



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

**CODE ENFORCEMENT
PUBLIC ACCESS
FOLDER DESCRIPTION**

Revised: July 13, 2016



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

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

Other weekly and monthly files are described below.

Code Enforcement 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

Citations File Structure (File Definition)

File Name: Dlycits_yyyymmdd.asc

Run Frequency: Daily

Description: All Code Enforcement Citations Entered the Prior Work Day

Sample File: [DLYCITS_yyyymmdd.xls](#)

| Field Description | Field Type | Comment |
|----------------------------|-------------------|---------------------------|
| Filler | CHAR(1) | |
| Citation Number | CHAR(7) | |
| Citation Issued Date | DATE(10) | Format mm/dd/yyyy |
| Citation Issued Time | CHAR(4) | Using 24-Hour Time Format |
| Inspector Badge Number | CHAR(4) | |
| Inspector Name | CHAR(40) | |
| Department Name | CHAR(50) | |
| Name Of Violator | CHAR(40) | |
| Violator Address Line 1 | CHAR(40) | |
| Violator Address Line 2 | CHAR(40) | |
| Violator Address Line 3 | CHAR(40) | |
| Violator Zip | CHAR(9) | |
| Folio Number | CHAR(15) | |
| Repeat Violation Indicator | CHAR(1) | |
| Violation Date | DATE(10) | Format mm/dd/yyyy |
| Violation Time | CHAR(4) | |
| Location Of Violation | CHAR(25) | |
| Civil Penalty | NUMERIC | Format 999999999.99 |
| Surcharge | NUMERIC | Format 99.99 |
| Department Surcharge | NUMERIC | Format 99.99 |
| Appeal Due Date | DATE(10) | Format mm/dd/yyyy |
| Penalty Due Date | DATE(10) | Format mm/dd/yyyy |



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| | | |
|-----------------------|-----------|-------------------|
| Correct Due Date | DATE(10) | Format mm/dd/yyyy |
| Code Section | CHAR(15) | |
| Reference | CHAR(7) | |
| Violation Description | CHAR(162) | |

Monthly Files

Building Code Violations (File Definition)

File Name: Mly_building_code_violations_yyyymmdd.txt

Run Frequency: Monthly

Description: This is a file of all violations for the department. The file is created monthly and is on the folder by the 6th workday of the month

Sample File: [Mly_building_code_violations_yyyymmdd.xls](#)

| Field Description | Field Type | Comment |
|---------------------------------|------------|--|
| Starting Date Of Report | DATE(8) | Format yyyymmdd |
| Ending Date Of Report | DATE(8) | Format yyyymmdd |
| Citation Issued Year | NUMERIC | Format 9999 |
| Citation Number | CHAR(8) | |
| Citation Department | NUMERIC | Format 999 |
| Department Name | CHAR(50) | |
| Citation Inspector Badge Number | NUMERIC | Format 9999 |
| Complied Indicator | CHAR(1) | Complied Indicator: 1 - No Complied Date, But Owes 2 - Complied 3 - No Complied Date And Outstanding Amount |
| Complied Date | DATE(8) | Format yyyymmdd |



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| | | |
|-----------------------|-----------|---------------------|
| Citation Issue Date | DATE(8) | Format yyymmdd |
| Violator Name | CHAR(40) | |
| Violator's Address 1 | CHAR(40) | |
| Violator's Address 2 | CHAR(40) | |
| Violator's Address 3 | CHAR(40) | |
| Violator's Zip Code | CHAR(9) | |
| Code Section | CHAR(15) | |
| Reference Number | CHAR(7) | |
| Reference Description | CHAR(120) | |
| Penalty Amount | NUMERIC | Format 999999999.99 |
| Total Due | NUMERIC | Format 999999999.99 |
| Void Date | DATE(8) | Format yyymmdd |
| Close Date | DATE(8) | Format yyymmdd |

Citations White File Structure (File Definition)

File Name: Mly_cits_white.asc

Run Frequency: Monthly

Description: Custom File

Sample File: [Mly_cits_white.xls](#)

| Field Name | Field Type | Comment |
|------------------------|-------------------|------------------------------|
| Citation Number | CHAR(9) | |
| Citation Issued Date | DATE(10) | Format mm/dd/yyyy |
| Citation Issued Time | CHAR(4) | Using 24-Hour Time Format |
| Inspector Badge Number | CHAR(4) | |
| Inspector Name | CHAR(40) | |
| Department Name | CHAR(50) | |
| Name Of Violator | CHAR(40) | |
| Violator Address 1 | CHAR(40) | |
| Violator Address 2 | CHAR(40) | |
| Violator Address 3 | CHAR(40) | |



