

**FILING SUIT IN SMALL CLAIMS, SANTA ROSA COUNTY, FLORIDA  
SMALL CLAIMS, STATE OF FLORIDA MAXIMUM AMOUNT OF \$8,000.00**

**FILING PACKET IS AVAILABLE IN OFFICE FOR \$2.50 OR FREE ON WEBSITE AT  
[www.santarosaclerk.com](http://www.santarosaclerk.com)**

**HOW TO FILE SUIT:**

Small Claims Court is for filing suit in an effort to collect money owed to you, to decide a dispute between two parties and to assist with repossessions. The services of an attorney can be obtained by either party. The prevailing party may be awarded attorney fees.

You can sue an individual, a partnership or a corporation. If you sue a corporation, state that it is a corporation and have the proper name. The proper place to sue is where the transaction occurred, where the other person lives or where you were to be paid. If your lawsuit is to repossess personal property sold by you but unpaid, or something loaned and not returned, **the fee is as listed below for the value of the item plus \$85.00 to file a Replevin Complaint.**

**Fees may be paid by the following: Cash, Cashier's Check, Money Order, Business Check, Personal Check from a local Bank, or Major Credit Card.**

**FILING FEE AS TO AMOUNT OF CLAIM:**

\$1.00 - \$99.00	FEE TO FILE IS	\$55.00
\$100.00 - \$500.00	FEE TO FILE IS	\$80.00
\$501.00 - \$2,500.00	FEE TO FILE IS	\$175.00
\$2,500.00 - \$8,000.000	FEE TO FILE IS	\$300.00

SUMMONS FEE/CLERK ISSUE ONLY:	\$10.00 EACH
SUMMONS FEE/CLERK PREPARE AND ISSUE:	\$17.00 EACH
SUMMONS SERVICE:	
OATH FEE (TO SIGN BEFORE CLERK)(or you can sign before a notary)	\$3.50

**To have the suit papers served on the Defendant(s) you must pay \$40.00 per service to the Santa Rosa County Sheriff's department or you can serve by certified mail to a Florida residence for \$6.00 per person. Bring money order or cashiers check made payable to the Sheriff's Department.**

For an address out of Santa Rosa County, contact the Sheriff for the County and State; ask for their mailing address and cost to serve a civil summons. Provide addressed envelope with sufficient postage for mailing, the Summons with Statement of Claim, and attachments for service on Defendant(s), and money order or cashier's check for Sheriff's service cost.

If a written document is to be used as evidence, provide Clerk with one (1) copy for the court file and (1) copy for each party being sued. You must also have the correct address where the person or corporation can be served. The Clerk cannot supply this information for you. You must get the address before you file suit. If you are suing a business, or corporation, you must have the exact legal name to your suit. This information may be obtained from the county occupational license Office or by contacting the Corporate Division Secretary of State Office, Tallahassee, FL 32304 (850-488-9000).

Page 1 of 2 (continued on next page)

**Pre-Trial Conference Hearing:** This hearing will be scheduled at the Santa Rosa County Courthouse at 6865 Caroline Street, Milton, Florida 32570. Plaintiff(s) will be notified by mail. Defendant(s) will be notified by service of summons.

**Mediation(explanation, see page 4):** At the pre-trial conference hearing you will be offered mediation. Be prepared to present any information that will support your side of the suit. If mediation is declined or unsuccessful, you will be referred to the Clerk who will ask each party for the number of witnesses expected to testify at the trial. Each party will be given information on how to prepare for trial. The case will be scheduled for trial and all parties will be notified by mail of the date and time.

**Jury Trial:** Plaintiff(s) must request a jury trial at time of filing. The Defendant(s) may request a jury trial at the pre-trial conference hearing.

**Trial:** If the case is set for trial, you must appear at that time with your evidence, witnesses, and proof. If you need a witness who will not come voluntarily, you can have the Clerk prepare a "Witness Subpoena". **The fee for preparing the subpoena will be \$9.00. You must attach a witness fee to the subpoena of \$5.00 plus .06 cents per mileage to and from the Court made payable to the witness. Sheriff's fee is \$40.00 to serve the subpoena. (most Florida Counties)** At the trial, the Judge will listen to both sides of the story, go through all of the evidence and make a decision on who will win the suit. The Court Clerk will mail a copy of the Final Judgment or Order to each party.

