

SMALL CLAIMS COURT

JODY PHILLIPS, CLERK OF THE CIRCUIT AND COUNTY COURTS

SMALL CLAIMS DEPARTMENT - ROOM 1054

501 WEST ADAMS STREET

JACKSONVILLE, FL 32202

(904) 255-1980

Information or forms provided by the Clerk of Circuit Court should be considered as basic information only and may not be applicable to 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.

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What is a small claims case?

A small claims case is a legal action filed in County Court to settle minor legal disputes among parties where the dollar amount involved is greater than \$0 but less than \$8,000.01 excluding costs, interest and attorney fees. Small claims cases should be filed in the County Civil department located in room 1054 at the Clerk of Courts Office. You can obtain information from the Clerk in the preparation of your claim by visiting our office during scheduled business hours, 8:00am- 5:00pm, Monday through Friday.

Do I need an attorney?

You are not required to have an attorney. Clerk's office personnel will provide you with the necessary forms for filing a small claims case for a fee. However, it is recommended that you seek legal aid if you have questions about civil cases.

Who can file small claims cases?

Any person 18 years or older or any individual doing business as a company can file a small claims case. A parent or guardian may file on behalf of a minor child. Each person who is a party to the claim must appear at the Clerk's Office to sign the necessary paperwork in the presence of a deputy clerk. Forms will also be accepted if they are properly notarized.

How much does it cost to file a new case?

Filing fees for Small Claims actions are determined by Florida Statutes and are subject to change by legislative action. Fees also vary in accordance with the dollar amount of your claim and the type of action. Please see the attached fee schedule for more information.

Summons and Service Fees:

Your summons must be served by a certified process server or by certified mail. Service by the Sheriff is \$40.00 per defendant in Duval County and payment is made by separate remittance in cash, cashier's check or money order made payable to the Duval County Sheriff. If the defendant does not reside in Duval County, you must contact the Sheriff in the county in which they reside for service instructions and fees.

If you desire to have your summons served by Certified Mail, you must pay the postal charges incurred by the Clerk. **This option is only available for defendants that reside in the state of Florida.**

If the defendant is not served, you may attempt service again by obtaining an alias summons from the Clerk. A fee of \$10.00 for each defendant is required for the issuance of an alias summons. The Sheriff charges \$40.00 for service of the summons within Duval County.

What information do I need to file my case?

The first step is deciding if you want to move forward with your case. Remember, you must prove that the person or business you are suing owes you something. Do you have proof of the debt such as a receipt, note, bill of sale, warranty or a witness? In deciding to sue, consider whether you have any evidence. In addition, in order for the court to pass Judgment in your case, you have to sue the correct entity. The person you file the claim against is called the "defendant." If the defendant owns a business which is a sole proprietorship (not incorporated), and your claim is against the business, you may sue the person and the trade name he or she does business under in the county where

the owner resides, regardless of where the business is located. **You can get the correct corporate name and the registered fictitious names of any Florida corporation by visiting www.sunbiz.org**

If the defendant is a corporation, you must sue the corporation rather than someone who works for the corporation.

Please note, the Clerk's office cannot give you legal advice. The Clerk's office cannot tell you who to sue or offer an opinion as to the validity of the claim.

What happens after I file my case?

After you file your small claims case, each person or business you are suing must be served with a summons or notice to appear in court with the date and time of the hearing. You will have the opportunity to take advantage of the County Court Mediation Program. This program provides you the opportunity to resolve the dispute without returning to court for a trial. You should be prepared to present your case in court if you and the defendant do not select to mediate the case.

If the dispute cannot be settled at the pretrial conference a trial date will be scheduled by the court for your case to be heard. You must appear at the trial with all witnesses and documentation of your claim.

At the trial you will have an opportunity to explain your case to the Judge, ask the defendant(s) questions concerning your claim, present your documentation as discussed at the pretrial conference hearing.

Where can I obtain the 4th Judicial Circuit Order Setting Case Management?

<https://www.jud4.org/Top-Navigation/Court-Administration/Civil-Case-Management.aspx>

What happens to my case if a settlement is reached?

If at any time in the proceedings a settlement is reached between the parties, the plaintiff must notify the Clerk of Court's office in writing of the settlement.

How can I collect my judgment?

The court does not collect money damages on your behalf. You may wish to consult with an attorney for advice on how to collect your judgment.

An alternative to hiring an attorney is to file your judgment with the Secretary of State. You can find more information at www.sunbiz.org or call 1-850-245-6000. The Department of State, Division of Corporations Judgment Lien Filings address is P.O. Box 6250, Tallahassee, FL 32314

Can I file a lien against the defendant's property?

If you choose to place a judgment lien against an individually owned real property of the defendant's following the award of a judgment in your favor, you should obtain a certified copy of your judgment and have it recorded in the official records at the Clerk of Courts recording division. Fees for recording are set by statute and are subject to change by legislative action. Contact the Clerk's office Recording Department for current fees.

FEE SCHEDULE

Fee Schedules

Starting July 1, 2009 revised court costs and filing fees will take effect. These changes are set out in bills passed by the Florida Legislature and signed into law by Gov. Charlie Crist. The text of these bills may be found below the fee schedule for your convenience. Additional fees may apply.

General Fees

Fee Description	Amount
Certifying copies in public record, per instrument	\$2.00
Copies by photographic in public records not more than 14 in. by 8.5 in., per page	\$1.00
Copies by photographic in public records more than 14 in. by 8.5 in., per page	\$5.00
Exemplified certificates, including signing and sealing	\$7.00
Issuing and filing a subpoena for a witness	\$7.00
Signing and sealing only	\$2.00
Sign and seal Clerk's certificate	\$7.00
Searching of records, each year's search	\$2.00
Sealing any court file or expungement of record	\$59.00
Receiving and disbursing all restitution payments, per payment	\$3.50
Receiving and disbursing all partial payments, other than restitution payments, for which an administrative process fee is not imposed, pursuant to FS 28.246, per month	\$5.00
Partial payment plan, one-time administrative processing fee in lieu of a per month charge under paragraph (b)	\$25.00
Interest rate per day shall be payable on judgments, decrees, and restitution	(varies)
Microfilm copies of any public records, 16mm microfilm, roll of 100' or less	\$42.00

