

NOTICE:

THE INFORMATION CONTAINED HEREIN DOES NOT CONSTITUTE A TITLE SEARCH AND SHOULD NOT BE RELIED ON AS SUCH. THERE MAY BE ADDITIONAL BALANCES, CASES, AND INFORMATION THAT DO NOT DISPLAY ON THESE LINKS, FILES, AND WEBSITES.

PLEASE VERIFY ANY DATA USING THE PUBLIC RECORDS REQUEST PROCESS.

For document requests, you can submit a **Public Records Request** ("PRR").

Public record requests can include questions about active code compliance cases, case history, and questions associated with fines and liens, or administrative fine agreements.

Please include both addresses and Real Estate Numbers (parcel ID) in your PRR to ensure an accurate and thorough result.

To **submit a Public Records Request**, please visit records.coj.net.

Understanding the File Types

Excel Files (.xlsx)

- **Case Search.xlsx:** A list of all active code enforcement cases at the time the report was generated. Each row is a separate case.
 - **LIENS WITH NOT ZERO FEE CURRENT.xlsx:** Shows all properties with outstanding (unpaid) liens.**
 - **Resources:**
 - The **Duval County Tax Collector** offers online access to Lien data at [Tax Collector Lien Info Application](#).
 - **Clerk of Circuit Courts - Official Records Search:** [Duval County Public Records Search](#)
 - **Administrative Fines.xlsx:** Contains cases where administrative fines have been issued, paid, or are pending.**
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Navigating Excel Files

A. Common Columns and What They Mean

- **Case Number / Case #:** Unique ID for each enforcement case.
- **RE # or Real Estate Number:** Official property ID (format: ##### #### or #####-####).
 - Real estate numbers may be listed with a hyphen or space between the sixth and seventh number.
- **Address:** Property's location. This will be the legal address assigned to the parcel. Your property may have additional units or property identifiers that differ from the legal address.
- **Owner Name:** The first name listed on property appraiser website at the time the case was initiated.
- **Status:** Open, Closed, Pending, etc. **The tracking databases use triggers to identify the appropriate status. Some triggers are irreversible, resulting in inaccurate data. Verify all data using the PRR method.**
 - **Pending MCEB Lien:** This indicates a fine has been issued and not resolved, but the violations may have been corrected.
 - **Frozen:** This indicates a fine has been issued and not resolved, but the violations may have been corrected.
 - **Rolling:** This indicates a fine continues to increase daily.
 - **Cancelled:** This indicates a fine was removed, reassigned to a new case, or a data error.
 - **Partially Paid:** This indicates a fine was settled or an agreement was made to reduce the fine. It does not guarantee the agreement was fulfilled.
 - **Fully Paid:** This indicates the fine was paid in full.
- **Fine/Lien Amount:** Amount owed.
- **Notes / Comments:** Extra details about the case.

B. Opening a File

- Double-click the file (you need Microsoft Excel or a free viewer like Excel Online or Google Sheets).

- If prompted, click “Enable Editing.” You may have to save a file to your device.
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C. Sorting Data

- **Why Sort?** To group similar items (ex: all cases for a specific property).
 - How:
 1. Click any cell in the column you want to sort by (for example, “Status”).
 2. Find the “Sort & Filter” button at the top of Excel.
 3. Choose “Sort A to Z” or “Sort Z to A.”
 - **Tip:** Sorting by “Case Number” puts cases in order; sorting by “Fine Amount” puts highest or lowest at top.
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D. Filtering Data

- **Why Filter?** To show only certain results (ex: only unpaid liens).
 - How:
 1. Click the very top row (with the column headers).
 2. Click the “Filter” button (looks like a funnel) in the toolbar.
 3. Little arrows will appear on each column name.
 4. Click an arrow to select what you want to see (for example, only “Open” cases or only a specific ZIP code).
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E. Searching for Specific Info

- **Why Search?** To find a particular case, address, or owner.
 - How:
 1. Hold “Ctrl” and press “F” (Windows) or “Command” + “F” (Mac).
 2. Type in what you’re looking for (ex: a RE #, address, or owner’s name).
 - Real estate numbers may be listed with a hyphen or space between the sixth and seventh number.
 3. Press “Enter” to cycle through results.
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F. Understanding Rows

- Each **row** is a separate record (one case, property, or lien).
 - Read across to see all info for that row: Case Number, Address, Owner, etc.
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What to Do If You're Stuck

- If a file doesn't open, try another computer, or use Excel Online (free).
 - For more help, find your CPAC's contact in the **Division Phone List** or reach out to the City of Jacksonville Code Compliance main line.
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Key Tips

- You will have to save a copy to your device before making changes.
 - **Always make a backup** before editing any file. Don't worry about changing data—just use "Sort," "Filter," and "Search" to look around.
 - If you mess up a view, just close without saving and reopen.
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In Summary:

- **Sort** to group items.
- **Filter** to hide what you don't want.
- **Search** to find what you need fast.
- Each row = one record/case/property.
- For definitions or more context, contact the area supervisor.