

# MEMO

TO: Attorneys and Pro Se Parties

From: Clerk of Courts, Santa Rosa County, Florida  
County Civil/Small Claims/Landlord-Tenant  
P.O. Box 472  
Milton, FL 32572  
Phone: 850-981-5667, 850-981-5669, 850-981-5556

Subject: 1.) Two Sided Pleadings  
2.) Letter Size Paper

1. Prepare pleading documents for case filing with print on one side of each sheet of paper. We docket and scan each item submitted for case filings.
2. Submit pleadings or documents for case filing on standard letter size paper which is 8 1/2 by 11 inches.

Thank you in advance for your consideration and compliance to our request.

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

PLAINTIFF(S)

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

VS

DEFENDANT(S)

LOT \_\_\_\_\_

**EVICTION SUMMONS/MOBILE HOME LOT**

\*\*\*\*\*

**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** the things listed below. You must do them within 5(five) 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 Santa Rosa County Courthouse, 6865 Caroline Street, Milton, FL 32570.
2. Mail or give a copy of your written reason(s) to:  
Plaintiff/Plaintiff's Attorney: \_\_\_\_\_  
Address \_\_\_\_\_
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. Rent money deposited into the Registry of Court must be paid by Cash, Cashier's Check, or Money Order with a Registry Fee of 3% of the first \$500.00. If you believe that the amount claimed in the complaint is incorrect, you should file with the Court 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 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 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR THE 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 reason 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 the 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 or were posted on 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 defendant.**

**DATED ON \_\_\_\_\_, 20\_\_.**

**DONALD SPENCER  
CLERK OF THE COUNTY COURT**

**BY: \_\_\_\_\_**

AS 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@flcourrts1.gov](mailto:ADA.SantaRosa@flcourrts1.gov) 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, please call 711.**