

EVICTION PACKET-3 DAY

(NON-PAYMENT OF RENT)

PACKET FEE \$10.00

COMPLETE BOTH 3-DAY NOTICES, POST ONE ON THE DOOR OF THE PROPERTY YOU WISH THE PERSON TO BE EVICTED FROM AND KEEP ONE FOR YOUR RECORDS TO ATTACH TO YOUR COMPLAINT.

ONCE THE 3 BUSINESS DAYS (EXCLUDING WEEKENDS AND HOLIDAYS) HAVE PASSED, COMPLETE THE ATTACHED COMPLAINT FOR EVICTION AND A SUMMONS FOR EACH DEFENDANT LISTED ON THE COMPLAINT.

ONCE YOU HAVE COMPLETED YOUR COMPLAINT FOR EVICTION AND SUMMONS(ES), BRING THE ORIGINAL AND 2 COPIES OF EACH TO THE CLERK OF COURTS OFFICE ALONG WITH A FILING FEE OF \$185.00 PLUS \$10.00 PER PERSON YOU WISH TO HAVE EVICTED. ONCE YOUR CASE IS FILED WITH THE CLERK, YOU MUST HIRE A PROCESS SERVER OR SHERIFF'S OFFICE AND HAVE THE DEFENDANT(S) SERVED WITH YOUR COMPLAINT. ***There are additional steps if served by Posted Residential-see part II for instructions. This can be done at the time of filing.

IF THE CLERK PREPARES YOUR SUMMONS, THAT WILL BE AN ADDITIONAL \$7.00 PER DOCUMENT. IF THE CLERK PRINTS COPIES OF YOUR PAPERWORK IT IS \$1.00 PER PAGE THAT IS PRINTED

OPTION 1: YOU COMPLETE THE ATTACHED SUMMONS (for each defendant)
YOUR TOTAL FILING FEES WILL BE AS FOLLOWS: (this does not include the cost of copies):

- \$185.00-EVICTION FILING FEE
- \$10.00-SIGNING AND SEALING OF SUMMONS (\$10.00 FOR EACH DEFENDANT)

YOUR TOTAL TO BEGIN THE EVICTION PROCESS (this does not include the cost of copies):

- 1 DEFENDANT= \$195.00 TO THE CLERK OF COURT
- 2 DEFENDANTS= \$205.00 TO THE CLERK OF COURT

Each defendant will increase the filing fee by \$10.00.

If you get to the point of eviction, you will have a fee payable to the sheriff's office for \$90.00 to have the Writ of Possession served on the tenant(s).

OPTION 2: THE CLERK PREPARES YOUR SUMMONS (for each defendant),
YOUR FILING FEES WILL BE AS FOLLOWS (this does not include the cost of copies):

- \$185.00-EVICTION FILING FEE
- \$10.00-SIGNING AND SEALING OF SUMMONS (\$10.00 FOR EACH DEFENDANT)
- \$7.00- CLERK PREPARATION OF SUMMONS (\$7.00 FOR EACH DEFENDANT)

YOUR TOTAL TO **BEGIN** THE EVICTION PROCESS (this does not include the cost of copies):

- 1 DEFENDANT=\$202.00 TO THE CLERK OF COURT
- 2 DEFENDANTS=\$219.00 TO THE CLERK OF COURT

Each defendant will increase the filing fee by \$17.00.

If you get to the point of eviction, you will have a fee payable to the sheriff's office for \$90.00 to have the Writ of Possession served on the tenant(s).

INFORMATION OR FORMS PROVIDED BY THE CLERK OF COURT SHOULD BE CONSIDERED AS BASIC INFORMATION ONLY AND MAY NOT BE APPLICABLE IN EVERY SITUATION. THE INFORMATION IS NOT INTENDED TO BE USED AS LEGAL ADVICE. SPECIFIC GUIDANCE AS TO HOW TO PROCEED WITH FILING A LAWSUIT OR ANSWERING A LAWSUIT AND QUESTIONS ABOUT YOUR PARTICULAR SITUATION SHOULD BE DIRECTED TO A QUALIFIED ATTORNEY.