Microfilm copies of any public records, 35mm microfilm, roll of 100' or less	\$60.00
Audio tape duplication	\$5.00
Video tape duplication	\$10.00
CD/DVD duplication	\$5.00

County Civil - Transfer of Lien (money)

Fee Description	Amount
Transfer of lien (money lien) is equal to sum of all applicable fees in this table	(see below)
Amount of claim	(varies)
Three years interest	(varies)
Court Costs	\$500.00
Making and serving the certificate	\$20.00
Recording certificate of transfer of lien to bond	\$10.00
Clerk fee for each additional lien	\$10.00
Each additional lien	\$10.00
Each page beyond the first	\$8.50

County Civil - Fee Schedule

Fee Description	Amount
Foreclosure w/claim amount up to \$25,000	(see Foreclosures table)
All non-eviction County Civil cases	\$300.00
All small claims up to \$100.00	\$55.00
All small claims from \$101.00 up to \$500.00	\$80.00
All small claims from \$501.00 up to \$2,500.00	\$175.00
All small claims from \$2,501.00 and up to \$8,000.00	\$300.00
All small claims up to \$1,000.00 w/Replevin	\$130.00
Additional filing fee for each defendant over five	\$2.50
Issuing a summons (each summons)	\$10.00
Cross-claims, counter-claims, third-party claims if relief sought is over \$2,500	\$295.00
Attorney appearing pro hac vice	\$100.00
Bond approval	\$8.50
Foreclosure sale	\$70.00
Foreign judgment - In addition to filing fee for case type	\$42.00
Court ordered mediation services provided by a circuit court's mediation program	\$60.00
Postal charges - certified/registered mail	(varies)
Proceedings of garnishment (writ)	\$85.00
Proceeding of Attachment, Replevin, Distress	\$85.00
Deposit into court registry - 3% of first \$500 plus 1.5% of each subsequent \$100	(varies)
Removal of tenant action	\$185.00
Reopen civil action for claims up to \$500.00	\$25.00

Reopen civil action for claims over \$500.00	\$50.00
Subpoena (prepare, sign, and seal)	\$7.00
Issuance of writs with a raised seal (Writ of Possession, Writ of Execution, etc.)	\$7.00

County Civil - Transfer of Lien (construction)

Fee Description	Amount
Transfer of lien (construction lien) is equal to sum of all applicable fees in this table	(see below)
Amount of claim	(varies)
Three years interest	(varies)
Attorney fees and court costs - Greater of \$1,000 or 25% of claim	(varies)
Clerk fee	\$15.00
Recording fee for certificate	\$10.00
Each additional lien	\$10.00
Clerk fee for each additional lien	\$7.50
Each page beyond the first	\$8.50

SAMPLE OF LISTING ENTITIES

Sample of Proper Entities for Corporation as Plaintiff:

JOHN SMITH & COMPANY, a Florida Corporation
567 Main Street
City, State, Zip
Telephone number

JOHN SMITH & COMPANY, a Florida Corporation
D/B/A SMITH & JONES ENTERPRISES
567 Main Street
City, State, Zip
Telephone number

Sample of Proper Entities for Corporation as Defendant:

JOHN SMITH & COMPANY, a Florida Corporation
C/O: C.T. Corporation system, Registered Agent
234 Main Street
City, State, Zip

Sample of Proper Entities for Sole Proprietorship:

JOHN SMITH d/b/a SMITH COMPANY
567 Main Street
City, State, Zip

Sample of Proper Entities for Partnerships:

JOHN SMITH AND MARY SMITH, co-partners
D/B/A SMITH AND SMITH COMPANY
567 Main Street
City, State, Zip

Sample of proper Entities for Husband and Wife:

JOHN SMITH & MARY SMITH, his wife
567 Main Street
City, State, Zip

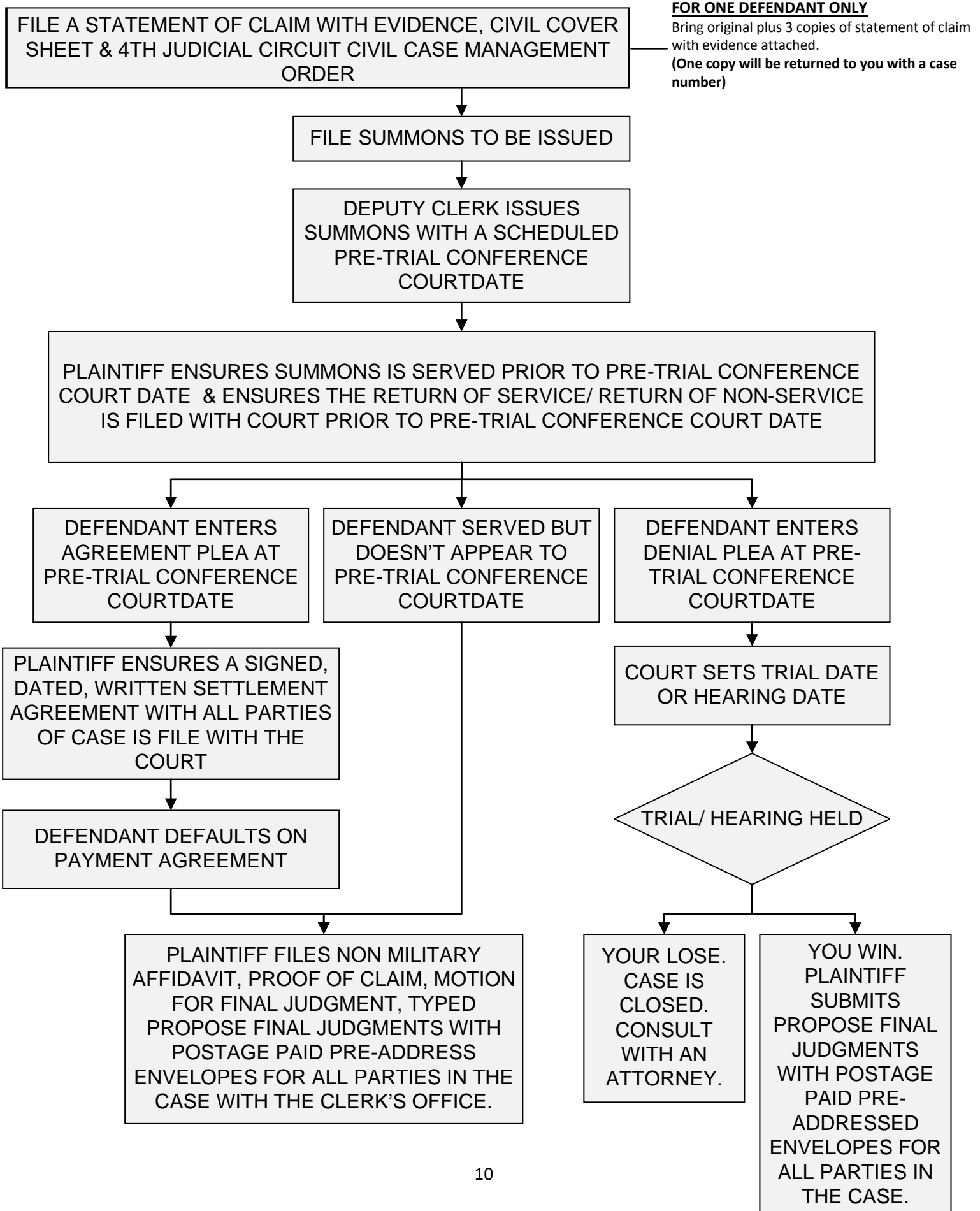
Sample of Entity for Minor as Plaintiff:

JOHN SMITH, a minor, by and through his father or
mother Joseph Smith

Sample of Entity for a minor as defendant:

JOHN SMITH, a minor, by and through his father or mother
JOSEPH SMITH (must be served in the presence of a parent or guardian)

SMALL CLAIMS WORKFLOW CHART



FORM 1.997. CIVIL COVER SHEET

The civil cover sheet and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form must be filed by the plaintiff or petitioner with the Clerk of Court for the purpose of reporting uniform data pursuant to section 25.075, Florida Statutes. (See instructions for completion.)

I. CASE STYLE

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA

Plaintiff

Case # _____

Judge _____

vs.

Defendant

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.

- \$8,000 or less
- \$8,001 - \$30,000
- \$30,001- \$50,000
- \$50,001- \$75,000
- \$75,001 - \$100,000
- over \$100,000.00

III. TYPE OF CASE (If the case fits more than one type of case, select the most definitive category.) If the most descriptive label is a subcategory (is indented under a broader category), place an x on both the main category and subcategory lines.

CIRCUIT CIVIL

- Condominium
- Contracts and indebtedness
- Eminent domain
- Auto negligence
- Negligence—other
 - Business governance
 - Business torts
 - Environmental/Toxic tort
 - Third party indemnification
 - Construction defect
 - Mass tort
 - Negligent security
 - Nursing home negligence
 - Premises liability—commercial
 - Premises liability—residential
- Products liability
- Real Property/Mortgage foreclosure
 - Commercial foreclosure
 - Homestead residential foreclosure
 - Non-homestead residential foreclosure
 - Other real property actions
- Professional malpractice
 - Malpractice—business
 - Malpractice—medical
 - Malpractice—other professional
- Other
 - Antitrust/Trade regulation
 - Business transactions
 - Constitutional challenge—statute or ordinance
 - Constitutional challenge—proposed amendment
 - Corporate trusts
 - Discrimination—employment or other
 - Insurance claims
 - Intellectual property
 - Libel/Slander
 - Shareholder derivative action
 - Securities litigation
 - Trade secrets
 - Trust litigation

COUNTY CIVIL

- Small Claims up to \$8,000
- Civil
- Real property/Mortgage foreclosure

- Replevins
- Evictions
 - Residential Evictions
 - Non-residential Evictions
- Other civil (non-monetary)

COMPLEX BUSINESS COURT

This action is appropriate for assignment to Complex Business Court as delineated and mandated by the Administrative Order. Yes No

IV. REMEDIES SOUGHT (check all that apply):

- Monetary;
- Nonmonetary declaratory or injunctive relief;
- Punitive

V. NUMBER OF CAUSES OF ACTION: []
(Specify)

VI. IS THIS CASE A CLASS ACTION LAWSUIT?

- yes
- no

VII. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?

- no
- yes If “yes,” list all related cases by name, case number, and court.

VIII. IS JURY TRIAL DEMANDED IN COMPLAINT?

- yes
- no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of Judicial Administration 2.425.

Signature _____
Attorney or Party

Fla. Bar # _____
Bar # if attorney

(type or print name)

Date

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM

The Plaintiff _____ sues the Defendant _____ and alleges:

1. This is an action for damages which do not exceed the sum of \$8,000, exclusive of interest and costs.

2. _____

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

vs.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM
(Auto Accident)

The Plaintiff sues the Defendant and says: On or about _____, in the vicinity of _____, on a public highway in Duval County Florida, Plaintiffs motor vehicle, being operated by _____, collided with the Defendant's motor vehicle, being operated by _____ and the collision with the Plaintiff's vehicle was caused by the negligent and careless operation of Defendant's vehicle, whereby Plaintiff's vehicle was damaged and depreciated in value.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM
(Money Lent)

The Plaintiff(s) sues the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs.
2. There is now due, owing and unpaid from the defendant to the Plaintiff \$ _____ for money lent by the Plaintiff to the Defendant on _____, with interest thereon since _____
_____.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus interest and court costs

(Signature)

(Print Name)

NAME: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

CASE NUMBER:
DIVISION:

vs.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM
(In Replevin)

This is an action in replevin and Plaintiff alleges:

1. That he is the agent of the above named Plaintiff and that Plaintiff is/are lawfully entitled to the possession of the following described personal property located at _____
_____ in Duval County Florida, to wit
_____.

2. Defendant came into possession of the above said goods by virtue of _____
_____.

3. To the best of my knowledge, information and belief the value of the said property is the sum of \$ _____, that said property has not been taken for any tax assessment of fine levied by virtue of any law of the State of Florida, nor seized under any execution or attachment against the goods and chattels of said Plaintiff liable to execution and that the above named Defendant has/have possession of the above described personal property and wrongfully detains the same from Plaintiff in the County of Duval, State of

Florida.