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| | | |
|----------------------------|-----------|-------------------|
| Violator Zip | CHAR(9) | |
| Folio Number | CHAR(15) | |
| Repeat Violation Indicator | CHAR(1) | |
| Violation Date | DATE(10) | Format mm/dd/yyyy |
| Violation Time | CHAR(4) | |
| Location Of Violation | CHAR(25) | |
| Civil Penalty | NUMERIC | Format 9999999.99 |
| Surcharge | NUMERIC | Format 99.99 |
| Department Surcharge | NUMERIC | Format 99.99 |
| Appeal Due Date | DATE(10) | Format mm/dd/yyyy |
| Penalty Due Date | DATE(10) | Format mm/dd/yyyy |
| Correct Due Date | DATE(10) | Format mm/dd/yyyy |
| Code Section | CHAR(15) | |
| Reference | CHAR(7) | |
| Violation Description | CHAR(162) | |

Homeowner Code Violations File Structure (File Definition)

File name: Mly_homeowner_code_violations_yyyymmdd.txt

Run Frequency: Monthly

Description: This file contains all violations related to code section 8-1 reference numbers 253(j), 1576, & 1578 and code section 2-103.1 reference number 271. It is created monthly and is on the folder by the 6th workday of the month. Note: not all citations will contain an address for the homeowner.

Sample File: [Mly_homeowner_code_violations_yyyymmdd.xls](#)

| Field Name | Field Type | Comment |
|-------------------------|------------|----------------|
| Starting Date Of Report | DATE(8) | Format yyymmdd |
| Ending Date Of Report | DATE(8) | Format yyymmdd |
| Citation Issued Year | NUMERIC | Format 9999 |
| Citation Number | CHAR(8) | |
| Citation Department | NUMERIC | Format 999 |



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| | | |
|---------------------------------|-----------|--|
| Department Name | CHAR(50) | |
| Citation Inspector Badge Number | NUMERIC | Format 9999 |
| Complied Indicator | CHAR(1) | Complied Indicator: 1 - No Complied Date, But Owes 2 - Complied 3 - No Complied Date And Outstanding Amount |
| Complied Date | DATE(8) | Format yyymmdd |
| Citation Issue Date | DATE(8) | Format yyymmdd |
| Violator Name | CHAR(40) | |
| Violator's Address 1 | CHAR(40) | |
| Violator's Address 2 | CHAR(40) | |
| Violator's Address 3 | CHAR(40) | |
| Violator's Zip Code | CHAR(9) | |
| Code Section | CHAR(15) | |
| Reference Number | CHAR(7) | |
| Reference Description | CHAR(120) | |
| Penalty Amount | NUMERIC | Format 999999999.99 |
| Total Due | NUMERIC | Format 999999999.99 |
| Void Date | DATE(8) | Format yyymmdd |
| Close Date | DATE(8) | Format yyymmdd |
| Folio Number | CHAR(15) | |
| Owner's Address 1 | CHAR(33) | |
| Owner's Address 2 | CHAR(33) | |
| Owner's Address 3 | CHAR(33) | |
| Owner's Address 4 | CHAR(33) | |
| Owner's Address Zipcode | NUMERIC | Format 999999999 |



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Weekly Files

Citations File Structure (File Definition)

File Name: Constandengineerlic.asc

Run Frequency: Weekly

Description: All Code Enforcement Citations Entered the Prior Work Week

Sample File: [CONSTANDENGINEERLIC.xls](#)

| Field Name | Field Type | Comment |
|---------------------------|-------------------|------------------|
| Citation Number | CHAR(8) | |
| Name of Violator | CHAR(40) | |
| Violator Street Address | CHAR(40) | |
| Violator City Address | CHAR(40) | |
| Violator State Address | CHAR(40) | |
| Violator Address Zip Code | CHAR(9) | |
| Location of Violation | CHAR(24) | |
| Citation Issued Date | DATE(10) | Format yyyyymmdd |
| Total Due | NUMERIC | Format |
| Void Date | DATE(10) | Format yyyyymmdd |
| Closed Date | DATE(10) | Format yyyyymmdd |
| Status | CHAR(6) | |
| Inspector Badge Number | NUMERIC | Format 99999 |
| Inspector Name | CHAR(40) | |
| Reference | CHAR(7) | |
| Code Section | CHAR(15) | |
| Violation Description | CHAR(134) | |



