



**Miami-Dade County Clerk of Courts  
Technical Services Division**

# **OFFICIAL RECORDS PUBLIC ACCESS FOLDER DESCRIPTION**

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**MIAMI-DADE COUNTY CLERK OF COURTS  
TECHNICAL SERVICES DIVISION  
PUBLIC ACCESS**

The Clerk of the Courts provides a daily file containing all official records information processed by the court the previous day. This file can be downloaded by the interested parties from the County's site.

Official Records extracts are in the form of ASCII text files in which records are delimited by a caret (^) and have a variable length. The extract files contain the following record structure:



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## Daily Files

### Official Records File Structure (File Definition)

**File Name:** [mmddyyyy.exp](#) File Name

**Run Frequency:** Daily

**Description:** This file contains all recorded or updated recorded documents as of the previous business day. It contains recordable documents such as deeds, mortgages, liens, certain affidavits, subdivision plats, judgments, declarations of domicile, satisfactions and releases, powers of attorney and financial statements.

**Sample File:** [mmddyyyy.xls](#) Sample File

<b>FIELD DESCRIPTION</b>	<b>FIELD TYPE</b>	<b>COMMENT</b>
CFN Number	NUMBER(4)	The Clerk's File Number is a sequential identifier assigned by the Clerk's Office to the first page of a recorded document. For example 02 represents the year the document with Clerk's File Number = 02R000001 was recorded. The size of this field was increase by two digits to include the century as part of the year. For the example above, the value 2002 will be stored for this field in the database.
CFN Sequence	NUMBER(10)	The second component of the Clerk's File Number represents the sequence assigned to the document at the time it is filed.



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<b>FIELD DESCRIPTION</b>	<b>FIELD TYPE</b>	<b>COMMENT</b>
Group ID	NUMBER (5)	Group identifier within a Clerk's File Number.
Recording Date	NUMBER (8)	The recording date of the document.
Recording Time	CHAR(6)	The recording time of the document.
Recording Book	NUMBER(14)	The recording book and page printed on the first page of the document. The book number specifies the reel of film where the document can be located. For example 111/222 (book=111 and page=222)
Recording Page	NUMBER(5)	The recording page assigned to the document. The page number specifies the frame number in a reel of film where the document can be located.
Book Type	CHAR(2)	The type of book. For example, Mortgages will be recorded in Official Record Books
Document Pages	NUMBER(5)	The amount of pages contained within the document.
Append Pages	NUMBER(5)	The amount of pages appended to the document after recorded. Also known as "A" pages.
Document Type	CHAR(15)	The County code assigned to a document based on the instrument type. For example "MOR" will be assigned to a Mortgage.
Document Type Description	CHAR(40)	A description of the County code assigned to the document. For example a "MORTGAGE" is the



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<b>FIELD DESCRIPTION</b>	<b>FIELD TYPE</b>	<b>COMMENT</b>
		description of a document type "MOR".
Document Date	NUMBER(8)	Date the document was created.
First Party	CHAR(100)	<p>Parties are now being stored differently. All parties associated with the document will be listed in the "First Party" field. The "First Party Code" field will determine the role of the party within the document.</p> <p>The following is an example of a Mortgage in the current format. The grantee or borrower is stored as the first party and the Grantor is stored as a second party: <b>Doc Type First Party Second Party MOR Person Bank</b> A Representation of the same document in the new format: <b>Doc Type First Party First Party Cross Party Code Name</b> MOR Person D Bank A MOR Bank A R Person.</p> <p>Please note that only First Party information is included in this field. In addition, the First Party Code represents the role of the document where D = Direct and R = Reverse.</p>



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<b>FIELD DESCRIPTION</b>	<b>FIELD TYPE</b>	<b>COMMENT</b>
First Party Code	CHAR(1)	Specifies the role of the party. Possible values are: D=DIRECT, R=REVERSE.
Cross Party Name	CHAR(100)	See First Party
Original CFN Year	NUMBER(4)	A reference to the year component of the Clerk's File Number of the original document. For example, a Satisfaction of Mortgage may include a reference to the Clerk's File Number of the Mortgage document.
Original CFN Seq.	NUMBER(10)	A reference to the sequence component of the Clerk's File Number of the original document. For example, a Satisfaction of Mortgage may include a reference to the Clerk's File Number of the Mortgage document.
Original Recording Book	NUMBER(14)	A reference to the recording book of the original document. For example, a Satisfaction of Mortgage may include a reference to the recording book of the Mortgage document.
Original Recording Page	NUMBER(5)	A reference to the recording page of the original document. For example, a Satisfaction of Mortgage may include a reference to the recording page of the Mortgage document.
Original Misc. Reference	CHAR(50)	A reference to the original document, which is not, a Clerk's File Number or a recording book or page. It may be an address, dollar amount, civil case number, etc.
Subdivision Name	CHAR(90)	The name of the subdivision where



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		the property is located.
Folio Number	NUMBER(15)	The number used by the property Appraisal's Office to identify the property.
Legal Description	CHAR(100)	The legal description of the property.
Section	CHAR(5)	A surveyor's representation of raw acreage.
Township	CHAR(5)	A surveyor's representation of raw acreage.
Range	CHAR(5)	A surveyor's representation of raw acreage.
Plat Book	NUMBER(14)	A Plat Book/Page identifies a subdivision.
Plat Page	NUMBER(5)	A Plat Book/Page identifies a subdivision.
Block	CHAR(20)	The block number where the property is located within the subdivision.
Case Number	CHAR(30)	The case number associated with the document when applicable.
Consideration 1	NUMBER(16.2)	Financial Information.
Consideration 2	NUMBER(16.2)	Financial Information.
Deed Doc Tax	NUMBER(16.2)	Financial Information.
Single Family	CHAR(1)	Financial Information. Y = YES.
Surtax	NUMBER(16.2)	Financial Information.
Intangible	NUMBER(16.2)	Financial Information.
Doc Stamps	NUMBER(16.2)	Financial Information.
Key	CHAR(13)	Uniquely identifies each record. May be used to synchronize the subscriber's database with Miami-Dade County's.
Transaction Type	CHAR(1)	Type of operation performed on the





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<b>FIELD DESCRIPTION</b>	<b>FIELD TYPE</b>	<b>COMMENT</b>
		data (I=Insert, U=Update, D=Delete).
Party Sequence	NUMBER(5)	The system assigned sequence number for each party name.
Modified Date	NUMBER(8)	The last date the document was updated in the system.