

**No New Case Filings Accepted after 3:30 PM**

**SMALL CLAIMS  
PACKET**

**Santa Rosa County  
Courthouse**

**Physical Address:  
4025 Avalon Blvd.  
Milton, Fl. 32583**

**Mailing Address:  
Santa Rosa County Clerk of Courts  
Attention: County Civil  
P.O. Box 472  
Milton, Fl. 32572**

**If you have any questions, you may call us.  
at 850-981-5665**

**Price \$ 10.00**

Updated 7/2024

**NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY**

If you have questions or concerns about these forms, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. You may call the Florida Bar Lawyer Referral Service at 1-850-434-8135.

Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

**FILING FEE: Claim amount \$1.00 - \$ 99.99 filing fee is \$55.00**

**Claim amount \$100.00 - \$ 500.00 filing fee is \$80.00**

**Claim amount \$500.01 - \$ 2,500.00 filing fee is \$175.00**

**Claim amount \$2,500.01 - \$ 8,000.00 filing fee is \$300.00**

**SUMMONS FEES:** There is a \$10.00 fee to issue any summons (including alias and pluries) per defendant, if you utilize the summons provided in this packet. If you choose to provide the summons you will need four copies.

The fee will be \$17.00 if you choose not to use the summons in the packet and wish for the clerk to perform this service for you.

**OATH FEES: \$3.50** for each plaintiff filing the action (I.D. required)

**NOTARY FEES:** There is a \$10.00 fee for signing a document requiring notarization at the Clerk's office (per document), I.D. required.

**Filing 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. If using a credit or debit card, the vendor will charge a service fee.**

**COPIES REQUIRED:** One set of originals for filing and one set of copies *per defendant* for service, along with two blank postage paid envelopes per plaintiff.

**SHERIFF'S FEE:** \$40.00 per summons

- **The clerk will prepare the service packet with summons for the plaintiff to deliver to the sheriff's office for service on the defendant(s). The sheriff charges a service fee of \$40.00 (per defendant) for this service. The plaintiff(s) may elect to bring a cashier's check, money order or business check made payable to the Sheriff's department for this service and leave the service packet with the clerk's office for courier service to the Sheriff's office. The Clerk's Office CANNOT accept cash for the Sheriff. If you wish to pay cash, you will be responsible for hand delivering the summons to the Sheriff's Office – Civil Processing Unit. The Sheriff will not accept personal checks.**

**Remember:**

**Courier service performed by the clerk's office is a courtesy service. The clerk's office makes no guarantee as to the speed or timeliness of delivery to the Sheriff's office.**

Another option for service on the defendant(s) is to hire a private process server. Should you choose to have the lawsuit served in this manner it will be your responsibility to contact and present the service packet to the desired process server for execution.

**PROCESS SERVERS FEE:** To request a list of process servers please contact The Florida First Judicial Circuit Process Server Information Line at 850-595-3766.

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, made out to the Sheriff's dept in the county where the defendant is to be served.

The plaintiff may elect to mail the service packet with summons to the appropriate Sheriff's office or a process server themselves. If that method is chosen, be aware that the affidavit or return of service on the defendant **must** be filed in the court file for the case to proceed.

### **INFORMATION ON FILING A SMALL CLAIMS CASE**

Small Claims Court is for filing suit to collect money owed to you, to decide a dispute between two parties, where the dollar amount involved is greater than \$0 but no greater than \$8,000.00, excluding costs, interest, and attorney fees.

Please refer to Section 34.01(1) (c), Florida Statutes, for a description of which causes of action are under the jurisdiction of Chapter 34, Florida Statutes, and to the Florida Small Claims Rules.

