

The Landlord must bring the following documents with him when he files his eviction case at the Leon County Courthouse, 301 South Monroe Street, Room 100, Tallahassee, FL 32301:

- \_\_\_\_\_ The petition for eviction (three copies original goes in the case file, one copy is for service on one defendant, and one copy is for mailing)
- \_\_\_\_\_ Summons (original and three copies for one defendant)
- \_\_\_\_\_ Lease agreement (three copies – one for file, one for service on one defendant, and one for mailing)
- \_\_\_\_\_ Civil Cover Sheet
- \_\_\_\_\_ Notice (three copies – one for file, one for service on one defendant, and one for mailing)
- \_\_\_\_\_ A stamped envelope addressed to the tenant
- \_\_\_\_\_ A check in the amount of \$185.00 for filing the eviction case and \$10.00 for issuance of Summons on each defendant

**FORM 1.997. CIVIL COVER SHEET**

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

**1. CASE STYLE**

In the Court of the Second Judicial Circuit for Leon County, Florida

\_\_\_\_\_  
Plaintiff(s)

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

vs

Judge: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s)

**2. 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 purposes.

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

**3. 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 in both the main category and subcategory boxes.

**CIRCUIT CIVIL**

- |  |   |
|--|---|
| <input type="checkbox"/> Condominium                 | <input type="checkbox"/> Homestead residential foreclosure \$50,001 - \$249,999   |
| <input type="checkbox"/> Contracts and indebtedness  | <input type="checkbox"/> Homestead residential foreclosure \$250,000 or more      |
| <input type="checkbox"/> Eminent domain              | <input type="checkbox"/> Non-homestead residential Foreclosure \$0 - \$50,000     |
| <input type="checkbox"/> Auto negligence             | <input type="checkbox"/> Non-homestead residential Foreclosure \$50,001-\$249,999 |
| <input type="checkbox"/> Negligence – other          | <input type="checkbox"/> Non-homestead residential Foreclosure \$250,000 or more  |
| <input type="checkbox"/> Business governance         | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Business torts              | <input type="checkbox"/> Antitrust / trade regulation                             |
| <input type="checkbox"/> Environmental/Toxic tort    | <input type="checkbox"/> Business transactions                                    |
| <input type="checkbox"/> Third party indemnification | <input type="checkbox"/> Constitutional challenge – statute or ordinance          |
| <input type="checkbox"/> Construction defect         | <input type="checkbox"/> Constitutional challenge – proposed amendment            |

- |   |   |
|---|---|
| <input type="checkbox"/> Mass tort  | <input type="checkbox"/> Corporate trusts                     |
| <input type="checkbox"/> Negligent security                               | <input type="checkbox"/> Discrimination – employment or other |
| <input type="checkbox"/> Nursing home negligence                          | <input type="checkbox"/> Insurance claims                     |
| <input type="checkbox"/> Premises liability – commercial                  | <input type="checkbox"/> Intellectual property                |
| <input type="checkbox"/> Premises liability – residential                 | <input type="checkbox"/> Libel / Slander                      |
| <input type="checkbox"/> Products liability                               | <input type="checkbox"/> Shareholder derivative action        |
| <input type="checkbox"/> Real property / Mortgage foreclosure             | <input type="checkbox"/> Securities litigation                |
| <input type="checkbox"/> Commercial foreclosure \$0 - \$50,000            | <input type="checkbox"/> Trade secrets                        |
| <input type="checkbox"/> Commercial foreclosure \$50,001 - \$249,999      | <input type="checkbox"/> Trust litigation                     |
| <input type="checkbox"/> Commercial foreclosure \$250,000 or more         |   |
| <input type="checkbox"/> Homestead residential foreclosure \$0 - \$50,000 |   |

PLEASE CHECK THIS BOX IF THIS CASE IS APPROPRIATE FOR ASSIGNMENT TO THE COMPLEX BUSINESS LITIGATION DIVISION. PLEASE SEE ATTACHED COMPLEX BUSINESS LITIGATION DIVISION ADDENDUM FORM.

**COUNTY CIVIL**

- Small Claims
- Civil
- Real property/Mortgage foreclosure
- Replevins
- Evictions
  - Residential Evictions
  - Non-Residential Evictions
- Other civil (non-monetary)

**4. REMEDIES SOUGHT** (Check all that apply):

- Monetary;
- Non-monetary declaratory or injunctive relief;
- Punitive

**5. NUMBER OF CAUSES OF ACTION:** \_\_\_\_\_

(Specify) \_\_\_\_\_

**6. IS THIS CASE A CLASS ACTION LAWSUIT?**

- Yes
- No

**7. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?**

- No
- Yes. If “Yes”, list all related cases by name, case number and court. \_\_\_\_\_

**8. 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

FL Bar Number \_\_\_\_\_

(Bar Number if attorney)

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Date

IN THE COUNTY COURT  
IN AND FOR LEON COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Landlord,

Vs.

