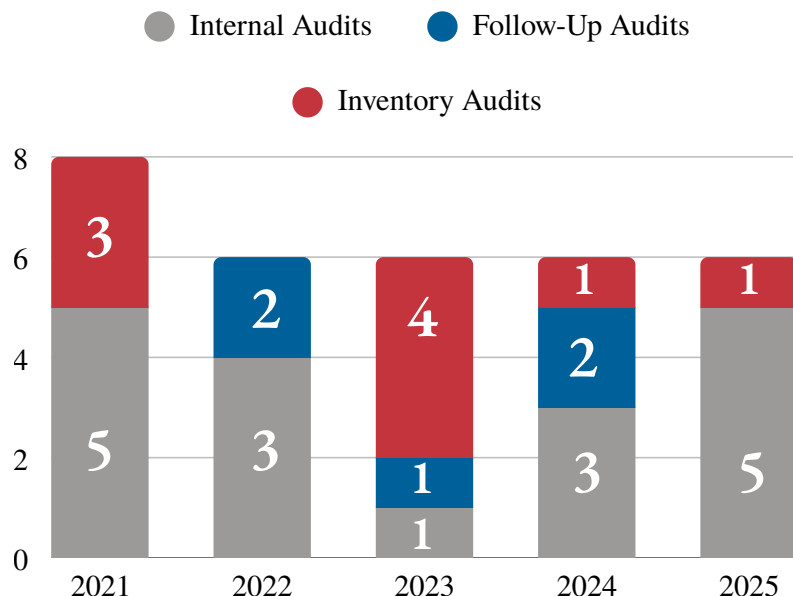


The Internal Audit Division team includes a Director and an Internal Auditor II with a combined experience of over 21 years in the department. This year the Division added a consultant serving as an Assistant Internal Auditor to increase efficiencies by maximizing the potential of all auditors. The Division is guided by the mandatory elements of the Institute of Internal Auditors' (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing, and the Definition of Internal Auditing. The Division performs their responsibilities in accordance with generally accepted accounting principles and generally accepted government auditing standards. Certifications held by the Division include Certified Fraud Examiner, Certified Government Auditing Professional, Certified Internal Auditor, and Certification in Risk Management Assurance. The Division performs a risk assessment at least annually of all responsibilities of the Board of County Commissioners and updates the annual audit plan based on those results.

The 2025 risk assessment included a qualitative survey sent to management of each department and audit area, observations of Board of County Commissioner regular meetings, and input received during audits, reviews and discussions. These surveys, observations and input, along with quantitative analysis of statistics and financial data allowed the Internal Audit Division to determine what areas would most likely benefit from an internal audit review. The Division also performs special engagements and consulting projects assessing risks and controls as requested by management, the Board of County Commissioners, the Clerk of the Circuit Court and County Comptroller, and other Constitutional Officers. An example of this is the Internal Control and Data Security Audit of the Property Appraiser's Access to the Driver and Vehicle Information Database performed November 2026.

During the first calendar quarter of the year, Internal Audit assists the County's external auditors during the annual audit of the County's financial statements. The external auditors also receive a benefit from the internal audit reports generated during the fiscal year as a planning tool for their audit of County departments and agencies.

INTERNAL AUDIT REPORTS ISSUED IN THE LAST 5 YEARS





INTERNAL AUDIT

2025 INTERNAL AUDITS PERFORMED

As shown in the chart, we perform Internal Audits, Follow-Up Audits, and Inventory Audits. Internal Audits review for sufficient internal control, Follow-Up Audits review for the adequacy of corrective action, and Inventory Audits review for the safekeeping and accurate valuation of assets. In 2025, we again completed six audits with the staffing of 2 FTE.

2024 REPORT ON GUARDIANSHIPS

This was our fifth annual report on guardianships. This report provided a quantitative assessment of guardianship audits and reviews. It also showed a decrease in case counts. While more Alleged Incapacitated Persons (AIPs) entered the court system than left the guardianship system, the volume Verified Inventories and Annual Accountings was reduced as more low-risk cases and interim accountings were waived by the Courts. Our guardianship audits enforce the transparency of income and expenses of the AIPs to ensure all sources of revenue are reported, assets are properly tracked, and expenses are only for the benefit of the AIP.

Guardianship plan reviews decreased, also indicative of efficient case management. Amended plans increased as more family guardians entered the population. Our guardianship plan reviews enforce the transparency of care for the welfare and well-being of AIPs for both the prior year and the upcoming year.