Other than specifically indicated in these procedures or provided for in Florida Small Claims Rule 7.050(c), the Clerk's Office cannot help you or provide you with assistance in preparation of any forms with the exception of providing ministerial assistance as provided for in Small Claims Rule 7.050(c). Any further advice or assistance must come from private counsel. The Clerk's Office CANNOT recommend an attorney for you. If you do not have private counsel, you may contact the Florida Bar's Lawyer Referral Service, which offers limited consultations for a minimal fee, at 1-800-434-8135. 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 has 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, **then the correct lawsuit to file is a "Replevin" not a small claims action.**

A Small Claims Pretrial Conference will be conducted upon successful service of the defendant(s). If mediation at the pretrial conference is unsuccessful, the case will be set for further mediation to be heard later or be set for hearing with the Judge. If you want a jury trial, the plaintiff must request it at the time of filing, and the defendant must request it at the pretrial conference. If a counterclaim needs to be filed by the Defendant in the action, this must be done at least five (5) days prior to the Pretrial Conference. A filing fee of \$295.00 is required to file a counterclaim exceeding \$2500.00, but less than \$8000.00.

Should you win the lawsuit and be awarded a final judgment, the court cannot collect money damages for you. You may wish to consult with an attorney for advice on how to collect a judgment.

If the Defendant pays you before the small claims pretrial date or the mediation session, file with the Clerk's Office the notice of voluntary dismissal. If the Defendant pays you before the trial or before Judgment is entered, file the notice of voluntary dismissal. If the defendant pays you in full after Judgment, you **MUST** file a Satisfaction of Judgment with the Court.

**Additional Information:**

- If you are suing a business, or corporation, you must have the exact legal name for your suit. This information may be obtained from the county occupational license Office or by contacting the Florida Division of Corporation by checking their website at [www.sunbiz.org](http://www.sunbiz.org).
- You must also have the correct address where the person or corporation can be served before you file a suit.

\*\*\*The Clerk cannot supply this information for you. \*\*\*

*All parties are asked to notify the court clerk should your e-mail, mailing address, or telephone number change. It is your responsibility to keep up with the progression of your case and monitor your email and/or regular mail for court correspondence.*

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW.  
YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

### **FILING THE SMALL CLAIMS CASE**

- (1) original (1) copy per defendant of Form 2.602 Designation of Email Address for A Party Not Represented By An Attorney OR Form 2.601 Request To Be Excused From Email Service  
If after the case is filed and your mailing address or email address *changes* fill out and submit Form 2.603 Notice of Change of mailing Address or Designated Email Address
- (1) original (1) copy per defendant of Civil Cover Sheet
- (1) original (1) copy per defendant of either the Statement of Claim OR (if your lawsuit is because of an automobile collision), Statement of Claim Auto Negligence
- Provide (1) original (1) copy per defendant, of any documents on which the claim is based, such as cancelled checks, contracts, letters, estimates, etc.
- (1) original (1) copy per defendant of the worksheet for small claims
- If a written document is to be used as evidence, provide the Clerk with one (1) copy for the court file and (1) copy for each party being sued.
- (1) original (3) copies per defendant of the summons/notice to appear for pre-trial conference.
- If you wish for the clerk's office to prepare the summons for you complete the form "Request for the Clerk to Prepare and Issue Summons" form  
There is a fee of \$17.00 per defendant for this service.
- (1) original (2) copies per defendant of "authorization of corporate officer" form, if applicable.  
If the plaintiff filing the action is a corporation and the corporation wishes for an officer of the corporation to represent the corporation's interest they should complete the authorization of corporate officer.
- Two postage paid blank business size envelopes. These will be used to mail the plaintiff the summons to provide information on the small claims pretrial date scheduled and one will be used for the sheriff's office to provide the return or affidavit of service of the summons and lawsuit to the plaintiff.

### **SERVICE INFORMATION**

- If you are suing an individual:  
Obtain the proper name and street address of the individual. If the spouse will be included in the lawsuit, obtain the proper name and street address of the spouse.  
First names must be used and any alias names, if known.
- If you are suing a corporation:  
You must know the correct name of the corporation and the state in which it is incorporated.  
Obtain the name and address of an officer of the corporation; the president, vice-president, etc. or in the absence of any of these, the name and address of the business agent residing in the state.  
To find this information, which will be necessary to perfect service on the corporation, you may contact:  