PART I

*****POST NOTICE ON DOOR OR DELIVER TO TENANT(S)***
KEEP A COPY FOR YOUR RECORD TO ATTACH TO COMPLAINT
ONCE THE TIME HAS PASSED ON THE NOTICE, PROCEED TO PART II**

**THREE (3) DAY NOTICE FROM LANDLORD TO TENANT
TO PAY RENT OR VACATE**

DATE: _____

TO: _____
(NAME OF TENANT)

ADDRESS: _____
(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

PHONE: _____

YOU ARE HEREBY NOTIFIED THAT YOU ARE INDEBTED TO ME IN THE SUM OF
\$_____._____ FOR THE RENT AND USE OF THE PREMISES LOCATED AT
_____, FLORIDA, NOW OCCUPIED BY YOU.

(ADDRESS)

THAT RENT WAS DUE ON THE _____ DAY OF _____, _____, AND I DEMAND
PAYMENT OF THE RENT OR POSSESSION OF THE PREMISES WITHIN 3 DAYS (EXCLUDING
SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) FROM THE DATE OF DELIVERY OF THIS
NOTICE, SPECIFICALLY, ON OR BEFORE THE _____ DAY OF _____, 20_____.

(LANDLORD/PROPERTY MANAGER)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

(PHONE NUMBER)

CERTIFICATE OF SERVICE

I CERTIFY THAT A COPY OF THIS NOTICE HAS BEEN FURNISHED TO THE ABOVE NAMED
TENANT(S) ON _____ DAY OF _____, 20_____, AT _____ (AM/PM) BY:

DELIVERY

POSTING IN A CONSPICUOUS PLACE ON THE PREMISES

**THREE (3) DAY NOTICE FROM LANDLORD TO TENANT
TO PAY RENT OR VACATE**

DATE: _____

TO: _____
(NAME OF TENANT)

ADDRESS: _____
(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

PHONE: _____

YOU ARE HEREBY NOTIFIED THAT YOU ARE INDEBTED TO ME IN THE SUM OF
\$ _____ FOR THE RENT AND USE OF THE PREMISES LOCATED AT
_____, FLORIDA, NOW OCCUPIED BY YOU.

(ADDRESS)

THAT RENT WAS DUE ON THE _____ DAY OF _____, _____, AND I DEMAND
PAYMENT OF THE RENT OR POSSESSION OF THE PREMISES WITHIN 3 DAYS (EXCLUDING
SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) FROM THE DATE OF DELIVERY OF THIS
NOTICE, SPECIFICALLY, ON OR BEFORE THE _____ DAY OF _____, 20_____.

(LANDLORD/PROPERTY MANAGER)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

(PHONE NUMBER)

CERTIFICATE OF SERVICE

I CERTIFY THAT A COPY OF THIS NOTICE HAS BEEN FURNISHED TO THE ABOVE NAMED
TENANT(S) ON _____ DAY OF _____, 20_____, AT _____ (AM/PM) BY:

DELIVERY

POSTING IN A CONSPICUOUS PLACE ON THE PREMISES

PART II

- COMPLETE COMPLAINT AND A SUMMONS FOR EACH DEFENDANT LISTED ON THE COMPLAINT. ATTACH LEASE AGREEMENT AND COPY OF 3 DAY NOTICE TO YOUR COMPLAINT AND FILE AT THE CLERK'S OFFICE WITH APPROPRIATE FILING FEES.
- TAKE YOUR PAPERWORK TO THE SHERIFF'S OFFICE OR HIRE A PROCESS SERVER TO SERVE SUMMONS ON TENANT(S) (FEES ARE DUE TO WHOMEVER YOU CHOOSE TO USE)
- IF TENANT(S) CANNOT PERSONALLY BE SERVED AFTER TWO ATTEMPTS AND SERVES BY POSTING AT THE RESIDENCE, YOU MUST BRING IN A COPY OF THE COMPLAINT AND SUMMONS AND A PRE-ADDRESSED STAMPED ENVELOPE TO BE MAILED BY THE CLERK TO THE DEFENDANT. (This can be done at the beginning when you file your case if you prefer.)
- WAIT 5 BUSINESS DAYS (NOT INCLUDING WEEKENDS OR HOLIDAYS)
- CONTACT THE CLERK TO SEE IF TENANT(S) HAS RESPONDED TO THE COMPLAINT.
- PROCEED WITH PART III

***If at any time after filing the complaint for eviction, you accept rent or no longer wish to pursue the eviction, complete the attached Letter of Voluntary Dismissal and file with the clerk's office.