4. That said Plaintiff is the owner of said personal property and entitled to the possession thereof by virtue of _____
_____ that said Defendant in Duval County, Florida
wrongfully detains from said Plaintiff said personal property of the value as aforesaid; that said Plaintiff made demand upon said defendant for possession of said personal property prior to the institution of this claim, yet said Defendant continues to wrongfully withhold possession thereof from said Plaintiff for the reason being _____
_____.

WHEREFORE Plaintiff demands judgment and for damages for the detention of it against defendant.

(Signature)

(Print Name)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

TELEPHONE: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:

DIVISION:

VS.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

TELEPHONE: _____

STATEMENT OF CLAIM

(Back Wages)

The Plaintiff sues the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs.

2. There is now due, owing and unpaid from the Defendant to the Plaintiff monies in the sum of

\$ _____, which represents _____ pay for on or about
_____ through _____.

3. Although Plaintiff has made numerous demands to Defendant for payment, Defendant has failed and or refused to pay said monies. All as evidence by copies of exhibits attached hereto and made a part hereof.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

STATEMENT OF CLAIM
(Co-Signer)

The Plaintiff sues the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs.
 2. That on or about _____, the Defendant did execute a loan in the amount of _____ . The Plaintiff was co-maker on said loan and when the Defendant defaulted in the payments on said loan the Plaintiff was obligate to pay, as evidence per the attached.
 3. Therefore, Plaintiff seeks to recover from the Defendant monies in the amount of \$ _____, to cover the portion of the loan paid by the Plaintiff.
- WHEREFORE Plaintiff demands judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

NAME: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

CASE NUMBER:
DIVISION:

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM
(Services Rendered Upon Defendants Request)

The Plaintiff(s) sue the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs
2. Plaintiff is seeking to recover monies due from the Defendant for _____

services rendered at Defendant's request on or about _____.

3. There is currently due, owing and unpaid the sum of \$_____ for said services as evidence per the attached.

WHEREFORE Plaintiff demands Judgment in the sum of \$_____ plus court costs.

(Signature)

(Print Name)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

CASE NUMBER:
DIVISION:

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM

(Money due regarding oral written agreement for rental or use of premises)

The Plaintiff(s) sue the Defendant(s) and alleges:

This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs. 1.

Plaintiff is the owner of those certain premises more commonly known as _____,

Duval County, Florida. Plaintiff is seeking to recover monies due from the Defendant for the rental and use of the said premises.

2. There is now due and owing from the Defendant \$ _____ for a period covering _____ to _____ under an oral/written agreement to pay monthly rental of _____. Defendant vacated said premises on _____ leaving said rents due and owing.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus interest and court costs.

(Signature)

(Print Name)

NAME: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

CASE NUMBER:
DIVISION:

VS.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM

(Money due for rental or use of premises without notice with an agreement attached)

The Plaintiff(s) sue the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of \$8,000, exclusive of interest and costs.
2. On or about _____, Defendant vacated the premises more commonly known as _____, Jacksonville, Duval county, Florida, being rented by the defendant at a monthly rental rate of \$ _____, as per copy of rental agreement attached hereto.
3. Upon vacating said premises, Defendant left monies due and owing in the amount of \$ _____ as rents for _____ to _____.
4. Therefore, Plaintiff is seeking to recover monies due for rent of said premises in the sum of \$ _____.
5. That during said tenancy of the Defendant certain damages were noted by the Plaintiff upon Defendant's vacating the premises. Plaintiff is seeking to recover from the Defendant(s) monies in the amount of \$ _____, which represents the damages to wit.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

NAME: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

CASE NUMBER:
DIVISION:

vs.

NAME: _____

ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE: _____

STATEMENT OF CLAIM

(Money due for vacating premise without notice with an agreement attached)

The Plaintiff(s) sues the Defendant(s) and alleges:

1. This is an action for damages which does not exceed the sum of 2,500/8,000, exclusive of interest and costs.
2. On or about _____ Defendant vacated the premises known as _____ Jacksonville, Duval County, Florida, being rented by Defendant at a monthly rental rate of \$ _____ thereby breaking the least agreement attached hereto.
3. Upon vacating said premises without proper notice, Defendant left rents due and owing in the amount of \$ _____ representing _____.
4. Therefore, Plaintiff is seeking to recover monies due for Defendant's portion of the rent.
5. Plaintiff seeks to recover the additional amount of \$ _____ representing Defendant's portion of _____.

WHEREFORE Plaintiff demands Judgment in the sum of \$ _____ plus court costs.

(Signature)

(Print Name)

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:

DIVISION:

AUTHORIZATION OF CORPORATE OFFICER

_____ is an employee of _____. This individual has authority to represent the corporation at any stage of the trial court proceedings, including mediation.

The undersigned giving the authority is an officer of the corporation. Pursuant to section 92.525, Florida Statutes, under penalty of perjury, I declare that I have read the foregoing Corporate Authorization and that the facts stated in it are true.

Date: _____

SIGNING AUTHORITY: _____

Print name and title: _____
(President, Vice-President, Secretary, Treasurer)

Address: _____

Phone number: _____

FINAL JUDGMENT PACKET

COUNTY COURT DIVISION JUDGE
501 WEST ADAMS STREET
JACKSONVILLE, FL 32202

RETURN COMPLETED PACKET WITH ENVELOPES:
1 ENVELOPE ADDRESSED TO YOU
1 ENVELOPE ADDRESSED TO EACH DEFENDANT

**Return address not required

HOW TO COLLECT ON FINAL JUDGMENTS IN DUVAL COUNTY

What is a judgment?

A judgment must be a final order from a Florida State Court or from a United States District Court in Florida. To be “final,” the judgment must contain conclusive and customary language establishing that judicial labor is at an end and the order is truly dispositive and final. Because execution is not permitted on judgments that do not determine with finality the rights and liabilities of the parties, the “Final Judgment” must not leave questions open for judicial determination.

Below lists basic steps to collect your judgment assuming you obtained it in Duval County Small Claims Court against a person who lives in this county. The procedures, laws and rules on collecting judgments are complicated and they are easy to mistake. If in doubt, consult your attorney or call the Jacksonville Bar Association Lawyer Referral Service at: (904) 399-5780.

