



GRANT MALOY
Clerk of the Circuit Court and Comptroller
Seminole County

This eviction packet is for residential property located in Seminole County where the tenant has failed to pay their rent and you have a written or verbal agreement. You can find more information about evictions in Chapter 83 of the Florida Statute.

Included in this packet:

- Cover Letter
- Fee and Copy Chart
- Eviction Flow Chart
- Civil Cover Sheet
- Notice from Landlord to Tenant – Termination for Failure to Pay Rent (3-Day Notice)
- Complaint for Non-Payment of Rent Tenant Eviction (Count I Possession) and (Count II Damages-unpaid rent)
- Eviction Summons/Residential
- Clerk Default: Motion for Default/Default (Count I)
- Judicial Default: Motion for Default/Default (Count I – for failure to deposit money into the court registry)
- Final Judgment for Possession (Count I)
- Writ of Possession (Removal of Tenant)
- Clerk Default: Motion for Default/Default (Count II)
- Affidavit of Indebtedness (Count II-Eviction)
- Final Judgment for Damages (Count II)

The Clerk's Office is prohibited from providing legal advice. Our Self-Help Center offers low cost attorney consultation appointments. For more information, please contact us by email at prose-shc@seminoleclerk.org or by calling 407-665-4300. You may also visit our website at <https://www.seminoleclerk.org/self-help>.

Instructions on filing your Complaint for Landlord/Tenant Eviction with the Clerk's office:

1. Make sure to review the Evictions Flow Chart, found within this packet, prior to moving forward with these instructions.
2. Please make sure to have the correct filing fee and number of copies needed. You can find this information on the Fee and Copy Chart within this packet.
3. Post a 3-Day Notice (Make copies before posting, to attach to your complaint or present in court)
4. After the 3 business days have passed, prepare and file your complaint for eviction at one of the locations below or electronically through Florida Courts E-Filing Authority at www.myflcourtaccess.com.

Criminal Justice Center
101 Eslinger Way Sanford,
Florida 32773

Casselberry Branch
376 Wilshire Boulevard
Casselberry, Florida 32707

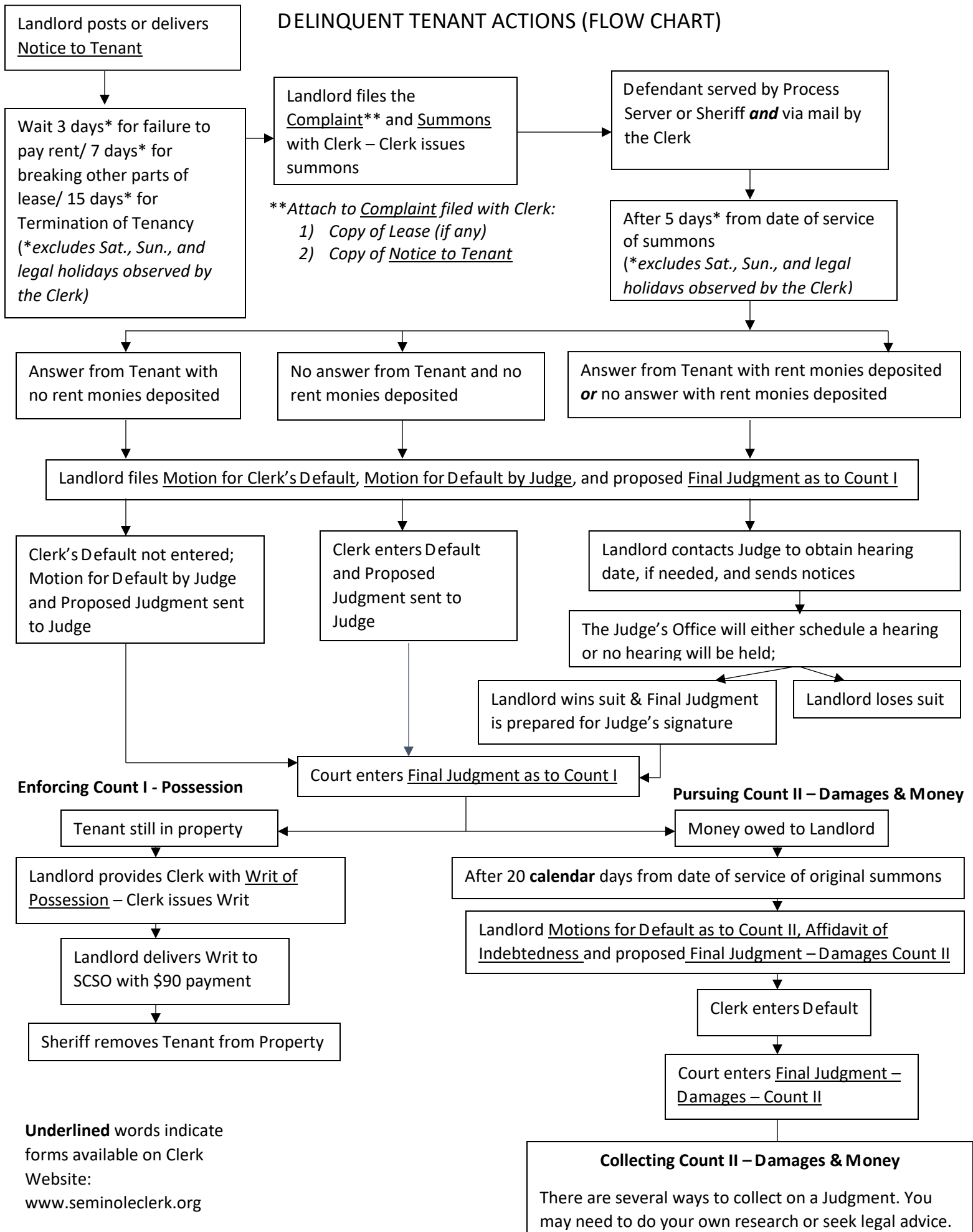
5. Once your complaint has been filed, the Clerk will issue the summons. The summons contains a 5-day for possession (Count I) only and a 20-day for rent due (Count II) if you are seeking both.
6. Motions for default, final judgments and writ of possession may be needed at a later date. Refer to the Eviction Flow Chart to determine if and when you may need to prepare and submit these documents.

