

# COMPLAINT FOR EJECTMENT

## Governed by Florida Statutes 66

### When should this form be used?

- Ejectment is used to remove a person or persons who occupy real property with you, but do not hold the title to that property. In an Ejectment, the owner of the property has title to the property.
- The property must be in Santa Rosa County.
- The individual(s) occupying the property are not tenants.

**Example-** You have someone (roommate, boyfriend, girlfriend, family member) living in your home with you. There is no rental agreement. You do not want that person in your home any longer.

**READ** ALL OF THE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING THE FORMS AND SUBMITTING THEM FOR FILING.

**DO NOT SIGN** ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK SIGNATURE UNTIL YOU ARE IN FROM OF THE NOTARY OR DEPUTY CLERK.

**RETAIN COPIES** OF ALL FORMS FILED FOR YOUR OWN RECORDS.

**DOCUMENTS MUST BE LEGIBLE**, TYPE WRITTEN OR LEGIBLY HANDWRITTEN IN BLACK.

**Filing fee: \$400.00**

**Summons issuance fee: \$10.00 per summons**

**Summons Prepared and issued by Clerk: \$17.00 per summons**

Payable by cash, personal check, cashier's check, certified check, money order, or credit card.

**Sheriff's fees: \$40.00 per summons, payable to: Santa Rosa County Sheriff's Office**

**These fees may be paid with a business check, cashiers's check, or money order**

**(No personal checks)**

# FILING CHECKLIST

## Step One (File Case with Clerk)

**To file an Ejectment case, you may file the following forms along with the filing fee and any service fees, if applicable, with the Clerk's Office.**

- Complaint for Ejectment **with** a chain of title attached
- (1) Original filed with the Clerk and (1) copy for **each** Defendant to be served
- Civil Cover Sheet
- Affidavit of Military Service
- Summons (1) Original and (1) copy for **each** Defendant to be served

## Step Two (Obtain Judgment)

**20 days after service on the Defendant(s) and the Defendant(s):**

**DID NOT respond, you may file the following forms:**

- Motion for Clerk's Default
- Motion for Default Final Judgment
- Final Judgment for Ejectment (1) Original and (1) copy for **each** Plaintiff **AND** Defendant and a pre-addressed stamped envelope for **each** party as well.

**OR**

**DID Respond, you may file the following forms:**

- Notice of Hearing (**It is your responsibility** to contact the Judicial Assistant for the Judge that is assigned to your case, to set a hearing date. Once you have set your hearing, complete this form and make copies. File the original, and submit a copy to the Defendant(s).)
- Final Judgment (Bring the Final Judgment and (1) copy for each Plaintiff **AND** Defendant to the hearing and (1) pre-addressed stamped envelope for **each** party as well.

**If the judge grants your complaint, a Final Judgment will be signed.**

## **Step Three** **(Obtain Writ of Possession)**

**If the Defendant's refuses to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the Sheriff's Department to remove them from the property.**

- Writ of Possession

**Submit along with a Business check, cashier's check, or money order for \$90.00 made payable to the Santa Rosa County Sheriff's office.**

## **Additional Forms**

- Disclosure from Non- lawyer, if applicable, (This form is for your records and should only be used if a non-lawyer assists you in completing any forms. The non-lawyer must complete this form and both of you are to sign it before the non-lawyer assist you in completing any forms.)
- Notice of Voluntary Dismissal (If you decide not to proceed with your case prior to a judgment being entered, you should file a Notice of Voluntary Dismissal.

# **Quick Reference Guide**

## **To Completing Forms Prior to Filing**

### **Complaint for Ejectment (Form #1)**

- Fill in parties' names in the space provided (the Plaintiff is the party initiating this action and the Defendant is the party against whom the case is initiated.)
- Read each line and fill in the appropriate response.
- Date and sign in the space provide and print or type your name, address and telephone number.
- Attach a chain of title to the complaint. A ***chain of title*** is a record of successive conveyances, or other forms of alienation, affecting a particular parcel of land, arranged consecutively, from the government or original source of title down to the present holder.