Florida Division of Corporations  
2415 N. Monroe St. Suite 810  
Tallahassee, Florida 32303  
Phone: (850) 245-6000  
Website: [www.sunbiz.org](http://www.sunbiz.org)
- If you are suing a partnership:  
Obtain the names and addresses of all partners.  
A fictitious name cannot be sued because it is not an entity. It is the plaintiff's responsibility to investigate to determine status by calling the Secretary of State, Division of Corporations; the Occupational License Section of the Tax Collector's Office; or the licensing department of the city where the principle place of business is located. The website for the division is

[www.sunbiz.org](http://www.sunbiz.org) . The path to obtain the information is Document Searches > Fictitious Names. If the name is not registered, the law will not allow the opposing party to defend the action until the name is registered. Conversely, if you are doing business under a fictitious name, you must be registered under the fictitious name statute before you can maintain a suit in any court in this state.

- There is a \$10.00 summons issuance fee for each summons issued, or \$17.00 summons issuance fee if the deputy clerk prepares the summons as well as issues the summons. If the Statement of Claim lists multiple defendants, a summons issuance fee will be required for each defendant.
- Service may be performed either by the Sheriff's office or by certified process server. If service is to be performed outside of Santa Rosa County, the plaintiff must contact the Sheriff of that county to obtain service and fee information. If the plaintiff opts to have a Certified Process Server serve the summons, the plaintiff must contact the Certified Process Server to arrange service and obtain fee information.
- If the defendant is located out of the state or if the plaintiff wants personal service. The plaintiff must have a summons issued and served by the Sheriff or a Certified process service. If the plaintiff wants the deputy clerk to mail the issued summonses to an out-of-county sheriff, the plaintiff must provide pre-addressed, pre-stamped business size envelopes or an envelope large enough to accommodate what has been filed.
- Certified mail fees are charged per person at the current United States Postal Service rates and due to the Clerk's office when applicable. Service by certified mail is optional and may only be used for service *on persons within the state of Florida*.
  - A. Persons are not obligated to sign for Certified mail, and often such mail is returned "Unclaimed or Undeliverable". The plaintiff must monitor the case for return of service on the certified mail. If the defendant does not sign for the certified mail, the defendant is not considered by the court as served. A new pretrial date will need to be set and the plaintiff must have summonses issued.

**Once ALL defendants have been successfully served, the Clerk will need a return of service for each defendant as well as a Notice of Final Service. This Notice is located toward the end of this packet.**

### **PRETRIAL CONFERENCE, SETTLEMENT AND JUDGMENT**

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 file the "Notice of Voluntary Dismissal" form as well as a "Notification of Cancellation of the Pretrial Conference" form. Mail a copy to the Defendant(s).

- This hearing will be scheduled at the Santa Rosa County Courthouse at 4025 Avalon Blvd., Milton, Florida 32583. Plaintiff(s) will be notified by mail. Defendant(s) will be notified by service of summons.
- DO NOT BRING WITNESSES to the scheduled Pre-Trial Conference. The purpose of Pre-Trial is to encourage the parties to resolve their dispute and avoid trial. At the Pretrial Conference, your case may be scheduled for trial, hearing or continued for you to participate in Mediation.
- If a claim is made that the lawsuit was filed in the wrong location - the issue of venue – that may be raised at the Pretrial Conference.
- If the plaintiff does not appear for the Pre-Trial Conference, the case may be dismissed.

- If the defendant does not appear for the Pre-Trial Conference, the Court may enter a default judgment.
- If the plaintiff does not provide a proposed Final Judgment, the assigned Judge may not enter a Final Judgment, which may delay the progress of the case.
- The plaintiff must provide the proposed Final Judgment and pre-addressed, pre-stamped business size envelopes for mailing to the plaintiff and each defendant. The envelope should reflect the plaintiff's return address. The plaintiff will be responsible for insufficient postage or re-execution of returned mail.
- If the Court enters a judgment, by motion of the plaintiff, the court may enter an order requiring the defendant(s) to complete the Florida Small Claims Rules Form 7.343 (Fact Information Sheet). The purpose of this order is to identify any assets that might levied upon by the Judgment creditor (plaintiff).
- If the court enters the Judgment, the plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at [www.santarosaclerk.com](http://www.santarosaclerk.com) . If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