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Code Enforcement All Citations File Structure (File Definition)

File Name: Cefall.asc

Run Frequency: Weekly

Description: All Open Citations plus Citations Closed or Voided In the Last 3 Years

Sample File: [CEFALL.xls](#)

| Field Description | Field Type | Comment |
|---|-------------------|---|
| Citation Year | CHAR(4) | |
| Citation Number | CHAR(8) | |
| Folio | CHAR(15) | |
| Violator Name | CHAR(40) | |
| Violator Street Address | CHAR(40) | |
| Violator City Address | CHAR(40) | |
| Violator State Address | CHAR(40) | |
| Violator Address Zip Code | CHAR(9) | |
| Citation Issued Date | DATE(8) | Format yyyyymmdd |
| Date Of Violation | DATE(8) | Format yyyyymmdd |
| Lien Placed Date | DATE(8) | Format yyyyymmdd |
| Lien Satisfied Date | DATE(8) | Format yyyyymmdd |
| Appeal Filed Date | DATE(8) | Format yyyyymmdd |
| Date Compliance Is Due By | DATE(8) | Format yyyyymmdd |
| Date Appeal Is Due By | DATE(8) | Format yyyyymmdd |
| Date Of Compliance | DATE(8) | Format yyyyymmdd |
| Date Of Service | DATE(8) | Format yyyyymmdd |
| Date The Citation Was Scheduled For A Hearing | DATE(8) | Format yyyyymmdd |
| Civil Penalty | NUMERIC | Format 9999999999, Last 2 Bytes Are The Cents |
| Civil Penalty Sign | CHAR(1) | Sign If Negative |
| Accrued Penalties | NUMERIC | Format 9999999999, Last 2 Bytes Are The Cents |
| Accrued Penalties Sign | CHAR(1) | Sign If Negative |



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| | | |
|-------------------------------------|---------|--|
| Penalty Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Penalty Balance Sign | CHAR(1) | Sign If Negative |
| Administrative Hearing Cost | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Administrative Hearing Cost Sign | CHAR(1) | Sign If Negative |
| Administrative Hearing Cost Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Administrative Hearing Cost Sign | CHAR(1) | Sign If Negative |
| Surcharge | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Surcharge Sign | CHAR(1) | Sign If Negative |
| Surcharge Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Surcharge Balance | CHAR(1) | Sign If Negative |
| Lien Amount | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Amount Sign | CHAR(1) | Sign If Negative |
| Lien Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Balance Sign | CHAR(1) | Sign If Negative |
| Lien Amount Due | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Amount Due Sign | CHAR(1) | Sign If Negative |
| Department Cost | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Department Cost Sign | CHAR(1) | Sign If Negative |
| Settlement Amount | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Settlement Amount Sign | CHAR(1) | Sign If Negative |
| Settlement Amount Balance | NUMERIC | Format 99999999999, Last |



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| | | |
|-----------------------------------|-----------|--|
| | | 2 Bytes Are The Cents |
| Settlement Amount Balance Sign | CHAR(1) | Sign If Negative |
| Issuing Agency Code | CHAR(3) | |
| Issuing Agency Description | CHAR(50) | |
| Issuing Agency Inspector Code | CHAR(4) | |
| Issuing Agency Inspector Name | CHAR(40) | |
| Violation Reference Number | CHAR(7) | |
| Violation Code Section | CHAR(15) | |
| Violation Description | CHAR(145) | |
| Violation Location | CHAR(24) | |
| Served Method | CHAR(1) | |
| Repeat Indicator | CHAR(1) | |
| Correctable Indicator | CHAR(1) | |
| Department Cost Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Department Cost Balance Sign | CHAR(1) | Sign If Negative |
| Citation Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Citation Balance Sign | CHAR(1) | Sign If Negative |
| Void Date | DATE(8) | Format yyyyymmdd |
| Closed Date | DATE(8) | Format yyyyymmdd |
| Department Surcharge | NUMERIC | Last 2 Bytes Are The Cents |
| Department Surcharge Sign | CHAR(1) | Sign If Negative |
| Department Surcharge Balance | NUMERIC | Last 2 Bytes Are The Cents |
| Department Surcharge Balance Sign | CHAR(1) | Sign If Negative |