### **Civil Cover Sheet (Form #2)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Select "Other Real Property Actions" under Real Property/Mortgage Foreclosure for the appropriate money amount.
- Check the appropriate box to indicate whether a jury is being demanded in the complaint.
- Date and sign the cover sheet.

### **Nonmilitary Affidavit (Form #3)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and select and/or fill in the appropriate response.
- **Date and sign in the presence of a Notary Public or Deputy Clerk.**

### **Summons: Personal Service of an Individual (Form #4)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Provide the name and address of the party being served (Defendant)
- Provide the name and address of the serving party (Plaintiff).
- Once completed, the **Clerk** will date and sign for issuance.

### **Motion for Clerk's Default (Form #5)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Fill in the name of the party a default will be entered against (Defendant).
- Sign in the space provided and print or type your name, address, and telephone number.
- Once completed, the **Clerk** will date and sign for issuance.

### **Notice of Hearing (Form #6)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and fill in the appropriate response with the hearing information obtained from the judge's assistant.
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address and telephone number.

### **Motion for Default Final Judgment (Form #7)**

- Fill in names of Plaintiff(s) and Defendant(s)
- Fill in the name of the party you are requesting a default against (Defendant)
- Fill in the date of the default entered by the Clerk, if available.
- Sign in the space provided and print or type your name, address and telephone number.

### **Final Judgment for Ejectment (Form #8)**

- Fill in names of Plaintiff(s) and Defendant(s)
- Reach each line and fill in the appropriate response.
- Fill in the name and address of all parties that will receive a copy.
- Once completed the **Judge** will sign and date this form.

### **Writ of Possession (Form #9)**

- Fill in the names of the Plaintiff(s) and Defendant(s).
- Completed the property description.
- Fill in the name of the party receiving possession (Plaintiff)
- Once completed the **Clerk** will date, sign and seal for issuance.

### **Disclosure from Non-lawyer (Form #10)**

- Read each line and select and/or fill in the appropriate response.
- Both persons should sign in the space provided.

### **Notcie of Voluntary Dismissal (Form #11)**

- Fill in the names of Plaintiff(s) and Defendant(s)
- Fill in the name of the person dismissing the action (Plaintiff).
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address and telephone number.

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

CASE NO: \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF(S)

VS.

\_\_\_\_\_  
DEFENDANT(S)

**COMPLAINT FOR EJECTMENT**

COMES NOW, the Plaintiff(s) , sues Defendant(s) and states as follows:

1. This is an action to recover possession of real property located in Santa Rosa County, Florida.
2. The Defendant(s) is in possession of the following real property in the County”

\_\_\_\_\_  
(Describe property, i.e. address or legal description)

to which Plaintiff(s) claims title as shown by the attached statement of Plaintiff(s) chain of title.

3. Defendant(s) refuses to deliver possession of the property of Plaintiff(s) or pay Plaintiff(s) the profits from it.

**Note: A statement of Plaintiff’s chain of title must be attached.**

**WHEREFORE**, Plaintiff(s) demands judgment for possession of the property and damages against Defendant(s).

Date: \_\_\_\_\_

Signature of Plaintiff(s) \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**CIRCUIT COURT, SANTA ROSA COUNTY, FLORIDA**  
**CIVIL DIVISION**  
**CIVIL COVERSHEET**

The civil coversheet and the information contained herein neither replace nor supplement the filing and service pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075 (See instructions for completion)

**I. CASE STYLE**

Plaintiff \_\_\_\_\_

Case No: \_\_\_\_\_

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

VS

Defendant \_\_\_\_\_

**II. TYPE OF CASE** (If the case fits more than one type of case, select the most definitive category)  
If most descriptive label is a subcategory (is indented under a broader category), select both the main category and subcategory boxes.