**Payment:** If the Defendant(s) pays you before the pre-trial conference hearing, or the scheduled trial date, or before the judgment is entered, you should notify the Clerk's office immediately, and then write a letter to have the court dismiss the suit filed against you.

**After Judgment:** When you receive your Final Judgment you can do certain things in order to collect your money. Refer to "How to Collect a Judgment in Florida" which is part of the "Small Claims Packet. The Court is not a collection agency. If the Defendant(s) pays you in full after the Judgment, you must get a "Satisfaction of Judgment" from the Clerk, fill it out and file it with the Clerk, and have it recorded. **Recording fees are \$10.00 for the first page and \$8.50 for each additional page per document.** After recorded, mail a copy to the Defendant(s).

**Mailing Address:** Clerk of Courts: Attn: Small Claims, P.O. Box 472, Milton, FL 32570

**Location/Phones:** Clerk's Office 850-981-5667 6865 Caroline St. Milton, FL 32570  
South End Service Center 5841 Gulf Breeze Pkwy, Gulf Breeze, FL 32563 (Hwy 98 next to the Zoo)

**ADDITIONAL INSTRUCTIONS:**

1. Prepare pleadings and documents for case filing with print on one side of each sheet of paper. The clerk scans each document for case filing.
2. Submit pleadings and documents for filing on standard letter size paper (8 ½ X 11).
3. Submit summons with three (3) copies for each party to be served.
4. Submit (4) blank envelopes for each party with (1) postage stamp on each to be served or \$ 2.00 for each named party on your claim.
5. An oath fee of \$ 3.50 is applicable should you require the Deputy Clerk to attest to your signature on the statement of claim or if your prefer a Notary the fee will be \$ 10.00

## **MEDIATION- AN ALTERNATIVE TO TRIAL**

Santa Rosa County Small Claims Court offers mediation as an alternative to trial. When you appear at your scheduled Pre-Trial Conference you will be given an opportunity to elect to have your case mediated.

**WHAT IS MEDIATION?** Mediation is a process in which the parties meet together in a non-courtroom setting with a professionally trained volunteer mediator. The mediator will impartially assist the plaintiff(s) and defendant(s) in reaching an agreement of mutual benefit and satisfaction to resolve the suit. Mediated settlements eliminate the uncertainty of a Judge's decision and allow the parties more control over the outcome of their cases.

If an agreement is reached during the mediation process, a written form will be prepared by the mediator at the time of the Pre-Trial Conference setting forth the parties' mutual understanding. Both parties will sign the agreement form, and each party will receive a copy. Mediated agreements are binding, and have the approval of the presiding judge.

**THE ADVANTAGES OF MEDIATION:** Mediation allows each party to discuss his or her case in the privacy of a conference room setting. A trained mediator will assist the parties in seeking a settlement of the issues in a manner beneficial to both parties. Mediation can save you both time and money. A successfully mediated case means that you will not have to return to court at a later date for a trial. Mediation can also save the costs to both sides associated with collection proceedings.

If you elect to mediate your case, it will be referred to a mediator at the time of the Pre-Trial Conference Hearing. Come prepared to present any information and documents that will support your side of the suit.

If you decide not to mediate, or if the parties are unable to reach an agreement during the mediation process, the case will be returned to the court clerk who will ask each party for the number of witnesses expected to testify at the trial. The case will be scheduled for trial, and all parties will be notified by mail of the date and time.

All parties are asked to check in with the court clerk upon arrival at the Pre-Trial Conference Hearing, and to verify your address and phone number.

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA  
SMALL CLAIMS DIVISION**

Case # \_\_\_\_\_

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

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

Telephone # \_\_\_\_\_

**VS**

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

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

Telephone # \_\_\_\_\_

**STATEMENT OF CLAIM**

Plaintiff(s) claims the amount of \$ \_\_\_\_\_ as being due from the defendant(s) together with \$ \_\_\_\_\_ for interest plus court cost of \$ \_\_\_\_\_ which all totals \$ \_\_\_\_\_, and alleges that the basis of this suit is:

- \_\_\_\_\_ Money due plaintiff upon accounts stated and agreed to between them
- \_\_\_\_\_ Money loaned by plaintiff to defendant.
- \_\_\_\_\_ Goods, wares, and merchandise sold by plaintiff to defendant.
- \_\_\_\_\_ Rent due plaintiff for certain premises in Santa Rosa County, Florida.
- \_\_\_\_\_ Plaintiff further states the suit is bases on a written instrument.
- \_\_\_\_\_ Money due plaintiff for worthless check given by defendant.
- \_\_\_\_\_ Money due plaintiff for labor and materials furnished to defendant.
- \_\_\_\_\_ Defective goods, workmanship, or services furnished by plaintiff to defendant.