EVICTIONS COPY AND FEE REQUIREMENTS CHART

The chart below displays the fees and copies required based on the number of Defendants and Counts named in your Complaint.

If you have 1 Defendant & 1 Count named	If you have 2 Defendants & 1 Count named	If you have 3 Defendants & 1 Count named	If you have 4 Defendants & 1 Count named
Count I only <u>Copies needed</u> Summons 3 Complaint 3 3 Day Notice 3 Lease 3 <u>Filing Fee</u> \$185 filing \$10 summons Total of \$195 payable to Clerk of the Court <u>Fee to serve</u> \$40 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 1 to Defendant 2 Total	Count I only <u>Copies needed</u> Summons 6 Complaint 5 3 Day Notice 5 Lease 5 <u>Filing Fee</u> \$185 filing \$20 summons Total of \$205 payable to Clerk of the Court <u>Fee to serve</u> \$80 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 2 to Defendant 3 Total	Count I only <u>Copies needed</u> Summons 9 Complaint 7 3 Day Notice 7 Lease 7 <u>Filing Fee</u> \$185 filing \$30 summons Total of \$215 payable to Clerk of the Court <u>Fee to serve</u> \$120 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 3 to Defendant 4 Total	Count I only <u>Copies needed</u> Summons 12 Complaint 9 3 Day Notice 9 Lease 9 <u>Filing Fee</u> \$185 filing \$40 summons Total of \$225 payable to Clerk of the Court <u>Fee to serve</u> \$160 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 4 to Defendant 5 Total
If you have 1 Defendant & 2 Counts named	If you have 2 Defendants & 2 Counts named	If you have 3 Defendants & 2 Counts named	If you have 4 Defendants & 2 Counts named
Count I & II <u>Copies needed</u> Summons 5 Complaint 4 3 Day Notice 4 Lease 4 <u>Filing Fee</u> \$185 filing \$20 summons Total of \$205 payable to Clerk of the Court <u>Fee to serve</u> \$80 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 1 to Defendant 2 Total	Count I & II <u>Copies needed</u> Summons 10 Complaint 7 3 Day Notice 7 Lease 7 <u>Filing Fee</u> \$185 filing \$40 summons Total of \$225 payable to Clerk of the Court <u>Fee to serve</u> \$160 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 2 to Defendant 3 Total	Count I & II <u>Copies needed</u> Summons 15 Complaint 10 3 Day Notice 10 Lease 10 <u>Filing Fee</u> \$185 filing \$60 summons Total of \$245 payable to Clerk of the Court <u>Fee to serve</u> \$240 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 3 to Defendant 4 Total	Count I & II <u>Copies needed</u> Summons 20 Complaint 13 3 Day Notice 13 Lease 13 <u>Filing Fee</u> \$185 filing \$80 summons Total of \$265 payable to Clerk of the Court <u>Fee to serve</u> \$320 payable to Seminole County Sheriff <u>Stamped Envelopes</u> 1 to Plaintiff 4 to Defendant 5 Total

DELINQUENT TENANT ACTIONS (FLOW 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

_____ COURT, EIGHTEENTH JUDICIAL CIRCUIT,
IN AND FOR SEMINOLE COUNTY, FLORIDA

Plaintiff _____

CASE #: _____

vs.