- ☐ Condominium
- ☐ Contracts and Indebtedness
- ☐ Auto Negligence
- ☐ Eminent Domain
- ☐ Negligence-other
- ☐ Business Governance
- ☐ Business Torts
- ☐ Environmental/Toxic Tort
- ☐ Third Party Indemnification
- ☐ Constitution Defect Ordinance
- ☐ Mass Torte
- ☐ Negligent Security Amendment
- ☐ Nursing Home Negligence
- ☐ Premises Liability-Commercial
- ☐ Premises Liability- Residential

- ☐ Property Malpractice
- ☐ Malpractice-Business
- ☐ Malpractice-Medical
- ☐ Malpractice-Other Professional
- ☐ Other \_\_\_\_\_
- ☐ Antitrust/Trade Regulation
- ☐ Business Transaction
- ☐ Constitutional Challenge-Statute
- ☐ Constitutional Challenge-Proposed
- ☐ Corporate Trust
- ☐ Discrimination-Employment or other
- ☐ Insurance Claims
- ☐ Libel/Slander
- ☐ Shareholder Derivative Action
- ☐ Products Liability
- ☐ Intellectual Property
- ☐ Securities Litigation
- ☐ Trade Secrets
- ☐ Trust Litigation

- ### III. REMEDIES SOUGHT (CHECK ALL THAT APPLY):

- #### IV. NUMBER OF CASES OF ACTION

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

☐ YES

☐ NO

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature \_\_\_\_\_ FL. Bar# \_\_\_\_\_

Attorney or Party

Bar # if Attorney

Type or Print Name \_\_\_\_\_ Date: \_\_\_\_\_



IN THE CIRCUIT COURT, IN AND FOR  
SANTA ROSA COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff

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

VS

\_\_\_\_\_  
Defendant

**NONMILITARY AFFIDAVIT**

On this day personally appeared before me, the undersigned authority, \_\_\_\_\_  
Who, after being the first duly sworn, says:

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

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone No: \_\_\_\_\_

Sworn and subscribed before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (name),  
who is personally known to me produced \_\_\_\_\_ (document) as identification and who took  
an oath.

\_\_\_\_\_  
Deputy Clerk or Notary Public State of Florida

Name: \_\_\_\_\_

Commission No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

I CERTIFY that I mailed, \_\_\_\_\_ faxed and mailed, \_\_\_\_\_ or hand delivered \_\_\_\_\_ a copy of this motion and  
attached affidavit to the Defendant at \_\_\_\_\_  
(insert address at which tenant was served and fax number if sent by fax)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No. \_\_\_\_\_

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

The Florida Bar 2014

This form was completed with the assistance of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**Case No:** \_\_\_\_\_

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

VS

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

**SUMMONS  
(PERSONAL SERVICE ON A NATURAL PERSON)**

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 action on:

Defendant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**IMPORTANT**

Each defendant is **required** to serve written defenses to the complaint on :

Plaintiff: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Within 20 days after service of this summons on that defendant, exclusive of the day of service, **and**  
to file the original of the defenses with the Clerk of this Court at P.O. Box 472, Milton, Florida,  
32572 either before service on plaintiff or immediately thereafter. If a defendant fails to do so, a  
default will be entered against the defendant for the relief demanded in the complaint.

DATED: \_\_\_\_\_

DONALD C. SPENCER  
CLERK OF THE CIRCUIT COURT  
P.O. BOX 472  
MILTON, FL 32572  
BY: \_\_\_\_\_

DEPUTY CLERK

(SEAL)

### **IMPORTANT**

A lawsuit had been filed against you. You have 20 calendar days after this summons is served on you to file a written response to the attached complaint with the clerk of court. A phone call will not protect you. Your written response, including the case number given above the names of the parties, must be filed if you want the court to hear your side of the case. If you do not file your response on time, you may lose the case, and your wages, money and property may thereafter be taken without further warning from the court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the time you file your written response to the court you must also mail or take a copy of your written response to the Plaintiff/Plaintiff's Attorney name below.

### **IMPORTANTE**

Usted ha sido demandado legalmente. Tiene 20 días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, podría perder el caso y podría ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si llamar a una de las oficinas de asistencia legal que aparecen en la guía telefónica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, deberá usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney" (Demandante o Abogado del Demandante).

### **IMPORTANT**

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Un simple coup de téléphone est insuffisant pour vous protéger. Vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre cause. Si vous ne déposez pas votre biens peuvent être saisis par la suite, sans aucun préavis ultérieur du tribunal. Il y a d'autres pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones).