CHARLOTTE COUNTY TELEWORKING

Teleworking was an audit highlighted in our risk assessment by the 28% increase in FTEs for the BCC over 8 years, and a Teleworking policy that wasn't been updated in 5 years. Our audit determined that teleworking is not adequately monitored, agreements aren't on file, agreements on file aren't properly executed or updated, intermittent teleworking is not governed by the teleworking process, and it is not transparent what days were teleworked on time sheets or payroll. Responses included revising the policy and reviewing processes.

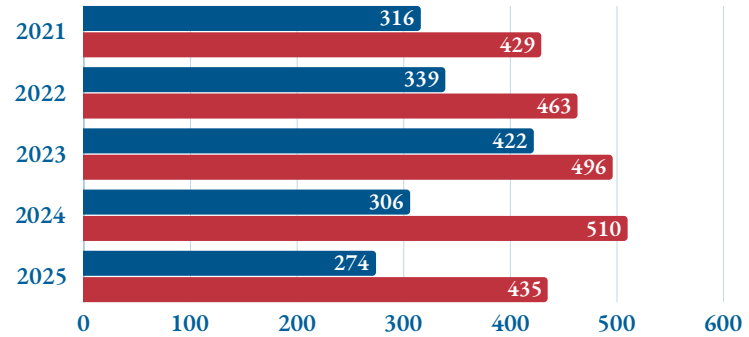
FIRE EMS CONTROLLED SUBSTANCES

Public Safety was an audit identified in our risk assessment due to implementation of Operative IQ, a web-based program, in place of manual accountability. Our review looked at internal controls, compliance with regulations and protocols, and monitoring by management. Our review identified additional opportunities for improvement and weaknesses resulting from the changing of internal controls.

These audit reports and others can be found on our website charlotteclerk.com under "Transparency" and "Audit".

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SUMMARY OF 2025 GUARDIANSHIP RESPONSIBILITIES

In addition to internal audits, the Division conducts varying levels of audits / financial investigations related to guardianship reports and activities. The results of audited case files are communicated to the appropriate court in compliance with Florida Statutes. The Division reviews inventories and accountings (Property) of the guardian to ensure reports are timely filed, assets are recorded, receipts/ disbursements are tracked and activity is appropriate and for the benefit of the AIP or ward. The Division reviews guardianship plans to ensure guardians attend to the ward's (1) physical and mental health care, (2) personal and social services, (3) residential setting, (4) private insurance and governmental benefits, (5) physical and mental health examinations, and (6) the completeness and timely filing of reports and plans. If we report guardianship inventories, accountings, or plans having deficiencies, those deficiencies are addressed by the attorneys and/or guardians, and documents are resubmitted for our acceptance. This process ensures the integrity of the guardianship program.



INTERNAL AUDIT

As part of our commitment to continuous innovation and improvement, we developed tiers of review for the guardianship audits based on the amount of assets managed, fees charged, trusts reported, and transactions requiring court orders. These tiers allow us to spend less time on audits with minimal risk, while concentrating our efforts on the larger and more complex cases.

As shown by the graph, guardianship plans in 2025 have decreased to 435 and guardianships of the property have dropped to 274 likely due to more efficient audits and collaborating with filers in attempts to obtain complete and correct information prior



to filing our report. Our statistics show more wards, or alleged incapacitated persons entering the system than leaving, so more efficient and timely reporting allows for less resubmissions or late notices.

Last year, the Florida Clerks and Comptrollers Association established the Florida Guardianship Database Transparency (FLGDT) System. This is a statewide database of guardian and guardianship case information that aims to facilitate improving court oversight of guardianship cases while also providing transparency to the public. As part of this endeavor, Internal Audit identified all professional guardians past and present in Charlotte County and populated transactions into dockets that would be recognized and captured by the Comprehensive Case Information System. As a result, this database shows how many cases each professional guardian has in Charlotte County and whether reports they filed were acceptable or unacceptable. This aims to improve court oversight of guardianship cases and provide transparency to the public.

REPORTS OF THE PROPERTY

We perform audits of inventories and accountings to ensure the AIP's assets are identified and recorded. These assets carry forward on at least an annual basis, identifying income, disbursements and capital adjustments. We review all of these transactions to determine activity is complete, accurate and for the benefit of the AIP. In the calendar year 2025, 194 original property filings were audited. Of these, 14, or 7%, of original filings did not pass the audit requirement of the review. Others were not rejected, but instead additional information was requested.

This resulted in 25 amended inventories or accountings filed which were subsequently cleared in the same fiscal year. 55 or 28% of original filings were not timely filed and were subsequently reported as past due. This amounts to the 274 reports filed as noted above.

There was a total of \$12,380 in audit fees collected in calendar year 2025 for an average of \$63.81 per original filing. Any guardian unable to pay the audit fee from ward funds may petition the Court for a waiver of the fee. Fees are governed by Florida Statutes. These fees help support the costs of our division to perform guardianship audits and reviews.