JUDGE: _____

Defendant _____

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim, rounded to the nearest dollar. \$_____ The estimated amount of 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 - \$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

_____ Professional Malpractice
_____ Malpractice-Business
_____ Malpractice-Medical
_____ Malpractice-Other Professional

_____ 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
_____ NonHomestead Residential Foreclosure
_____ Other Real Property Actions

_____ 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

- ☐ Civil
☐ Real property/Mortgage foreclosure
☐ Replevins
☐ Evictions
 ☐ Residential Evictions
 ☐ Non-residential Evictions
☐ Other Civil (non-monetary)

IV. REMEDIES SOUGHT (check all that apply):

- ☐ Monetary;
☐ Non-monetary 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

**NOTICE FROM LANDLORD TO TENANT – TERMINATION
FOR FAILURE TO PAY RENT**

To:

Tenant's Name
Address
City, State, Zip Code

From:

Date:

You are hereby notified that you are indebted to me in the sum of \$_____
for the rent and use of the premises located at _____,
Seminole County, Florida, now occupied by you and that I demand payment of the rent or
possession of the premises within three (3) days from the date of delivery of this notice to-wit:
on or before the _____ day of _____, 20____ [Exclude the date of
delivery, Saturday, Sunday and legal holidays].

Signature

Name of Landlord/Property Manager
[circle one]

Address [street address where Tenant can
deliver rent]

City, State, Zip Code

Phone Number

Hand delivered on: _____

Posted on: _____

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

CASE NO.: _____

**COMPLAINT FOR TENANT EVICTION
(Non-Payment of Rent)**

PLAINTIFF(S)/LANDLORD(S)

VS.

DEFENDANT(S)/TENANT(S)

COUNT I

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

1. This is an action to evict a tenant from real property in Seminole County, Florida.
2. Plaintiff(s) owns the following described real property in said County:

(Street Address, City, State and Zip Code)

3. That the Defendant(s) has/have possession of the premises under oral/written (attach copy) agreement to pay rent of \$_____ per _____, to be paid on the _____ day of each _____.
4. Defendant(s) failed to pay rent on _____, _____.
5. Plaintiff(s) served Defendant(s) with notice on _____, to pay the rent or deliver possession, but Defendant(s) refuses to do so.

WHEREFORE, Plaintiff(s) demands judgment for possession of the property.

COUNT II

(Suit to Recover Damages)

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

1. This is an action for damages in the amount of \$_____ that is due for rent for the period of _____.

WHEREFORE, Plaintiff(s) demands judgment for damages against Defendant(s).

Signature of Plaintiff(s) or Attorney

Address

City, State, Zip Code

Telephone Number (Include Area Code)

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

CASE NO.: _____

EVICTIION SUMMONS/RESIDENTIAL

PLAINTIFF(S)/LANDLORD(S)

VS.

DEFENDANT(S)/TENANT(S)

TO: _____
DEFENDANT(S)/TENANT(S)

STREET ADDRESS

CITY, STATE, ZIP

If you deposit rent into the registry of the court, you must pay by Cash, Money Order or Cashier's Check made payable to the Clerk of the Court. There is a fee to deposit: 3% of the first \$500 and 1.5% thereafter.

PLEASE READ CAREFULLY

You are being sued by _____ to require you 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 determine whether you can be required to move, but you **MUST** do ALL of the things listed below. You must do them within five (5) days (not including Saturday, Sunday, or any legal holiday) after the date these papers were given to you or to a person who lives with you or were posted at your home.

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 Clerk of the Court at the Criminal Justice Center, 101 Eslinger Way, Sanford, Florida 32773.

2. Mail or give a copy of your written reason(s) to:

Plaintiff/Plaintiff's Attorney

Mailing Address

City, State, Zip Code

3. Pay 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 FIVE (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 HOME, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. 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 twenty (20) days after the date these papers were given to you or to a person who lives with you. This obligation is separate from the requirement of answering the claim for eviction within five (5) working days after these papers were given to you or to a person who lives with you or were posted at your home.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Court Administration Sanford, by phone (407) 665-4227 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

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 _____, _____.