Si vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie de votre réponse écrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou à son avocat) nommé ci-dessous.

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Plaintiff/Plaintiff's Attorney

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Address/Fl Bar No. \_\_\_\_\_

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA  
CASE NO. \_\_\_\_\_**

\_\_\_\_\_  
Plaintiff(s)  
**VS**

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

**MOTION FOR CLERK'S DEFAULT**

Plaintiff(s) asks the clerk to enter a default against \_\_\_\_\_,  
Defendant(s), for failing to respond as required by law to Plaintiff's Complaint for Ejectment  
from Real Estate.

\_\_\_\_\_  
Signature of Plaintiff(s)  
Print Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

**DEFAULT**

A default is entered in this action against the Defendant(s) for ejectment for failure to  
respond as required by law.

DATED: \_\_\_\_\_

Donald C. Spencer  
Clerk of the Circuit Court  
P.O. Box 472  
Milton, FL 32572

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

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**CASE No:** \_\_\_\_\_

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

vs

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

**NOTICE OF HEARING**

To:

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

There will be a hearing before Judge on the \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_ am/pm at the Santa Rosa County Courthouse located at 6865 Caroline  
Street, Milton, Fl 32570 on the following issues:

\_\_\_\_\_

\_\_\_\_\_ hour(s) minutes have been reserved for this hearing.

**If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.**

☐ I certify that a copy of this document was ☐ mailed ☐ faxed and mailed ☐ hand delivered to  
the person(s) listed below on the day of \_\_\_\_\_, 20\_\_\_\_.

Defendant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

**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:**

**Court Administration, ADA Liason  
Santa Rosa County  
6865 Caroline Street  
Milton, FL 32570  
Phone (850-623-3159 Fax (850)- 982-0602  
ADA.SantaRosa@flcourts1.gov**

**Please contact Court Administration 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.**

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**CASE No:** \_\_\_\_\_

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

Vs

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

**MOTION FOR DEFAULT FINAL JUDGMENT - EJECTMENT**

Plaintiff(s) asks the court to enter a Default Final Judgment against \_\_\_\_\_,

Defendant(s), for ejectment, and says:

1. Plaintiff(s) filed a Complaint for Ejectment from Real Estate against Defendant(s).
2. Defendant(s) has failed to timely file an answer and a Default has been created by the Clerk of this Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREFORE, Plaintiff(s) asks this Court to enter a Final Judgment for Ejectment against the Defendant(s).

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT IN  
AND FOR SANTA ROSA COUNTY, FLORIDA

**CASE No:** \_\_\_\_\_

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

vs

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

**FINAL JUDGMENT FOR EJECTMENT**

This cause having come before the Court on Complaint for Ejectment and it appearing that the Defendant(s) has been duly served with process, it is hereby:

**ORDERED AND ADJUDGED** that the Plaintiff(s), \_\_\_\_\_,  
do have and recover from the Defendant(s), \_\_\_\_\_,  
possession of the following premises located in Santa Rosa County, Florida to wit:

\_\_\_\_\_  
(Describe property, i.e. legal description)

The Clerk of Court shall issue the Writ of Possession for the aforesaid premises forthwith.

It is **ORDERED AND ADJUDGED** that the Plaintiff(s), \_\_\_\_\_,  
Recover judgment against Defendant(s), \_\_\_\_\_,  
costs in the amount of \$ \_\_\_\_\_, for all of which let execution issue.

**DONE AND ORDERED**, in Santa Rosa County, Florida on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Circuit Court Judge

Cc:  
Plaintiff \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Defendant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_



**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA  
CASE No: \_\_\_\_\_**

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

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

**WRIT OF POSSESSION**

THE STATE OF FLORIDA:

TO ALL AND SINGULAR THE SHERIFFS OF THE STATE:

YOU ARE COMMANDED to remove Defendant(s) \_\_\_\_\_,  
from the following property in Santa Rosa County, Florida: \_\_\_\_\_

\_\_\_\_\_  
(Describe property, i.e., address or legal description)

and to put Plaintiff(s), \_\_\_\_\_, in full possession thereof.