IMPORTANT: YOU MUST FOLLOW STEPS 1 THROUGH 3 BELOW TO PROTECT YOUR JUDGMENT RIGHTS. FLORIDA AND FEDERAL LAW MAY PROTECT MANY OF THE DEFENDANT'S ASSETS (INCLUDING WAGES) FROM YOUR COLLECTION EFFORTS. FAILURE TO COMPLY WITH THESE LAWS COULD RESULT IN PROBLEMS FOR YOU IN COLLECTING YOUR JUDGMENT. YOU MAY CHOOSE TO CONSULT WITH AN ATTORNEY TO AVOID THESE PROBLEMS. PLEASE REMEMBER CLERKS, SHERIFF'S OFFICE, LAW LIBRARIANS, JUDGES AND JUDICIAL ASSISTANTS CANNOT GIVE YOU LEGAL ADVICE.

STEP 1: CERTIFY YOUR JUDGMENT. You can purchase a certified copy of your judgment from the Clerk of Court Official Records Department. You will need to have your case number available for the clerk in order to obtain the copies. The Clerk's office charges \$1.00 per page and \$2.00 for certification. For more information please see section 55.10 (1) Florida Statutes.

STEP 2: RECORD YOUR JUDGMENT. Call or visit the Recording Department (904-255-2000) in the Duval County Courthouse, room 1046, and have your judgment recorded as an official record of the county as a lien (a claim or charge on property for the payment of debt) against any real property owned by the defendant. For more information see 55.10(1), Florida Statutes. The charge for recording your judgment is \$10.00 for the first page and \$8.50 for each additional page. Fees for recording are set by Statute and are subject to change by legislature. Please note the following:

- A. Your judgment is NOT a lien against real property unless a certified copy is recorded.
- B. A judgment lien is valid for 10 years, but can be renewed twice by recording it within 90 days of the end of the 10 year period.
- C. From the time a judgment is signed it bears interest, even if the defendant owns no property now, he or she may acquire property at a later date.
- D. In order to be a valid lien the judgment must have the defendant's address on it. For more information, see section 55.10(1), Florida Statutes.

STEP 3: WRIT OF EXECUTION. A writ can be obtained 10 days after the date your judgment is entered by the court. A writ of execution will command the Sheriff to take the property of the defendant in order to satisfy the judgment debt. The Clerk's office charges \$7.00 for the issuance of the writ. After the clerk issues your writ and returns it to you, you will contact the Duval County Sheriff's Office for more information on your next step. They can be reached at (904) 630-2141. Before having your writ issued please consider the following:

- A. Before obtaining the Writ of Execution, you should find out from the Sheriff's office if there are any other judgments “docketed” against the defendant prior to yours. If there are other judgments entered prior to yours, then money from property seized will first be used to pay prior judgments.
- B. If there are numerous prior judgments, it may not be worth your while to start seizing assets that would be used to pay others.
- C. If the amounts of prior judgments are not excessive, you should request your judgment be docketed.
- D. For more information, see section 56.021, Florida Statutes and section 56.041, Florida Statutes.

STEP 4: WRITE A DEMAND LETTER. Write a demand letter to the defendant reminding him/her that a judgment has been entered in your favor and request payment of the judgment amount. If the defendant pays in full, then you **MUST** file a "Satisfaction of judgment" with the Recording Department at the Clerk's office and provide the defendant with a copy. The charge for recording the Satisfaction of Judgment is \$10.00 for the first page and \$8.50 for each additional page.

STEP 5: IDENTIFY AND LOCATE THE DEFENDANT'S ADDRESS. Pursuant to section 56.061, Florida Statutes the defendant's bank accounts, motor vehicles, boats, stocks and bonds, real estate and business are subject to execution. If you do not know about any of the defendant's assets or if the defendant has attempted to hide them, follow step six and look in the following places:

- A. County property appraiser's office (904) 630-2011, for real estate.
- B. Clerk of Court's Official Records (904) 255-2000, for more information on real estate bought or sold.
- C. Division of Corporations (850)488-9000, for information on business' in which the defendant is involved.
- D. Division of Motor Vehicles for information on vehicles owned by the defendant, located on 107 Gaines Street, Tallahassee, Florida 32304
- E. County Tax Collector (904) 630-1464 for information on any boats the defendant owns

STEP 6: SCHEDULE A "HEARING IN AID OF EXECUTION" This can be done 30 days after the date of your judgment and forces the person you have a judgment against to bring all of his or her financial records for you and the judge to see.

- A. File a written motion known as an "Ex parte Motion for Hearing in Aid of Execution" with the judge you received your judgment from. At the end of this packet, there is an example motion to assist you. Be sure to include the "Fact Information Sheet" as well
- B. The Court will set a hearing and send you and the defendant a notice of the date and time.
- C. At the hearing, you can ask the defendant questions about his/her financial condition and assets and look at the documents that the defendant has brought to court. Important information to get at this hearing includes the defendant's bank account numbers, any lands or tenements that the defendant owns, vehicle serial numbers and any other goods or chattels (movable things or money).
- D. Exempt property- Florida law exempts much of the defendant's property from seizure. The following property may not be taken to satisfy a judgment:
 1. A person's homestead, which may be one-half acre in municipality or 160 acres of contiguous land outside of a municipality. See section 222.01, Florida Statutes.
 2. Wages of the head or household. See section 222.11, Florida Statutes.
 3. Personal Property up to \$1,000. Article 10, Section 4 of the Florida Constitution.
 4. Life insurance proceeds. Section 222.14, Florida Statutes
 5. Disability benefits. Section 222.18, Florida Statutes.

STEP 7: LEVY OR GARNISHMENT: Both of these methods are expensive and very complicated. We strongly recommend that you consult with an attorney to employ these methods. However, if you want to do it yourself, go to the courthouse library and ask for information on creditor's rights, collection of judgments, sheriff's levy's and garnishments.

- A. **Levy-** after securing an execution, this document will be transferred upon the payment of the fee to the Sheriff's Office. The Sheriff's Office will then levy upon the property of the defendant. Contact the Sheriff's office for a list of fees.
 1. If you want the Sheriff to seize the property and hold a public sale of it, please contact JSO. They can be reached at (904) 255-2470 or 501 West Adams Street, room 5141, Jacksonville, Florida 32202.
 2. Fill out instructions for levy. There is a large fee connected to this service so the property will need to have value for this procedure to be worthwhile.
 3. Make sure that before you seize a car or other motor vehicle you should find out from the Department of Motor Vehicles if there is a lien on the vehicle. If there is, the lien will have a priority over your claim. For more information see sections 30.15, 30.17 and 30.231 and 30.30, Florida Statutes.