Grant Maloy
Clerk of the Circuit Court and Comptroller

By: _____
Deputy Clerk

NOTIFICACION DE DESALOJO/RESIDENCIAL

A: _____

Demandado(s)

SIRVASE LEER CON CUIDADO

Usted esta siendo demandado por _____ para exigirle que desaloje el lugar donde reside por los motivos que se expresan en la demanda adjunta.

Usted tiene derecho a ser sometido a juicio para determinar si se le puede exigir que se mude, pero ES NECESARIO que haga TODO lo que se le pide a continuacion en un plazo de 5 días (no incluidos los sabados, domingos, ni días feriados) a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted , o se colocaron en su casa.

USTED DEBERA HACER LO SIGUENTE:

1. Escribir el (los) motivo(s) por el (los) cual(es) cree que no se le debe obligar a mudarse. El (Los) motivo(s) debera(n) entregarse por escrito al secretario del tribunal en el _____ County Courthouse.

_____, Florida.

2. Envier por correo o darle su(s) motivo(s) por escrito a:

Demandante/Abogado del Demandante

Dirección

3. Pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, así como cualquier alquiler pagadero hasta que concluya el litigio. Si usted considera que el monto reclamado en la demanda es incorrecto, deberá presentarle al secretario del tribunal una moción para que el tribunal determine el monto que deba pagarse. Si usted presenta una moción, deberá adjuntarle a esta cualesquiera documentos que respalden su posición, y enviar por correo o entregar una copia de la misma al demandante/abogado del demandante.
4. Si usted presenta una moción para que el tribunal determine el monto del alquiler que deba pagarse al secretario del tribunal, deberá comunicarse de inmediato con la oficina del juez al que se le haya asignado el caso para que programe una audiencia con el fin de determinar el monto que deba pagarse al secretario del tribunal mientras el litigio esté pendiente.

SI USTED NO LLEVA A CABO LAS ACCIONES QUE SE ESPECIFICAN ANTERIORMENTE EN UN PLAZO DE 5 DIAS LABORABLES A PARTIR DE LA FECHA EN QUE ESTOS DOCUMENTOS SE LE ENTREGARON A USTED O A UNA PERSONA QUE VIVE CON USTED, O SE COLOQUEN EN SU CASA, SE LE PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO AVISO.

5. Si la demanda adjunta también incluye una reclamación por daños y perjuicios pecunarios (tales como el incumplimiento de pago del alquiler), usted deberá responder a dicha reclamación por separado. Deberá exponer por escrito los motivos por los cuales considera que usted no debe la suma reclamada, y entregarlos al secretario del tribunal en la dirección que se especifica en el parrafo (1) anterior, así como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la dirección que se especifica en el parrafo (2) anterior. Esto deberá llevarse a cabo en un plazo de 20 días a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted. Esta obligación es aparte del requisito de responder a la demanda de desalojo en un plazo de 5 días a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se coloquen en su casa.

Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con ADA Coordinator, Court Administration, Sanford, FL, via telefono (407) 665-4227, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacidad del oído o de la voz, llame al 711.

CITATION D'EVICITION/RESIDENTIELLE

A: _____

Defendeur(s)

LISEZ ATTENTIVEMENT

Vous tes poursuivi par _____ pour
exiger que vous evacuez les lieux de votre residence pour les raisons enumerees dans la plainte ci-dessous.

Vous avez droit a un proces pour determiner si vous devez demenager, mais vous devez, au prealable, suivre les instructions enumerees ci-dessous, pendant les 5 jours (non compris le samedi, le dimanche, ou un jour ferie) a partir de la date ou ces documents ont ete donnes a vous ou a la personne vivant avec vous, ou ont ete affiches a votre residence.

LISTE DES INSTRUCTIONS A SUIVRE:

1. Enumerer par ecrit les raisons pour lesquelles vous pensez ne pas avoir a demenager. Elles doivent etre remises au clerk du tribunal a _____ County Courthouse.