Witness my hand and seal of the Court on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Donald C. Spencer  
Clerk of the Circuit Court  
P.O. Box 472  
Milton, FL 32572

BY: \_\_\_\_\_  
DEPUTY CLERK

(SEAL)

Plaintiff(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

## NONLAWYERS WHO ASSIST OTHERS IN COMPLETING FORMS

If a nonlawyer will help you in completing forms in this booklet, that person must provide you a copy of the disclosure on the bottom of this page before beginning. Both you and the nonlawyer helping you must sign the disclosure form. You should receive a copy to keep and the nonlawyer helping you should keep a copy. This disclaimer does not act as or constitute a waiver, disclaimer, or limitation of liability.

Anyone assisting you in completing these forms also must put their name, address, and telephone number on the bottom of the last page of the form. A space is provided on each form for this purpose.

## DISCLOSURE

\_\_\_\_\_ told me that he/she is not a lawyer and may not give legal advice or represent me in court.

\_\_\_\_\_ told me that he/she may only help my fill out a form approved by the Supreme Court of Florida. \_\_\_\_\_ may only help me by asking questions to fill in the form. \_\_\_\_\_ may also tell me how to file the form. \_\_\_\_\_ told me that he/she is not an attorney and cannot tell me what my rights or remedies are or how to testify in court.

☐ I can read English

☐ I cannot read English, but this disclosure was read to me (fill in BOTH blanks) by

{NAME} \_\_\_\_\_ in {Language} \_\_\_\_\_,  
which I understand.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA  
CASE No: \_\_\_\_\_**

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

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

**NOTICE OF VOLUNTARY DISMISSAL**

Plaintiff(s), \_\_\_\_\_, in the above styled cause hereby submit this Notice of Voluntary Dismissal as this cause has been settled between parties.

I certify that a copy of this document was ☐ mailed, ☐ faxed and mailed, ☐ hand delivered to the person(s) listed below on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)  
Print Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Defendant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**FORM 1.997.****INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL  
COVER SHEET**

Plaintiff must file this cover sheet with the first document filed in the action or proceeding (except small claims cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

**I. Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of plaintiff(s) and defendant(s).

**II. Amount of Claim.** Enter 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 and is not considered dispositive of the claim.

**III. Type of Case.** Place an “X” on the appropriate line. If the cause fits more than one type of case, select the most definitive. If the most definitive label is a subcategory (indented under a broader category label), place an “X” on the category and subcategory lines. Definitions of the cases are provided below in the order they appear on the form.

**Circuit Civil**

(A) Condominium—all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.

(B) Contracts and indebtedness—all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations.

(C) Eminent domain—all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.

(D) Auto negligence—all matters arising out of a party’s allegedly negligent operation of a motor vehicle.

(E) Negligence—other—all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.

(F) Business governance—all matters relating to the management, administration, or control of a company.

(G) Business torts—all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.

(H) Environmental/Toxic tort—all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.

(I) Third party indemnification—all matters relating to liability transferred to a third party in a financial relationship.

(J) Construction defect—all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.

(K) Mass tort—all matters relating to a civil action involving numerous plaintiffs against one or more defendants.

(L) Negligent security—all matters involving injury to a person or property allegedly resulting from insufficient security.

(M) Nursing home negligence—all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.

(N) Premises liability—commercial—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

(O) Premises liability—residential—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a residential property.

(P) Products liability—all matters involving injury to a person or property allegedly resulting from the manufacture or sale of a defective product or from a failure to warn.

(Q) Real property/Mortgage foreclosure—all matters relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property, including foreclosures associated with condominium associations or condominium units. (The amount of claim specified in Section II. of the form determines the filing fee pursuant to section 28.241, Florida Statutes.)

(R) Commercial foreclosure—all matters relating to the termination of a business owner's interest in commercial property by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property.

(S) Homestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has been granted a homestead exemption.

(T) Nonhomestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has not been granted a homestead exemption.