B. **Garnishment**- You can file a claim, called a garnishment, against a bank, employer or anyone else who is holding money that belongs to the defendant.

1. First, file a "Motion for Writ of Garnishment" or Motion for Continuing Garnishment (if against an employer). You should seek an attorney if you would like to file a Continuing Garnishment as we do not offer any forms.
2. You must file the motion with the County Court division. The Clerk charges \$85.00 to file this motion. The clerk will then ask the Garnishee (the bank, etc.) if it is holding any property or assets of the defendant and if anyone else is making claims on it.
3. The bank, etc. must answer the Court or it may be responsible to pay the debt itself. For more information see section 77.06, Florida Statutes.
4. Within 5 days of receiving an answer from the bank, etc., or other third party you must send a notice to the defendant along with copies of the Writ of Garnishee's answer to the defendant and anyone listed in the answer which might have an interest in the property.
5. You must file a copy of this notice with the Court certifying that it has been sent. For more information see section 77.055, Florida Statutes.
6. After the notice to the defendant has been sent, the defendant has 20 days to object or assert exemptions. If there is any objection to a garnishment a trial will need to be held and you will probably need the services of an attorney. Section 77.07, Florida Statutes.
7. If the garnishee files an answer admitting it holds property and there are no issues to resolve, you can file an "Acceptance of Garnishee's Answer" and motion for final judgment approving garnishment.
8. Remember, there are very specific time requirements involved in this procedure. See chapters 77 and 222, Florida Statutes.

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:

DIVISION:

Defendant(s)

PROOF OF CLAIM

STATE OF FLORIDA
COUNTY OF DUVAL

Before me, the undersigned authority, personally appeared _____
(plaintiff's name)

_____ who, being first dully sworn, deposes and says; that he (she)(they) is
(are) the Plaintiff(s) or Plaintiff's agent named in the Statement of Claim filed herein; that the balance
due to the plaintiff(s) from the Defendant(s) is the sum of \$ _____ , plus court
(current amount due)
costs, which is a true and correct statement of the account as of

_____ and that no set-offs exist. This action has been brought in
(last date of payment or date statement of claim filed)

Duval County where venue is proper. At Jacksonville, Florida this _____ day of

_____, _____.
(month) (year)

(Signature)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, _____

(Print Name)

who is personally known to me/or produce
_____ as
identification, and who did/did not take an oath.

JODY PHILLIPS

CLERK OF THE CIRCUIT AND COUNTY COURT
DUVAL COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

INSTRUCTIONS FOR AFFIDAVIT OF NON-MILITARY STATUS

An affidavit of Non-Military is a sworn statement stating that- to the best of your knowledge you know that the defendant(s) are not currently in the military service. Without the non-military affidavit, the Judge will not accept the default. A default CANNOT be entered against a person in the military. If a defendant is in the military you are required to motion to the courts asking the Judge to appoint an Attorney Ad-Litem. This is an attorney who will appear on behalf of the person who is in the military. If the defendant is not in the military you will need to state where the defendant is employed or what type of work they perform.

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

AFFIDAVIT OF NON-MILITARY SERVICE AND VENUE

STATE OF FLORIDA
COUNTY OF DUVAL

Before me, the undersigned authority personally appeared _____ who is
being duly sworn, deposes and says: that he (she) (they) is (are) the Plaintiff(s) or Plaintiff's agent named
in the Statement of Claim filed herein, that the Defendant _____
is not now in the military service of the United States of America, that said Defendant lives at the specific
street address of _____
and is employed at _____
this action Has been brought in Duval County where venue is proper.

(Signature)

(Print Name)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, _____
who is personally known to me/or produce
_____ as
identification, and who did/did not take an oath.

JODY PHILLIPS
CLERK OF THE CIRCUIT AND COUNTY COURT
DUVAL COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:
DIVISION:

Defendant(s)

FINAL JUDGMENT AGAINST DEFENDANT(S)

It is adjudged that the Plaintiff(s) _____

_____ recover

from the Defendant(s), _____

the sum of \$ _____ on principal, \$ _____, as prejudgment interest.

\$ _____ for attorneys' fees, with cost of \$ _____, all of which shall bear interest

the rate of _____ % and will adjust in accordance with section 55.03 Florida Statutes,

for all which let execution issue.

ORDERED at Jacksonville, Duval County, Florida, on _____.

Copies furnished to:
Plaintiff(s)'s address:

COUNTY COURT JUDGE

Defendant(s)'s last known address:

**FINAL JUDGMENT
AFTER
STIPULATION**

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

MOTION FOR FINAL JUDGMENT AFTER STIPULATION

The Plaintiff(s) in the above styled causes hereby moves the Court for the entry of a Final Judgment against the Defendant(s) herein. The Defendant(s) has/have not complied with the terms of the Stipulation of payments entered herein on _____.

There is now due and owing to the Plaintiff(s) from the Defendant(s) the sum of \$ _____, plus court costs in the amount of \$ _____, for a total amount due in the sum of \$ _____.

Payments have been made by the Defendant(s) as follows:

_____.

DATED at Jacksonville, Florida this _____ day of _____, _____.

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, _____
who is personally known to me/or produce

_____ as
identification, and who did/did not take an oath.

(Signature)

(Print Name)

JODY PHILLIPS
CLERK OF THE CIRCUIT AND COUNTY COURT
DUVAL COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:
DIVISION:

Defendant(s)

FINAL JUDGMENT AGAINST DEFENDANT(S)

It is adjudged that the Plaintiff(s) _____
_____, recover from the
Defendant(s) _____
_____ the sum of
\$_____ on principal, \$_____, as prejudgment interest. \$_____ for attorneys' fees with cost of
\$_____, all of which shall bear interest the rate of _____ % and will adjust in accordance with section
55.03 Florida Statutes for all of which let execution issue.

ORDERED at Jacksonville, Duval County, Florida, on _____.