_____, Florida.

2. Envoyer ou donner une copie au:

Plaignant/Avocat du Plaignant

Adresse

3. Payer au clerk du tribunal le montant des loyers dus comme etabli dans la plainte et le montant des loyers dus jusqu'a la fin du process. Si vous pensez que le montant etabli dans la plainte est incorrect, vous devez presenter au clerk du tribunal une demande en justice pour determiner la somme a payer. Pour cela vous devez attacher a la demande tous les documents soutenant votre position et faire parvenir une copie de la demande au plaignant/avocat du plaignant.
4. Si vous faites une demande en justice pour determiner la somme a payer au clerk du tribunal, vous devrez immediatement prevenir le bureau de juge que presidera au process pour fixer la date de l'audience qui decidera quelle somme doit etre payee au clerk du tribunal pendant que le proces est en cours.

SI VOUS NE SUIVEZ PAS CES INSTRUCTIONS A LA LETTRE DANS LES 5 JOURS QUE SUIVENT LA DATE OU CES DOCUMENTS ONT ETE REMIS A VOUS OU A LA PERSONNE HABITANT AVEC VOUS, OU ONT ETE AFFICHES A VOTRE RESIDENCE, VOUS POUVEZ ETRE EXPULSES SANS AUDIENCE OU SANS AVIS PREALABLE.

5. Si la plainte ci-dessus contient une demande pour dommages pecuniaires, tels des loyers arrieres, vous devez y repondre separement. Vous devez enumerer par ecrit les raisons pour lesquelles vous estimez ne pas devoir le montant demande. Ces raisons ecrites doivent etre donnees au clerk du tribunal a l'adresse specifiee dans le paragraphe (1) et une copie de ces raisons donnee ou envoyee au plaignant/avocat du plaignant a l'adresse specifiee dans le paragraphe (2). Cela doit etre fait dans le 20 jours suivant la date ou ces documents ont ete presents a vous ou a la personne habitant avec vous. Cette obligation ne fait pas partie des instructions a suivre en response au proces d'eviction dans les 5 jours suivant la date ou ces documents ont ete presentes a vous ou a la personne habitant avec vous, ou affiches a votre residence.

Si ou se yon moun ki enfim ki bezwen akomodasyon pou w kab patisipe nan pwosedi sa a, ou gen dwa, san ou pa bezwen peye okenn lajan, pou w jwenn yon sèten èd. Tanpri kontakte ADA Coordinator, Administrasyon Tribinal, Kòdonatris pwogram Lwa Ameriken pou Moun ki Enfim yo nan, Sanford, FL nimewo telefòn (407) 665-4227, fè sa omwen 7 jou anvan dat ou gen randevou pou parèt nan Tribinal la, oswa fè sa imedyatman apre ou fin resevwa konvokasyon an si dat ou gen pou w parèt nan tribinal la mwens pase 7 jou; si ou gen pwoblèm pou w tandè byen oswa pou w pale klè, rele 711.

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

CASE NO. _____

PLAINTIFF(S)/LANDLORD(S)

VS

DEFENDANT(S)/TENANT(S)

MOTION FOR DEFAULT

Plaintiff(s) moves for entry of a default by the clerk against Defendant(s) _____
_____, for failure to serve any paper on the
undersigned or file any paper as required by law as to ____ Count I (Possession), ____ Count II (Damages).

Signature of Plaintiff(s) or Attorney

Address

City, State Zip Code

Telephone (Include Area Code)

Email Address

DEFAULT

A default is entered in this action against the Defendant(s) named in the foregoing motion as to
____ Count I (Possession), ____ Count II (Damages), for failure to serve or file any paper as required by
law.

Dated on _____.

(SEAL)

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

BY: _____
DEPUTY CLERK

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

CASE NO. _____

PLAINTIFF(S)/LANDLORD(S)

VS

DEFENDANT(S)/TENANT(S)

MOTION FOR DEFAULT
(For Failure to Deposit Money
into the Court Registry)

Plaintiff(s) moves for entry of a default by the Court against Defendant(s) _____
_____, for failure to deposit money into the
Court Registry as required by law as to Count I (Possession).

Signature of Plaintiff(s) or Attorney

Address

City, State Zip Code

Telephone (Include Area Code)

Email Address

DEFAULT

A default is entered in this action against the Defendant(s) named in the foregoing motion as to
Count I (Possession), for failure to deposit money into the Court Registry as required by law.

Dated on _____.

(SEAL)

BY: _____
COUNTY JUDGE

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

CASE NO.: _____

PLAINTIFF(S)/LANDLORD(S)

VS.

**FINAL JUDGMENT FOR POSSESSION
(COUNT I)**

DEFENDANT(S)/TENANT(S)

Address

This cause coming on to be heard this day upon Plaintiff's Tenant Eviction Complaint, the Court finds that:

_____ The Plaintiff(s) is/are entitled to possession of the property as set forth in said Complaint, and the Defendant(s) has/have failed to move as required by law from said property.