(U) Other real property actions—all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure.

(V) Professional malpractice—all professional malpractice lawsuits.

(W) Malpractice—business—all matters relating to a business's or business person's failure to exercise the degree of care and skill that someone in the same line of work would use under similar circumstances.

(X) Malpractice—medical—all matters relating to a doctor's failure to exercise the degree of care and skill that a physician or surgeon of the same medical specialty would use under similar circumstances.

(Y) Malpractice—other professional—all matters relating to negligence of those other than medical or business professionals.

(Z) Other—all civil matters not included in other categories.

(AA) Antitrust/Trade regulation—all matters relating to unfair methods of competition or unfair or deceptive business acts or practices.

(AB) Business transactions—all matters relating to actions that affect financial or economic interests.

(AC) Constitutional challenge—statute or ordinance—a challenge to a statute or ordinance, citing a violation of the Florida Constitution.

(AD) Constitutional challenge—proposed amendment—a challenge to a legislatively initiated proposed constitutional amendment, but excluding challenges to a citizen-initiated proposed constitutional amendment because the Florida Supreme Court has direct jurisdiction of such challenges.

(AE) Corporate trusts—all matters relating to the business activities of financial services companies or banks acting in a fiduciary capacity for investors.

(AF) Discrimination—employment or other—all matters relating to discrimination, including employment, sex, race, age, handicap, harassment, retaliation, or wages.

(AG) Insurance claims—all matters relating to claims filed with an insurance company.

(AH) Intellectual property—all matters relating to intangible rights protecting commercially valuable products of the human intellect.

(AI) Libel/Slander—all matters relating to written, visual, oral, or aural defamation of character.

(AJ) Shareholder derivative action—all matters relating to actions by a corporation's shareholders to protect and benefit all shareholders against corporate management for improper management.

(AK) Securities litigation—all matters relating to the financial interest or instruments of a company or corporation.

(AL) Trade secrets—all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.

(AM) Trust litigation—all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.

#### **County Civil**

(AN) Civil – all matters involving claims ranging from \$8,001 through \$30,000 in damages, exclusive of interest, costs, and attorney fees.

(AO) Replevins—all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to \$30,000.

(AP) Evictions—all matters involving the recovery of possession of leased land or rental property by process of law.

(AQ) Other civil (non-monetary)—includes all other non-monetary county civil matters that were not described in other county civil categories.

**IV. Remedies Sought.** Place an “X” on the appropriate line. If more than one remedy is sought in the complaint or petition, check all that apply.

**V. Number of Causes of Action.** If the complaint or petition alleges more than one cause of action, note the number and the name of the cause of action.

**VI. Class Action.** Place an “X” on the appropriate line.

**VII. Related Cases.** Place an “X” on the appropriate line.

**VIII. Is Jury Trial Demanded In Complaint?** Check the appropriate line to indicate whether a jury trial is being demanded in the complaint.

ATTORNEY OR PARTY SIGNATURE. Sign the civil cover sheet. Print legibly the name of the person signing the civil cover sheet. Attorneys must include a Florida Bar number. Insert the date the civil cover sheet is signed. Signature is a certification that the filer has provided accurate information on the civil cover sheet, **and has read and complied with the requirements of Florida Rule of Judicial Administration 2.425.**



**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.)

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**I. CASE STYLE**

Plaintiff \_\_\_\_\_ Santa Rosa Circuit Court Case # \_\_\_\_\_  
\_\_\_\_\_ Judge \_\_\_\_\_

vs.  
Defendant \_\_\_\_\_  
\_\_\_\_\_

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**II. AMOUNT OF CLAIM**

Please indicate the estimated amount of the claim, rounded to the nearest dollar. \$ \_\_\_\_\_

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**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

- ☐ Civil
- ☐ Replevins
- ☐ Evictions
- ☐ Other civil (non-monetary)

### 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. \_\_\_\_\_

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**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 \_\_\_\_\_ Fla. Bar # \_\_\_\_\_  
Attorney or party (Bar # if attorney)

\_\_\_\_\_  
(type or print name)

\_\_\_\_\_  
Date