\_\_\_\_\_  
Tenant.

**COMPLAINT FOR EVICTION  
FOR FAILURE TO COMPLY WITH LEASE  
(OTHER THAN FAILURE TO PAY RENT)**

Landlord, \_\_\_\_\_,  
sues Tenant, \_\_\_\_\_, and alleges:

1. This is an action to evict a tenant from real property in Leon County, Florida.
2. Landlord owns the following described real property in Leon County:
3. Tenant has possession of the property under (oral/written) agreement to pay rent of \$ \_\_\_\_\_, payable \_\_\_\_\_. (A copy of the written agreement, if any, is attached.)
4. Landlord served Tenant with a notice on \_\_\_\_\_, giving written notice to the Tenant that the Tenant was in violation of the rental agreement.
5. Tenant has failed to correct or discontinue the conduct set forth in the above-mentioned notice.

WHEREFORE, Landlord demands judgment for possession of the property against Tenant.

\_\_\_\_\_  
Landlord's Signature  
Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_

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

CASE NO.

\_\_\_\_\_  
Landlord,

vs.

\_\_\_\_\_  
Tenant.

**EVICTION SUMMONS/RESIDENTIAL**

**TO:**

Tenant

**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 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 Leon County Courthouse, 301 S Monroe Street, Suite 100, Tallahassee, FL 32301.

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

\_\_\_\_\_  
Landlord or Landlord's Attorney

\_\_\_\_\_  
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 the 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, and 1½% of the balance which fee 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 Landlord/Landlord'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, the judge assigned to the case will determine whether a hearing will be held to decide what amount should be paid to the clerk of the court while the lawsuit is pending, and a hearing notice will be sent to you.

**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 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 the court at the address specified in paragraph (1) above, and you must mail or give a copy of your written reasons to the Landlord/Landlord'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 home. 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 home.

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 Tenant.

DATED on \_\_\_\_\_.

GWEN MARSHALL  
Clerk of the County Court

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

IN THE COUNTY COURT  
IN AND FOR LEON COUNTY, FLORIDA

CASE NO.

\_\_\_\_\_  
Landlord

vs.

\_\_\_\_\_  
Tenant

**MOTION FOR CLERK’S DEFAULT**

Landlord asks the Clerk to enter a default against \_\_\_\_\_,  
Tenant, for failing to respond as required by law to the [ ] Complaint for Eviction or [ ]  
Complaint for Eviction and Damages.

\_\_\_\_\_  
Landlord’s Signature  
Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_

**DEFAULT**

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

DATE \_\_\_\_\_.

GWEN MARSHALL  
Clerk of Court, Leon County

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

Copies furnished to:

IN THE COUNTY COURT  
IN AND FOR LEON COUNTY, FLORIDA

CASE NO.

\_\_\_\_\_  
Landlord

vs.

\_\_\_\_\_  
Tenant

**MOTION FOR DEFAULT FINAL JUDGMENT  
RESIDENTIAL EVICTION**

Landlord asks the Court to enter a Default Final Judgment against Tenant,  
\_\_\_\_\_, for residential eviction, and says:

1. Landlord filed a complaint alleging grounds for residential eviction of Tenant.
2. A default was entered by the Clerk of this Court on \_\_\_\_\_.

WHEREFORE, Landlord asks this Court to enter a Final Judgment for residential  
eviction against Tenant.

\_\_\_\_\_  
Landlord's Signature

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

Copies furnished to:

IN THE COUNTY COURT  
IN AND FOR LEON COUNTY, FLORIDA

CASE NO.

\_\_\_\_\_  
Landlord,

vs.

\_\_\_\_\_  
Tenant.

**FINAL JUDGMENT  
EVICITION**

THIS ACTION came before the Court upon Landlord's Complaint for eviction. On the evidence presented, it is

ADJUDGED that Landlord, \_\_\_\_\_, recover from Tenant, \_\_\_\_\_, possession of the real property described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
for which let Writs of Possession and Execution now issue.

ORDERED in Tallahassee, Leon County, Florida, on \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
COUNTY JUDGE

Copies furnished to:

IN THE COUNTY COURT  
IN AND FOR LEON COUNTY FLORIDA

CASE NO.

\_\_\_\_\_  
Landlord

vs.

\_\_\_\_\_  
Tenant

**WRIT OF POSSESSION**

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

**YOU ARE COMMANDED** to remove all persons from the following described property in

Leon County, Florida: \_\_\_\_\_

\_\_\_\_\_

and to put \_\_\_\_\_ in possession of it, after 24 hours  
notice conspicuously posted on the premises.

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

GWEN MARSHALL  
Clerk of the Court, Leon County

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

Contact Person \_\_\_\_\_  
Telephone number \_\_\_\_\_