Describe defects, list of goods:

\_\_\_\_\_ Damages due to auto collision.

Describe defendant's negligent act which caused collision:

\_\_\_\_\_ Other

**STATE OF FLORIDA COUNTY OF SANTA ROSA**

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing by the defendant(s) to said plaintiff(s) exclusive of all set-offs and just grounds of defense:

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Deputy Clerk or Notary

**NOTICE: THIS DOCUMENT REQUIRES AN OFFICIAL COURT SUMMONS WITH SIGNATURE AND THE OFFICIAL COURT SEAL AFFIXED THERETO.**

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA**  
Case # \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff(s)**  
Vs

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

**STATEMENT OF CLAIM AUTO NEGLIGENCE**

The plaintiff(s) sues the defendant(s) and says: on or about \_\_\_\_\_,  
in the vicinity of \_\_\_\_\_,  
on a public highway in Santa Rosa County, Florida, plaintiff's motor vehicle, being operated by  
\_\_\_\_\_, collided with 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(s) demands judgment in the sum of \$\_\_\_\_\_ and Court Costs  
in the amount of \$\_\_\_\_\_.

**STATE OF FLORIDA COUNTY OF SANTA ROSA**

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing  
by the defendant(s) to said plaintiff(s) exclusive of all set-offs and just grounds of defense:

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Deputy Clerk or Notary

**NOTICE: THIS DOCUMENT REQUIRES AN OFFICIAL COURT SUMMONS WITH  
SIGNATURE AND THE OFFICIAL COURT SEAL AFFIXED THERETO.**



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

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

**Division:** \_\_\_\_\_

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

Vs

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

**NOTICE OF PERMANENT MAILING ADDRESS**

I, \_\_\_\_\_ the plaintiff/defendant, in the above styled cause of action hereby certify that my permanent mailing address is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**THAT ONLY THIS ADDRESS WILL BE USED BY THE COURT, THE OPPOSING PARTY, AND ANY INTERVENING PARTIES TO THIS CASE FOR THE PURPOSE OF PROVIDING ME I UNDERSTAND WITH:**

- a. Notice of all future hearing in this case, and**
- b. Any court documents and papers pertaining to this case.**

I understand that all notices and court papers in this case will be sent to me only at the above address and that in the event personal service of any court documents is necessary that they will first attempt to be served at the above address listed address unless and until I notify the court of my new address. I also understand that if I change my permanent address or residence address, I must notify the Clerk of Court of my new address in writing at the address below, by completion of another form similar to this form at the following address within one (1) week of the change of address and with a copy being furnished to all parties.

Donald C. Spencer. Clerk of Court  
Santa Rosa County, Florida  
P.O. Box 472  
Milton, FL 32572



I have read this document and I understand that it is my responsibility to keep the court informed of any changes to my current address. I understand that copies of any court document and notice of all future hearings which are mailed to my current address set forth herein will constitute proper notice and service, and the Court may proceed on all matters noticed and mailed to the above address even if I do not appear for said hearing.

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Signature

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Date

**SANTA ROSA COUNTY, FLORIDA  
SMALL CLAIMS DIVISION**

Case # \_\_\_\_\_  
(Refer to this # when making inquiries)

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

\_\_\_\_\_  
Address

Vs

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

\_\_\_\_\_  
Address

**SUMMONS/NOTICE TO APPEAR FOR PRE-TRIAL CONFERENCE**

STATE OF FLORIDA-NOTICE TO PLAINTIFF(S) AND  
DEFENDANTS(S): \_\_\_\_\_

YOU ARE HEREBY NOTIFIED that you are required to appear in person or by attorney at the Santa Rosa County Courthouse located at 6865 Caroline St., Milton, Florida 32570 on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ am \_\_\_pm, for PRE-TRIAL CONFERENCE before a Judge of this Court.