PLANS OF THE PERSON

We perform reviews of plans to ensure the medical, mental and personal needs of the AIP were both addressed in the prior year, and there is a plan to address these needs in the coming year. In the calendar year 2024, 341 original plans of the person were reviewed. Reviews provide no opinion other than to report the completeness of the plan. As a result of our reviews, 23 amended plans were filed, and found to be complete. No audit fees are charged for plans. 71 or 21% of original plans were not timely filed and were subsequently reported as past due. This amounts to the 435 reports of the plan as noted above.

TAX DEED SURPLUS REVIEWS

A tax deed surplus is the amount remaining after a tax deed sale of the property is conducted to pay off amounts owed to a tax certificate holder of two or more years, and any claimed liens against the property. Please visit charlotteclerk.com/departments/taxdeed/ for more information. Auctions are all conducted online and bidders may register to view and bid on tax deeds currently scheduled for sale.

The Internal Audit Division reviews certain Tax Deed surplus payments, ensuring proper identification is provided and that a proper chain of documentation supports their claim. These reviews are part of our Fraud Risk Assessment with an objective to determine that claims are legitimate, claimants are properly identified, and an audit trail from surplus to claimant exists. The Division reviewed 148 claims for an aggregate payout of \$2,370,171.21 to property owners, lienholders, entities assigned rights, or powers of attorney to ensure these were the rightful claimants of surplus funds. This was a 97% increase in claim reviews and a 151% increase in payouts audited from the prior year. These reviews are performed in partnership with the Clerk's Official Records Office.



INFORMATION TECHNOLOGY

The Information Technology Department provides the digital backbone for the Clerk's Office, supporting the Clerk's responsibilities in financial management, auditing, public records, official records, and court operations. Our team maintains secure systems, modern infrastructure, and reliable networks that keep services running smoothly across the organization.

In 2025, the IT Division advanced this work by strengthening core systems, improving internal tools, and expanding the technology that connects government partners, supports staff, and enhances public access to Clerk services.

Plat and Condominium maps were integrated into the Official Records Search portal, modernizing access to these documents and creating a more consistent experience for residents.

The Clerk's Office also strengthened the security and reliability of its technology environment through several major infrastructure upgrades. Systems that manage staff access and authentication were modernized, new safeguards were introduced to prevent unauthorized software from running on Clerk system, and portions of the network were reorganized to create safer, more resilient environments. Together, these improvements help protect the integrity of the public's records and support consistent, dependable service.

Communication tools across the organization were modernized and improved, giving staff more reliable and secure ways to coordinate daily operations and respond to public needs. This enhancement also supports continuity during high-demand or emergency situations.

The reliability of systems that support essential Clerk operations was further strengthened, reducing the risk of service interruptions and improving the organization's ability to maintain operations under challenging conditions. These efforts help ensure that critical services remain available when the community needs them most.

Additionally, the systems that support the Clerk and County financial and administrative operations were modernized, improving reliability, streamlining internal workflows, and strengthening the tools staff rely on to manage essential functions.





EMPLOYEE RELATIONS

The Employee Relations department is responsible for all aspects of human capital management for this office.

POLICY DEVELOPMENT/ INTERPRETATION

The Charlotte County Clerk of the Circuit Court's Office takes a proactive approach to human resource compliance by continuously monitoring federal and state legislation and updating policies as needed. All employees are provided access to the most current Employee Handbook through the PowerDMS portal.

New hires receive individualized onboarding, including comprehensive guidance on policies and compliance procedures related to employment practices, security protocols, and health and safety standards.

In addition, the office prioritizes employee engagement by regularly introducing new benefits and educational resources to remain a competitive employer in Charlotte County. This commitment is reinforced through weekly team meetings and team-building activities designed to strengthen communication and support alignment with our core values.

EQUAL OPPORTUNITY/LABOR LAW COMPLIANCE

Our office ensures that all company policies and personnel actions are thoroughly reviewed for compliance with applicable employment laws, including the Equal Employment Opportunity (EEO) laws, Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA), prior to implementation.

To promote fairness and consistency, several of our labor standards policies exceed minimum legal requirements, reflecting our commitment to supporting and benefiting our employees.

We strive to maintain a positive, collaborative work environment while fulfilling more than 1,000 diverse and complex responsibilities, including 24/7 services that support our residential and business community. In doing so, we regularly collaborate with various state and local judicial, administrative, legislative, and financial compliance entities.

In alignment with our Mission, Vision, and Values, employees receive annual training on equal employment opportunity and harassment prevention to foster a respectful, inclusive workplace.

