

The following documents are required when filing a Small Claims case. You may bring or mail your completed forms and payment to the Leon County Clerk of Court and Comptroller, 301 South Monroe Street, Room 100, Tallahassee, FL 32301.

\_\_\_\_\_ Statement of Claim with attachments, if any (Need original and 1 copy for each defendant being served)

\_\_\_\_\_ Summons/Notice To Appear for Pretrial Conference/Mediation (two copies must be provided for issuance for each defendant being sued); if you want a copy, please provide an additional copy and a self-addressed stamped envelope for returning it to you. *{The summons/notice to appear must be served along with a copy of the claim by a certified process server, which can be the Sheriff's Office or a process server of your choice. Service of process on Florida residents only may also be effected by certified mail, return receipt signed by the defendant, or someone authorized to receive mail at the residence or principal place of business of the defendant. Either the clerk or an attorney of record may mail the certified mail, the cost of which is in addition to the filing fee.}*

\_\_\_\_\_ A check in the appropriate amount for the filing fee:

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| a. Each claim less than \$ 100.00                        | \$ 55.00 |
| b. Each claim of \$ 100.00 but not more than \$ 500.00   | \$ 80.00 |
| c. Each claim of \$ 500.00 but not more than \$ 2,500.00 | \$175.00 |
| d. All claims of more than \$2,500.00                    | \$300.00 |

\_\_\_\_\_ \$10.00 for issuance of summons on each defendant