

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

\_\_\_\_\_  
PLAINTIFF

\_\_\_\_\_  
CASE NUMBER

VS

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
DIVISION

**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 # \_\_\_\_\_

I UNDERSTAND 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 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 be attempted to be served at the above listed address unless and until I notify the court of my new address. I also understand that if I change my permanent mailing address or residence address, I must notify the Clerk of Court of my new address in writing by completion of another form similar to this form at the following address within one (1) week of change of address and with a copy being furnished to all parties:

Clerk of Courts  
Santa Rosa County, Florida  
County Civil/Eviction Division  
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 change in my current address. I understand that copies of any court documents 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date