_____ A default has been duly entered against the Defendant(s), and the Plaintiff(s) is/are entitled to possession of the property as set forth in said Complaint, and the Defendant(s) has/have failed to move as required by law from said property.

It is, therefore,

ORDERED AND ADJUDGED:

1. That Final Judgment be and the same is hereby entered in favor of the Plaintiff(s), _____,
_____,
against Defendant(s), _____,
_____, for possession of the premises located at: _____,
_____,
for which let Writ of Possession issue.
2. That Plaintiff(s) recover from said Defendant(s) costs herein taxed in the sum of \$_____,
that shall bear interest at the rate of _____ percent per year, for which let execution issue.

ORDERED at Sanford, Seminole County, Florida on _____.

Copies furnished to:

COUNTY JUDGE

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

CASE NO. _____

**WRIT OF POSSESSION
(Removal of Tenant)**

PLAINTIFF(S)/LANDLORD(S)

VS

PLAINTIFF(S)/LANDLORD(S) TELEPHONE NO.

DEFENDANT(S)/TENANT(S)

THE STATE OF FLORIDA:
TO THE SHERIFF OF SEMINOLE COUNTY, FLORIDA

YOU ARE COMMANDED to remove all persons from the following described property in Seminole
County, Florida: _____

(Street Address)

(City, State, Zip Code)

and to put _____ in possession of it.
PLAINTIFF(S)/LANDLORD(S)

DATED ON _____.

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

(SEAL)

BY: _____
DEPUTY CLERK

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

CASE NO. _____

PLAINTIFF(S)/LANDLORD(S)

VS

DEFENDANT(S)/TENANT(S)

MOTION FOR DEFAULT

Plaintiff(s) moves for entry of a default by the clerk against Defendant(s) _____
_____, for failure to serve any paper on the
undersigned or file any paper as required by law as to ____ Count I (Possession), ____ Count II (Damages).

Signature of Plaintiff(s) or Attorney

Address

City, State Zip Code

Telephone (Include Area Code)

Email Address

DEFAULT

A default is entered in this action against the Defendant(s) named in the foregoing motion as to
____ Count I (Possession), ____ Count II (Damages), for failure to serve or file any paper as required by
law.

Dated on _____.

(SEAL)

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

BY: _____
DEPUTY CLERK

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

CASE NO. _____

PLAINTIFF(S)/LANDLORD(S)

VS

**AFFIDAVIT OF INDEBTEDNESS
(COUNT II-EVICTION)**

DEFENDANT(S)/TENANT(S)

STATE OF FLORIDA
COUNTY OF SEMINOLE

BEFORE ME, the undersigned authority, personally appeared _____ who, being first duly sworn, deposes and says:

1. That he/she is the []owner []landlord of the property involved in this lawsuit, and that the Defendant(s) defaulted in the lease agreement by failing to make rental payments.
2. The rent was \$ _____ per []week, []month, []other _____.
3. Defendant(s) owe/owes \$ _____ to Plaintiff(s), for the period of _____ to _____ based on _____ full []weeks, []months and _____ (number) days at \$ _____ (pro-rated) per day, plus late charges, if any, of \$ _____ per day for _____ days, based upon the written lease agreement.
4. Plaintiff(s) hold a security deposit from the Defendant(s) in the amount of \$ _____.
5. _____ Plaintiff(s) has/have attached a supplemental itemized accounting as amount now due differs from original Complaint.

The Balance Due is:

AMOUNT OWED \$ _____
AMOUNT CREDITED \$ _____
NET BALANCE OWED \$ 0.00

Further affiant sayeth not.

PLAINTIFF

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____.

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Signature of Notary

Name of Notary (typed, printed
or stamped)

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

As Deputy Clerk

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

CASE NO. _____

PLAINTIFF(S)

VS.

**FINAL JUDGMENT (FOR PLAINTIFF)
(COUNT II ONLY)**

DEFENDANT(S).

Address

IT IS HEREBY ORDERED AND ADJUDGED that the Plaintiff(s), _____
_____, shall recover from the Defendant(s) _____
_____, the following sums

PRINCIPAL	\$ _____
<u>COURT COSTS</u>	\$ _____
TOTAL	\$ _____,

which total amount shall accrue interest at the rate of _____ percent per year for which let
execution issue.

ORDERED at Sanford, Seminole County, Florida on _____, 20__.

COUNTY COURT JUDGE

Copies to: