

File Name : RegistryReadme.pdf  
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Agency : Hillsborough County Clerk of the Circuit Court

This "readme.pdf" file describes the format of the "Registry\_and\_Trust\_Accounts\_Balances" report which is available for download at this [https](#) site.

## GENERAL DESCRIPTION

The Registry\_and\_Trust\_Accounts\_Balances provides a report for all divisions in the different court areas. It shows registry and trust accounts with credit balances. It consists of the case number and the party name for the different registry account types. It displays the case number, party name, increases, decreases and the net credit balance for that case number.

All records are listed in case number order. The last page in the report displays the totals.

The report runs every day of the week except on weekends.

The recommended software for viewing the report files is Adobe Reader. If other software such as Notepad is used, the column headings may not line up properly. Also, due to the large size of the file, it may take several minutes for it to display.

## VIEWING THE REPORT

Double click on the report file name to open and view the report.

## REPORT ELEMENT DESCRIPTIONS

Report Element Name -----	Report Element Description -----
Account Types	The Registry Account Types for the court area.
Case ID	Alphanumeric case number consists of the Two-digit year when the case was filed, a hyphen, the Court Type ("CA" for Circuit Civil or "CC" for County Civil), a hyphen, and a Six-digit sequential number (e.g., 03-CA-000134).
Party Name	The name of an individual in LAST, FIRST MI format or the name of a firm or business.
Increases	The amount of money credited to the registry as of the report run date.
Decreases	The amount of money as disbursed from the registry as of the report run date.
Net Credit Balance	The amount of money in the balance equals the difference between increases and decreases.