**PLEASE DRESS APPROPRIATELY:**  
**NO SHORTS, TANK TOPS, HALTER TOPS OR FLIP FLOPS**

**IMPORTANT-READ CAREFULLY**  
**THE CASE WILL NOT BE TRIED DURING THIS PRE-TRIAL CONFERENCE.**  
**DO NOT BRING WITNESSES.**  
**APPEAR IN PERSON OR BY ATTORNEY.**

The defendant(s) must appear in court on the date specified in order to avoid a Default Judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the Defendant(s) shall not excuse the personal appearance of a party or its attorney at the Pre-Trial Conference. The date and/or time of the Pre-Trial Conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any state of the trial court proceedings by an officer of the corporation or any employee authorized in writing by an officer or the corporations. Written authorization must brought to the Pre-Trial Conference.

The purpose of the Pre-Trial Conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the Pre-Trial Conference. You or your attorney should be prepared to confer with the dispute, exhibit any documents necessary to prove the case.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the Court. The Court may or may not approve a payment plan and withhold judgment or execution of levy.

**RIGHT TO VENUE:** The law gives the person or company who has sued you the right to file in any one of several places listed below. However, if you have been sued in any place other than the one of these places, you, as a defendant(s) have the right to request that the case be moved to a proper location or venue. A proper location or a venue may be one of the following: (1) where the contract was entered into; (2) if suit is on an unsecured promissory note, where note is signed or where maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any one or more of the defendant(s) sued resides; (6) Any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, proper venue lies in the county where payment is to be made.

If you, as a defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must submit a WRITTEN request for transfer in affidavit form (sworn under oath) with the court seven (7) days prior to your first court date and send a copy to the plaintiff(s) or plaintiff(s) attorney, if any.

A copy of the Statement of Claim shall not be served with this summons.

If you desire to file any counterclaim or off-set to plaintiff(s) said claim, it must be filed in this Court by you or your attorney in writing at least five (5) days prior to the above date. You should also serve a copy to the Plaintiff(s), by mail.

Dated in Milton, Santa Rosa County, Florida on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

DONALD C. SPENCER, CLERK OF COURT

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

**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 Liaison Santa Rosa County 6865 Caroline Street, Milton, FL 32570 Phone 850-623-3159 FAX 850-982-0602 [ADA.santarosa@flcourts1.gov](mailto:ADA.santarosa@flcourts1.gov) at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days: if you are hearing or voice impaired, call 711.**



**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA**  
**FORM 7.350 FLORIDA SMALL CLAIMS RULES**  
**CORPORATE AUTHORIZATION TO ALLOW EMPLOYEE TO REPRESENT CORPORATION**  
**AT ANY STATE OF LAWSUIT**

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

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

Vs

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

**AUTHORIZATION OF CORPORATE OFFICER**

\_\_\_\_\_ is an employee of

\_\_\_\_\_  
(Name of Corporation that is a party to this action)

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 penalties of perjury, I declare that I have read the foregoing Corporate Authorization and that the facts stated in it are true.

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

Signing Authority: \_\_\_\_\_

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

Print Title: \_\_\_\_\_

(President, Vice President, Secretary, Treasurer)

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

Phone No: \_\_\_\_\_

I certify that a copy of this form has been furnished to (list all parties of this action):

\_\_\_\_\_

By \_\_\_\_\_ (hand delivery, mail or fax) \_\_\_\_\_

On \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA  
SMALL CLAIMS DIVISION**

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

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

Vs

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

**PLAINTIFF’S REQUEST FOR DISMISSAL**

Please advise our office of the status on the above case by checking one of the categories listed below and mail or hand deliver this form back to our office so that we can dismiss this action:

\_\_\_\_\_ The Defendant(s) has/have paid the Plaintiff(s) in full and the Plaintiff(s) request the court dismiss this action.

\_\_\_\_\_ The Plaintiff(s) and the Defendant(s) have reached an agreement and/or settlement and the Plaintiff(s) request the court dismiss this action.

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

Plaintiff(s) Signature: \_\_\_\_\_

Mail to: Donald C. Spencer Clerk of Court  
Attn: Small Claims  
P.O. Box 472  
Milton, FL 32572

**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