IN THE COUNTY COURT, IN AND FOR
JACKSON COUNTY, FLORIDA

CASE NO: _____
(Insert case number assigned by Clerk)

(Insert name of Landlord)

(Insert name of Landlord) **Plaintiff(s) ,**

**COMPLAINT FOR EVICTION
AND DAMAGES**

-VS-

(Insert name of Tenant)

(Insert name of Tenant) **Defendant(s) ,**

Plaintiff, _____, sues Defendant(s), _____,
(Insert name of Landlord) (Insert name of Tenant)

and alleges:

**COUNT I
Tenant Eviction**

1. This is an action to evict a tenant from real property in Jackson County, Florida.
2. Plaintiff owns the following described real property: _____

(Insert legal or street description of rental property including, if applicable, unit number)

3. Defendant has possession of the property under a/an (oral/written) agreement to pay rent of \$ _____ payable _____.

(Rental Amount)

(Insert terms of rental payments, i.e. weekly, monthly, etc.)

A copy of the written agreement, if any, is attached as Exhibit "A".

4. Defendant failed to pay the rent due _____, _____.

(Insert date of payment Tenant failed to make)

5. Plaintiff served Defendant with a notice on _____, _____ to pay the rent or deliver possession but Defendant refuses to do either. A copy of the notice is attached as Exhibit "B".

(Insert Date of Notice)

WHEREFORE, Plaintiff demands judgment for possession of the property against Defendant.

COUNT II
Damages

6. This is an action for damages that do not exceed \$15,000.00.
7. Plaintiff restates those allegations contained in paragraphs 1 through 5 above.
8. Defendant owes Plaintiff \$_____ that is due with interest since
(Insert past due rent amount)

(Insert date of last rental payment tenant failed to make)

WHEREFORE, Plaintiff demands judgment for damages against Defendant.

Signature

Name of Landlord/Property Manager

Address

City, State, Zip Code

Home Telephone Number

Other Telephone Number

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

Plaintiff,
-vs

Defendant

UCN:
Case Number: _____

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 into the court registry (*cash, certified or cashier's check or money order payable to the Clerk of Court*) that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over (*together with the court registry fee of 3% of the first \$500.00, and 1.5% of the balance due which is nonrefundable*). 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.

PART

III

- If the tenant(s) files a response, it is sent to the Judge for review. The Judge will either set for a hearing or issue a Judgment of Eviction. If it is set for a hearing, the clerk will notify all parties of the hearing date and time via mail.
- If the tenant is served by posting at residence, you will need to bring a copy of the summons and complaint and a stamped, addressed (to the tenant(s)) envelope for the clerk to mail to the tenant(s). *1 copy and envelope for each tenant*(This can be done at the beginning of your case).
- If the tenant fails to respond 5 business days after personal service or after Clerk's certificate of mailing date, you will need to complete the attached Default Papers and file them with the clerk's office.
- Once the Judge signs a Final Judgment of Eviction, you may attempt to have them leave based on the order or go ahead to Part IV.
- If the tenant still refuses to leave, continue to Part IV.

*** If at any time after filing the complaint for eviction, you accept rent or no longer wish to pursue the eviction, complete the attached Letter of Voluntary Dismissal and file with the clerk's office.

IN THE COUNTY COURT, IN AND FOR
_____ COUNTY, FLORIDA
[insert county in which rental property is located]

[insert name of Landlord]

Plaintiff,

vs.

[insert name of Tenant]

/

Defendant.

CASE NO. _____
[insert case number assigned by
Clerk of the Court]

**MOTION FOR CLERK'S DEFAULT –
RESIDENTIAL EVICTION**

Plaintiff asks the Clerk to enter a default against _____ [name], Defendant, for failing to respond as required by law to Plaintiff's Complaint for residential eviction.

Name: _____
Address: _____

Telephone No. _____

DEFAULT - RESIDENTIAL EVICTION

A default is entered in this action against the Defendant for eviction for failure to respond as required by law.

