

CHAPTER 67-52 CORPORATION CLERK

67-52.002	Corporation Clerk.
67-52.003	Final Orders.
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67-52.002 Corporation Clerk.

(1) The address for the Corporation Clerk is Clerk, Florida Housing Finance Corporation, 227 North Bronough Street, Suite 5000, Tallahassee, Florida 32301.

(2) The Corporation Clerk shall receive all administrative petitions, motions, requests, pleadings and other papers and docket them, maintain the files of such proceedings, and prepare the record of any case which is appealed to the First District Court of Appeals.

(3) The Corporation Clerk shall accept for filing administrative petitions, motions, pleadings, and requests in accordance with the following:

(a) All petitions, motions, requests or pleadings must be filed in original with one copy;

(b) Petitions, motions, requests or other pleadings that are sent by facsimile or electronic mail, shall be accepted on the date transmitted. A copy of the original physically signed document shall be delivered within five business days of receipt of the copy sent by facsimile or electronic mail;

(c) All petitions, motions, requests, pleadings and other papers shall be legible, either printed or typed; preferably double-spaced with margins no less than one inch in either Times New Roman 14-point or Courier New 12-point font.

Specific Authority 420.507(12) FS. Law Implemented 120.53(1), 420.507 FS. History—New 11-17-03.

67-52.003 Final Orders.

The Corporation Clerk shall maintain all Corporation final orders and subject matter index and such orders pursuant to the requirements of Section 120.53, F.S.

Specific Authority 420.507(12) FS. Law Implemented 120.53(1), 420.507 FS. History—New 11-17-03.

67-52.004 Custodian.

The Corporation Clerk shall be the custodian of all the Corporation's official records. The Corporation Clerk shall testify as to the authenticity of any Corporate documents maintained pursuant to Part V, Chapter 420, F.S.

Specific Authority 420.507(12) FS. Law Implemented 120.53(1), 420.507 FS. History—New 11-17-03.