COUNTY COURT JUDGE

Copies furnished to:

Plaintiff(s)'s address:

Defendant(s)'s last known address:

REPLEVIN FINAL JUDGMENT PACKET

(FOR PERSONAL PROPERTY)

MAIL TO:

COUNTY COURT JUDGE
501 WEST ADAMS STREET
JACKSONVILLE, FL 32202

RETURN COMPLETE PACKET WITH ENVELOPES:

1 ENVELOPE ADDRESSED TO YOU

1 ENVELOPE ADDRESSED TO EACH DEFENDANT

**RETURN ADDRESS NOT REQUIRED

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:
DIVISION:

Defendant(s)

PROOF OF CLAIM (REPLEVIN)

STATE OF FLORIDA
COUNTY OF DUVAL

Before me, the undersigned authority, personally appeared _____
_____ who being first duly sworn, deposes and says; the he (she) (they) is (are)
(plaintiff's name)
the Plaintiff(s) or Plaintiff's agent named in the Statement of Claim filed herein; that the balance due to Plaintiff(s) from
the Defendant(s) is the sum of \$ _____, plus court costs, which is a true and correct statement of the
(current amount due)
account as of _____ and that no set-offs exist.
(date of last payment or filed date of statement of claim)

This action has been brought in Duval County where venue is proper. At Jacksonville, Florida this _____ day of
_____, _____.
(month) (year)

Further that the Plaintiff(s) is (are) entitled to possession of the personal property which is the subject of this suit; that
the Plaintiff(s) has (have) made demand upon Defendant(s) for possession of said personal property, but Defendant(s)
refuses to surrender possession to the Plaintiff(s), and wrongfully retains possession of said property;

This action has been brought in Duval County where venue is proper. At Jacksonville, Florida this _____ day of
_____, _____.
(month) (year)

(Signature)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____,
who is personally known to me/or produce
_____ as
identification, and who did/did not take an oath.

(Print Name)

JODY PHILLIPS
CLERK OF THE CIRCUIT AND COUNTY COURT
DUVAL COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

FINAL JUDGMENT REPLEVIN

This cause came on to be heard and the Court finding that the Plaintiff(s) is/are entitled to Final Judgment against the Defendant(s) _____ and that the Plaintiffs was/were on the date of the institution of the suit entitled to possession of the personal property sought to be replevied herein, which goods are now in the possession of the above named defendant(s), in Duval County, Florida, of the value of \$ _____ Described as follows, to-wit: _____

And the court being otherwise fully advised in the premises, it is, upon consideration thereof ADJUDGED as follows:

Plaintiff(s) do have and recover of and from the Defendant(s) the said personal property to-wit:

1. _____ together with attorney's fees in the sum of \$ _____ and the costs in this behalf expended and herein taxed at \$ _____, OR that the Plaintiff(s) do have and recover of and from that the Defendant(s) in the sum of \$ _____ and the costs in this behalf expended and herein taxed at \$ _____ At the option of said Plaintiff(s):

- A. Let Writ of Possession issue for said personal property, and execution issue for said attorney's fees and costs;
- OR
- B. Let execution issue for said damages, attorney's fees and costs

DONE AND ORDERED at Jacksonville, Duval County Florida, this _____ day of _____ 20_____.

Copies furnished to:

Judge

Plaintiff(s)'s Address: _____

Defendant(s)'s Address: _____

FACT INFORMATION SHEET

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

EXPARTE MOTION FOR HEARING IN AID OF EXECUTION

COMES NOW THE Judgment Creditor _____

Pursuant to Rule 7.221, Florida Small Claims Rules, and moves the court to enter an order requiring the
Judgment Debtor(s) _____

To appear at a Hearing in Aid of Execution for the purposes of examining the Judgment Debtor(s) regarding
his/her/it's/their ability to satisfy the Final Judgment entered in this cause and requiring the Judgment
Debtor(s) to complete a FACT INFORMATION SHEET and bring it to the Hearing in Aid of Execution.

(Signature)

(Print Name)

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

ORDER FOR HEARING IN AID OF EXECUTION

IT IS ORDERED AND ADJUDGED that the Judgment Debtor(s) _____

Address: _____

shall:

1. Appear before Judge _____ on the _____ day of _____, 20____ at _____ o'clock _____.M. in courtroom/chambers _____, located at _____, Jacksonville, Florida to be examined as to the Judgment Debtor(s) ability to satisfy the Final Judgment entered in this cause.

2. Bring to the hearing all documents and papers which relate to the Judgment Debtor(s) Financial condition and the completed, notarized Fact Information Sheet attached hereto. Judgment Debtor(s) failure to comply with this Order shall be grounds for contempt.

DONE AND ORDERED at Jacksonville, Duval County, Florida, this _____ day of _____, 20_____.

Plaintiff(s) Address: _____

COUNTY JUDGE

Defendant(s) Address: _____

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:

DIVISION:

Defendant(s)

FACT INFORMATION SHEET, INDIVIDUAL

Full Legal Name: _____

Nickname or Aliases: _____

Residence Address: _____

Mailing Address (if different): _____

Telephone number: _____ Business number: _____

Name of Employer: _____

Address of Employer: _____

Position or Job Description: _____

Rate of Pay: _____ Per: _____

Average Paycheck: _____ Per: _____

Average Commission or Bonuses: _____

Commission or Bonuses are based on: _____

Other Personal Income: _____ From: _____

(Explain details on the back of this sheet or an additional sheet if necessary)

Social Security Number: _____ Birthdate: _____

Driver's License Number: _____

Marital Status: _____ Spouse's Name: _____

Spouse's Address (if different): _____

Spouses Social Security Number: _____ Birthdate: _____

Spouse's Employer: _____

Spouse's Average Paycheck or Income: \$ _____ per _____

Other Family Income \$ _____ per _____

(Explain details on the back of this sheet or an additional sheet if necessary.)

