

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

**Instructions for Registration of Judgment from Another
District Pursuant to 28 U.S.C. § 1963**

Please follow the procedures outlined below to 1. **register** an **out-of-district judgment** in the Southern District of Florida (SDFL) or 2. **register** a SDFL judgment in **another district**.

Register an Out-of-District Judgment in the SDFL:

- 1) **Obtain** a completed [Clerk's Certification of a Judgment To Be Registered in Another District Form \(Form AO-451\)](#). The Administrative Office (AO) of the U.S. Courts has promulgated Form- 451 for use in registering judgments from district courts. The form must be completed by the Clerk's Office in the district where the judgment was entered.
- 2) **Obtain a certified copy** of the **judgment** from the originating district court. Contact the district court where the Judgment was entered or visit their website for current fees and obtaining the **completed AO-451 form** and a certified copy of the judgment to be registered in the SDFL.
- 3) **File a new Civil Case** using the **MC Case type** to submit the Registration of Foreign Judgment. An attorney who has CM/ECF access for SDFL must file the new case electronically. An attorney or a prose litigant who does not have access to SDFL CM/ECF must submit the following documents conventionally, in person or by mail, together with the filing fee payment to the Clerk's Office.

Required Documents:

- A signed **AO-451 form** and the **certified copy** of the **judgment** to be registered.
- A **Civil Cover Sheet**. Click here for the [Civil Cover Sheet](#).
- The **filing fee** for registering a judgment from another district, pursuant to the current fee schedule. Click here for the [Schedule of Fees](#).

Opening the Case Electronically in CM/ECF:

- The Case type should be **MC**.
- The Cause of Action is **(regjgm) Registration of Foreign Judgment**
- The Nature of Suit is **890**.
- The Origin is **1 (Original Proceeding)**.

Register a Southern District of Florida (SDFL) Judgment in Another District:

- 1) **Obtain** a completed [Clerk's Certification of a Judgment To Be Registered in Another District Form \(Form AO-451\)](#). Please note that the filer is responsible for completing the top part of the AO 451 form (i.e., Caption, Party Names, and Case Number).
- 2) **Submit** the **AO-451 form** to the **SDFL** Clerk's Office. You can deliver the form in person to any of our court locations listed on the website <https://www.flsd.uscourts.gov/court-info/court-locations>. You may also mail it along with the **payment** for each certified copy of the judgment, as well as payment for the reproduction of any record or document, including fees per page, in accordance with the current fee schedule. Click here for the [Schedule of Fees](#).
- 3) Your AO-451 form will be returned to you with a certified copy of the judgment. **Submit** these **documents** to the **other district** where you want to register the judgment and contact the other court for the applicable procedures.

Note: The Clerk does not have the authority to issue a certification of judgment if any motion or appeal is pending that may alter or vacate the judgment.