

STATE OF FLORIDA  
IN THE COUNTY COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
IN AND FOR JACKSON COUNTY FLORIDA

\_\_\_\_\_  
*Plaintiff,*  
-vs

UCN:  
Case Number: \_\_\_\_\_

\_\_\_\_\_  
*Defendant*

**TO : DEFENDANT'S NAME:** \_\_\_\_\_

**DEFENDANT'S ADDRESS:** \_\_\_\_\_

EVICITION SUMMONS - RESIDENTIAL  
PLEASE READ CAREFULLY

You are being sued by (LANDLORD'S NAME) \_\_\_\_\_  
to move out of the place where you are living for the reasons given in the attached complaint.

You are entitled to a trial to decide whether you can be required to move, but you **MUST** do **ALL** of the things listed below. You must do them within 5 days (not including Saturday, Sunday, or legal holidays) after the date these papers were given to you or to a person who lives with you or were posted at your residence.

**THE THINGS YOU MUST DO ARE AS FOLLOWS:**

1. Write down the reason(s) why you think you should not be forced to move. The written reason(s) must be given to the:

JACKSON COUNTY CLERK OF COURT  
4445 LAFAYETTE STREET  
MARIANNA FL 32446

2. Mail or take a copy of your written reason(s) to: (LANDLORD'S NAME AND ADDRESS) \_\_\_\_\_  
\_\_\_\_\_
3. Pay to the clerk of the court the amount of rent that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over. If you believe that the amount claimed in the complaint is incorrect, you should file with the clerk of the court a motion to have the court determine the amount to be paid. If you file a motion, you must attach to the motion any documents supporting your position and mail or give a copy of the motion to the plaintiff/plaintiff's attorney.
4. If you file a motion to have the court determine the amount of rent to be paid to the clerk of the court, you must immediately contact the office of the judge to whom the case is assigned to schedule a hearing to decide what amount should be paid to the clerk of the court while the lawsuit is pending.

**IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT YOUR RESIDENCE, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.**

If the attached complaint also contains a claim for money damages (such as unpaid rent), you must respond to that claim separately. You must write down the reasons why you believe that you do not owe the money claimed. The written reasons must be given to the clerk of court at the address specified in paragraph (1) above, and you must mail or give a copy of your written reasons to the Plaintiff/Plaintiff's attorney at the address specified in paragraph (2) above. This must be done within 20 days after the date these papers were given to you or to a person who lives with you or were posted at your residence. This obligation is separate from the requirement of answering the claim for eviction within 5 working days after these papers were given to you or to a person who lives with you or were posted at your residence.

THE STATE OF FLORIDA:

To Each Sheriff of the State: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

DATED on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CLAYTON O. ROOKS, III**  
**CLERK OF CIRCUIT & COUNTY COURTS**

By: \_\_\_\_\_  
Deputy Clerk

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISSTANCE. PLEASE CONTACT THE ADA COORDINATOR BY MAIL AT P.O. BOX 1089, PANAMA CITY, FL 32401 OR BY PHONE AT (850) 747-5338 AT LEAST SEVEN (7) DAYS BEFORE YOUR SCHEDULED COURT APPEARANCE OR IMMEDIATELY UPON RECEIVING THIS NOTIFICATION IF THE TIME BEFORE THE SCHEDULED APPEARANCE IS LESS THAN SEVEN (7) DAYS. IF YOU ARE HEARING OR VOICE IMPAIRED, PLEASE CALL 711.