Names and Ages of all of your children (and addresses if not living with you): _____

Child Support or Alimony Paid \$ _____ Per _____

Names of Others you LiveWith: _____

Who is Head of Your Household? You: _____ Spouse _____ Other: _____

Checking Account at: _____ Account #: _____

Savings Account at: _____ Account #: _____

(Describe all other accounts or investments you may have, including stocks, mutual funds, savings bonds, or annuities, on the back of the sheet or an addition sheet if necessary)

For Real Estate (land) You Own or are Buying: _____

Address: _____

All Names on Title: _____

Mortgage Owed to: _____

Balance Owed: _____ Monthly Payment \$ _____

(Attach a copy of the deed or mortgage, or list the legal description of the property on the back of this sheet or an additional sheet if necessary. Also provide the same information on any other property you own or are buying.)

For all motor Vehicles You Own or are Buying: _____

Year: _____ Make: _____ Model: _____ Color: _____

Vehicle ID #: _____ Tag # _____ Mileage: _____

Names on Title: _____

Loan Owed to: _____

Balance on Loan: _____ Present Value _____ Monthly Payments: _____

(List all other automobiles, as well as other vehicles, such as boats, motorcycles, bicycles, or aircraft, on the back of this sheet or any additional sheet if necessary.)

Have you given, sold, loaned, or transferred any real or personal property worth more than \$100.00 to any person in the last year? Yes: _____ No: _____ if you answer "yes" describe the property and sale price, and give the name and address of the person who received the property: _____

Does anyone owe you money? Yes: _____ No: _____ Amount Owed: \$ _____

Name and Address of person owing Money: _____

Reason Money is Owed: _____

Please attach copies of the following:

- Your last pay stub.
- Your last 3 statements for each bank, savings, credit union or other financial account.
- Your motor vehicle registrations and titles.
- Any deeds or titles to any real or personal property you own or are buying, leases to property you are renting.

UNDER PENALTY OF PURGERY, I SWEAR OR AFFIRM THAT
THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

The foregoing instrument was acknowledged before me on _____ by _____ who is personally known to me or has produced as identification and who _____ did _____ did not take an oath. WITNESS my hand and official seal on _____

(Signature of Notary Public)

(Printed name of Notary Public)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:
DIVISION:

Defendant(s)

FACT INFORMATION SHEET- BUSINESS ENTITY

Name: _____ Title: _____

Address: _____

Telephone number (home): _____ Business: _____

Address of Business Entity: _____

Type of Entity: (Check one)

Corporation Partnership Limited Partnership Sole Proprietorship Limited Liability Corporation (LLC) Professional Association (PA) Other: _____

Does Business Entity own/have interest in any other business entity? Please explain _____

Gross/Taxable income reported for Federal Income Tax purposes (last 3 years):

\$ _____ \$ _____ \$ _____

Taxpayer Identification Number: _____

List Partners (General or limited and designate percentage of ownership): _____

Average Number of Employees/ Month: _____

Names of Officers and Directors: _____

Checking Account at: _____ Account number: _____

Savings Account at: _____ Account number: _____

Does the Business Entity own any vehicles? _____

Years/ Makes/Models: _____

Vehicle ID numbers: _____

Tag numbers: _____

Outstanding Loans: _____

Does the Business Entity own any real property: YES _____ NO _____

Address: _____

Please check if the business entity owns the following:

_____ Boats

_____ Stocks/Bonds

_____ Camper

_____ Other Real Property

_____ Intangible Property
_____ Other Personal Property

UNDER PENALTY OF PURGERY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

Defendants Designated Representative

Title: _____

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me on _____ by _____, who is personally known to me or has produced _____ as identification and who _____ did/did not

Take an oath.

WITNESS my hand and official seal on _____.

Signature of Notary Public

Printed Name of Notary Public

GENERIC FORMS

Witness Subpoena

Generic Motion

Motion for Continuance

Notice of Dismissal

AMERICANS WITH DISABILITIES ACT (ADA) NOTICE INDIVIDUALS WITH DISABILITIES NEEDING A REASONABLE ACCOMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE COURT ADMINISTRATORS OFFICE AS SOON AS POSSIBLE. TELEPHONE: 904-255-1695, OR, IF, HEARING IMPAIRED, 1-800-955-8711(TTD) OR 1-800-955-8770 (V) FLORIDA RELAY SERVICE.

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

SUBPOENA

THE STATE OF FLORIDA:

To: _____

YOU ARE HEREBY COMANDED to appear before the Honorable _____,

_____ Judge of said Court, at the Duval County Courthouse in Jacksonville,

Florida on _____, to testify in the above

styled cause.

If you fail to appear, you may be in contempt of Court.

You are subpoenaed to appear by _____

Excused from this subpoena by _____ shall respond

to this subpoenaed as directed.

WITNESS my hand and the seal of said Court _____.

JODY PHILLIPS
Clerk of the Court
Duval County, Florida

By: _____
As Deputy Clerk

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

Plaintiff(s)

VS

CASE NUMBER:
DIVISION:

Defendant(s)

MOTION TO:

COMES NOW, the Plaintiff/Defendant and moves this Honorable Court for/to:

The Following reason:

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the above has been furnished by U.S. Mail/ Hand delivered to,

_____ this _____ day of _____, 20 ____.

Plaintiff(s) Signature

Plaintiff(s) Printed Name

Plaintiff Address

Plaintiff City, State, Zip Code

Plaintiff Telephone Number

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

MOTION FOR CONTINUANCE

Comes now, the Plaintiff/Defendant _____ in proper
person who respectfully moves the Court to continue the case set for _____ for the following reasons:

_____ and reset same
for another date.

Dated at Jacksonville, Duval County, Florida this _____ day of _____, _____.

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the above has been furnished by U.S. Mail/ Hand delivered to,
_____ this _____ day of _____, 20_____

Plaintiff(s) Signature

Plaintiff(s) Printed Name

Plaintiff Address

Plaintiff City, State, Zip Code

Plaintiff Telephone Number

Plaintiff(s)

VS

Defendant(s)

IN THE COUNTY COURT, FOURTH
JUDICIAL CIRCUIT IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NUMBER:
DIVISION:

NOTICE OF DISMISSAL

Comes now the Plaintiff: _____

And pursuant to Rule 7.110(a)(1) Florida Rules of Summary Procedure, hereby dismisses the complaint heretofore filed in this case
cause against the Defendant(s) _____

Jacksonville, Florida, this _____ day of _____, _____.

Plaintiff(s) Signature

Plaintiff(s) Printed Name

Plaintiff Address

Plaintiff City, State, Zip Code

Plaintiff Telephone Number