SAFETY/WORKERS' COMPENSATION

Clerk Eaton demonstrates a proactive and comprehensive approach to employee safety and workers' compensation administration within the Clerk and Comptroller's Office. All staff are educated on safety protocols through initial training, ongoing communication, and access to necessary safety equipment.

Regular facility inspections conducted by external safety professionals help ensure a secure work environment. In addition, a real-time notification system keeps employees informed during critical situations, reflecting the office's strong commitment to workplace safety through effective and innovative communication.

STAFFING AND RECRUITMENT

The Employee Relations Department oversees all recruitment activities, including posting job openings, developing advertisements, managing candidates, coordinating interviews, and preparing recruitment approval documentation in accordance with office policies and state and federal regulations. The department also maintains accurate and confidential employee records, including personal information, employment history, and benefits data, and serves as the onsite Florida Retirement System administrator.

In addition, Employee Relations supports the onboarding process for new hires and administers the Clerk's performance management system, assisting leadership in evaluating employee performance against established goals and objectives. The department plays a key role in fostering positive employee relations by addressing concerns, supporting leadership, and ensuring compliance with applicable labor laws.

The department also manages Risk Management and Benefits Administration records, utilizing county systems to support health insurance programs and access to offsite health centers.

To further support effective hiring and employee development, the office utilizes a Predictive Index tool—a personality assessment designed to help identify the best candidates for each role, enhance team dynamics, and strengthen communication. This tool also supports employee growth, aligns with core values, and contributes to performance and succession planning initiatives.



EMPLOYEE RELATIONS

TRAINING

To ensure compliance with our judicial, fiscal, and administrative responsibilities, the Clerk's Office provides all staff with the education and resources necessary to understand the vital role we play in the community and the scope of our responsibilities. Much of our work is time-sensitive and involves coordination with multiple governmental compliance offices.

To support new employees, a dedicated Training Coordinator introduces our Mission, Vision, and Values during onboarding. Supervisory staff provide department-specific training, including instruction on our time and attendance systems, while leadership continues to guide employees in managing their ongoing training and performance evaluations.

Clerk Eaton is committed to investing in staff development, recognizing that an educated and engaged workforce is essential to delivering high-quality services.





COMMITMENT TO EXCELLENCE



Roger D. Eaton, Charlotte County Clerk of the Court and County Comptroller, along with his dedicated staff and in partnership with the Charlotte County Community Development Department, was recognized by the Charlotte County Board of County Commissioners for earning the 2025 Government Experience Award.

This innovative integration allows residents and contractors to electronically submit and record Notices of Commencement, significantly streamlining the permitting process and reducing the need for in-person visits to multiple government offices.

This achievement reflects the strength of collaboration among county partners, whose collective efforts made this advancement possible.

DRIVING EFFICIENCY THROUGH COLLABORATION AND TECHNOLOGY

Charlotte County Clerk of the Circuit Court & County Comptroller, Roger D. Eaton, was once again recognized by the Florida Court Clerks & Comptrollers (FCCC) for Excellence in Best Practices at the 2025 Summer Conference—marking the fifth consecutive year of this achievement.

Among 68 Clerks and Comptrollers statewide, only 33 offices earned full recognition across all categories, placing our office among this distinguished group.



“This honor is a testament to the dedication and professionalism of our entire team, whose commitment to excellence continues to set a high standard across every department,”

-Clerk Roger D. Eaton



COMMUNITY INVOLVEMENT



Throughout the month of October, the Clerk's Office staff proudly supported Breast Cancer Awareness Month through a meaningful fundraising initiative benefiting the Virginia B. Andes Volunteer Community Clinic. *Together, we raised and presented a \$3,500 donation in honor of Cindee Sierant.*

Cindee's memory continues to inspire our team and reinforces our commitment to supporting individuals and families impacted by breast cancer.



Throughout the month of June, the Clerk's Office proudly supported the Animal Welfare League of Charlotte County during the annual Roger's Rescue event. Through the generosity of our staff and community, *we raised \$7,200 to help provide care and second chances for pets in need.*



Throughout the month of April, the Clerk's Office team came together to support Autism Awareness through dedicated fundraising and community engagement efforts. *We are proud to share that a total of \$6,800 was raised in support of this important cause.*





OFFICE LOCATIONS

Charlotte County Justice Center
350 E. Marion Avenue
Punta Gorda, FL 33950
Monday - Friday 8am - 5pm

Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, FL 33948
Monday - Friday 8am - 5pm

Mac V. Horton West County Annex
6868 San Casa Blvd.
Englewood, FL 34224
Clerk of The Court, Office 114
Tuesday and Thursday Only
8am - 1pm

CharlotteClerk.com