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Code Enforcement Open Citations File Structure (File Definition)

File Name: Cefopen.asc
Run Frequency: Weekly
Description: All Open Citations at the Time the Job Ran
Sample File: [CEFOPEN.xls](#)

| Field Name | Field Type | Comment |
|---|-------------------|--|
| Citation Year | CHAR(4) | |
| Citation Number | CHAR(8) | |
| Folio | CHAR(15) | |
| Violator Name | CHAR(40) | |
| Violator Street Address | CHAR(40) | |
| Violator City Address | CHAR(40) | |
| Violator State Address | CHAR(40) | |
| Violator Address Zip Code | CHAR(9) | |
| Citation Issued Date | DATE(8) | Format yyyyymmdd |
| Date Of Violation | DATE(8) | Format yyyyymmdd |
| Lien Placed Date | DATE(8) | Format yyyyymmdd |
| Lien Satisfied Date | DATE(8) | Format yyyyymmdd |
| Appeal Filed Date | DATE(8) | Format yyyyymmdd |
| Date Compliance Is Due By | DATE(8) | Format yyyyymmdd |
| Date Appeal Is Due By | DATE(8) | Format yyyyymmdd |
| Date Of Compliance | DATE(8) | Format yyyyymmdd |
| Date Of Service | DATE(8) | Format yyyyymmdd |
| Date The Citation Was Scheduled For A Hearing | DATE(8) | Format yyyyymmdd |
| Civil Penalty | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Civil Penalty Sign | CHAR(1) | Sign If Negative |
| Accrued Penalties | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Accrued Penalties Sign | CHAR(1) | Sign If Negative |



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| | | |
|-------------------------------------|----------|--|
| Penalty Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Penalty Balance Sign | CHAR(1) | Sign If Negative |
| Administrative Hearing Cost | CHAR(11) | Format 99999999999, Last 2 Bytes Are The Cents |
| Administrative Hearing Cost Sign | CHAR(1) | Sign If Negative |
| Administrative Hearing Cost Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Administrative Hearing Cost Sign | CHAR(1) | Sign If Negative |
| Surcharge | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Surcharge Sign | CHAR(1) | Sign If Negative |
| Surcharge Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Surcharge Balance | CHAR(1) | Sign If Negative |
| Lien Amount | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Amount Sign | CHAR(1) | Sign If Negative |
| Lien Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Balance Sign | CHAR(1) | Sign If Negative |
| Lien Amount Due | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Lien Amount Due Sign | CHAR(1) | Sign If Negative |
| Department Cost | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Department Cost Sign | CHAR(1) | Sign If Negative |
| Settlement Amount | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Settlement Amount Sign | CHAR(1) | Sign If Negative |
| Settlement Amount Balance | NUMERIC | Format 99999999999, Last |



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| | | |
|-----------------------------------|-----------|--|
| | | 2 Bytes Are The Cents |
| Settlement Amount Balance Sign | CHAR(1) | Sign If Negative |
| Issuing Agency Code | CHAR(3) | |
| Issuing Agency Description | CHAR(50) | |
| Issuing Agency Inspector Code | CHAR(4) | |
| Issuing Agency Inspector Name | CHAR(40) | |
| Violation Reference Number | CHAR(7) | |
| Violation Code Section | CHAR(15) | |
| Violation Description | CHAR(145) | |
| Violation Location | CHAR(24) | |
| Served Method | CHAR(1) | |
| Repeat Indicator | CHAR(1) | |
| Correctable Indicator | CHAR(1) | |
| Department Cost Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Department Cost Balance Sign | CHAR(1) | Sign If Negative |
| Citation Balance | NUMERIC | Format 99999999999, Last 2 Bytes Are The Cents |
| Citation Balance Sign | CHAR(1) | Sign If Negative |
| Void Date | DATE(8) | Format yyyyymmdd |
| Closed Date | DATE(8) | Format yyyyymmdd |
| Department Surcharge | NUMERIC | Last 2 Bytes Are The Cents |
| Department Surcharge Sign | CHAR(1) | Sign If Negative |
| Department Surcharge Balance | NUMERIC | Last 2 Bytes Are The Cents |
| Department Surcharge Balance Sign | CHAR(1) | Sign If Negative |