DATE: _____

CLERK OF THE COURT

By: _____
Deputy Clerk

cc: _____
[insert name of Landlord]

[insert name and address of Tenant]

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of:
Name:
Address:
Telephone Number:

IN THE COUNTY COURT, IN AND FOR
_____ COUNTY, FLORIDA
[insert county in which rental property is located]

[insert name of Landlord]

CASE NO. _____

Plaintiff,

vs.

NONMILITARY AFFIDAVIT

[insert name of Tenant]

Defendant. /

On this day personally appeared before me, the undersigned authority, _____, who, after being first duly sworn, says:

Defendant, _____, is known by Affiant not to be in the military service or any governmental agency or branch subject to the provisions of the Soldiers' and Sailors' Civil Relief Act.

DATED: _____

Signature of Affiant

Name: _____

Address: _____

Telephone No. _____

Sworn and subscribed before me on _____ [date], by _____ [name], who _____ is personally known to me _____ produced _____ [document] as identification and who took an oath.

NOTARY PUBLIC-STATE OF FLORIDA

Name: _____

Commission No. _____ My

Commission Expires: _____

I CERTIFY that I ___ mailed, ___ faxed and mailed, or ___ hand delivered a copy of this motion and attached affidavit to the Defendant at _____ [insert address at which Tenant was served and fax number if sent by fax].

Name _____ Address
_____ Fax No. .

Approved for use under rule 10-2.1(a) of the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed with the assistance of: Name:
Address: Telephone Number:

IN THE COUNTY COURT, IN AND FOR
JACKSON COUNTY, FLORIDA

[insert name of Landlord]

CASE NO. _____
[insert case number assigned
by Clerk of the Court]

Plaintiff,

vs.

**MOTION FOR DEFAULT FINAL-
JUDGMENT - RESIDENTIAL EVICTION**

[insert name of Tenant] /

Defendant.

Plaintiff asks the Clerk to enter a default against _____ [name], Defendant, for failing to respond as required by law to Plaintiff's Complaint for damages.

1. Plaintiff filed a Complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on _____ [date].

WHEREFORE, Plaintiff asks this Court to enter a Final judgment For Residential Eviction against Defendant.

Name: _____

Address: _____

Telephone No. _____

cc: _____
[insert name and address of Tenant]

Approved for use under rule 10-2.1(a) of the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed with the assistance of: Name:

Address: Telephone Number:

PART

IV

- Complete the attached Writ of Possession and bring to the clerk's office to be issued. (YOU CAN DO THIS IN PART III)
- You will then send or take the Writ of Possession to the Sheriff's office for them to physically remove the tenant(s) from the property. (The Sheriff's fee for this service is \$90.00)
- Once the Sheriff's office assists with tenant removal, you will regain possession of your property.

*** If at any time after filing the complaint for eviction, you accept rent or no longer wish to pursue the eviction, complete the attached Letter of Voluntary Dismissal and file with the clerk's office.

IN THE COUNTY COURT
IN AND FOR JACKSON
COUNTY, FLORIDA

Case Number: _____

PHONE: _____

PLAINTIFF(S)

VS

PHONE: _____

DEFENDANT(S)

WRIT OF POSSESSION

STATE OF FLORIDA:

TO ALL THE SHERIFFS OF THE STATE:

YOU ARE HEREBY COMMANDED **after twenty-four (24) hours' notice** conspicuously posted on the premises described below, to put the above-named Plaintiff in possession of the premises and to remove all other persons. The premises located in Jackson County, Florida is described as follows:

WITNESS my hand and seal of said Court at Marianna, Jackson County, Florida this _____ day of _____, 20_____.

CLAYTON O. ROOKS, III
Clerk of County Court

Deputy Clerk

PART V

If at any time after filing the complaint for eviction, you accept rent or no longer wish to pursue the eviction, complete the attached Letter of Voluntary Dismissal and file with the clerk's office.

LETTER OF VOLUNTARY DISMISSAL

Date: _____

RE: CASE NO. _____

PLAINTIFF(S)

-VS-

DEFENDANT(S)

_____, WOULD LIKE TO VOLUNTARILY DISMISS
(PLAINTIFF)

THE ABOVE-MENTIONED CASE ON _____
(DEFENDANT)

DUE TO _____
_____.

PLAINTIFF(S)