### MEDIATION EXPLANATION

- At the pre-trial conference hearing you will be offered mediation. Mediation is a process in which the parties meet 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. Be prepared to present any information that will support your side of the suit. Mediated settlements eliminate the uncertainty of a Judge's decision and allow the parties more control over the outcome of their cases. Mediation can save you both time and money. A successfully mediated case means that you will not have to return to court later for a trial. Mediation can also save the costs to both sides associated with collection proceedings.
- 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.
- If mediation is declined or unsuccessful, the mediation team will forward the result of the hearing to the Judge for review and appropriate action. All parties will be notified by e-mail or if excused by the court, by mail, of the action taken by the Judge.

### TRIAL

- If the parties cannot reach an agreement, a specific time will be scheduled for the trial and you will be notified of that date.
- Bring with you any witnesses who have personal knowledge of the facts of your case to the courtroom on the date of the trial. Also, bring all documents, papers, etc., relating to your claim.
- If you are not sure that your witness(es) will attend, witness subpoenas may be necessary to require attendance. **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 mile to and from the Court (money order or cashier's check made payable to the witness.) Sheriff's fee is \$40.00 to serve the subpoena. (most Florida Counties.)** These charges are recoverable as costs if the plaintiff is the successful litigant.
- If the plaintiff is suing for damages because of an automobile accident, you must obtain an estimate of the repair of the damages.

- At the trial, the Judge will listen to both sides of the story, go through all the evidence, and make a decision on who will win the suit. The Court Clerk will provide a copy of the Final Judgment or Order to each party.
- If either party is unsatisfied with the court's decision, the party may refer to Small Claims Rule 7.230 and the Florida Rules of Appellate Procedure.
- Any further assistance or legal advice must come from a private attorney. The clerk's office cannot recommend an attorney for you.

### **AFTER JUDGMENT**

When you receive your Final Judgment, you can do certain things to collect your money. Refer to "How to Collect a Judgment in Florida" which is on the clerk's website at [www.santaroaclerk.com](http://www.santaroaclerk.com). 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. The plaintiff can find the satisfaction of judgment form as well on the clerk's website [www.santaroaclerk.com](http://www.santaroaclerk.com)

**Recording fees are \$10.00 for the first page and \$8.50 for each additional page per document.** After having the document recorded, mail a copy to the Defendant(s).



Notice: Additional Requirement  
Service of Pleadings and Documents

A party not represented by an attorney is required to provide an email address for the service of court documents, unless the party is in custody or unless the party is excused by the Clerk because the party declares under penalty of perjury that they do not have an email address or do not have regular access to the internet.

**RULE 2.516. SERVICE OF PLEADINGS AND DOCUMENTS**

(C) Service on and by Parties Not Represented by an Attorney. Unless excused pursuant to subdivision (b)(1)(D), any party not represented by an attorney must serve a designation of a primary e-mail address and also may designate no more than two secondary e-mail addresses to which service must be directed in that proceeding by the means provided in subdivision (b)(1) of this rule. November 17, 2022 Fla. R. Gen. Prac. & Jud. Admin. Page 168 of 252

(D) Exceptions to E-mail Service on and by Parties Not Represented by an Attorney.

(i) A party who is in custody and who is not represented by an attorney is excused from the requirements of email service.

(ii) The clerk of court must excuse a party who is not represented by an attorney from the requirements of e-mail service if the party declares on Florida Rule of General Practice and Judicial Administration Form 2.601, under penalties of perjury, that the party does not have an e-mail account or does not have regular access to the Internet. The clerks of court shall make this form available to the public at their offices and on their websites. If a party not represented by an attorney is excused from e-mail service, service on and by that party must be by the means provided in subdivision (b)(2).

(E) Time of Service. Service by e-mail is complete on the date it is sent.

**Use Form 2.601, Request To Be Excused from Email Service**, if you wish to be excused from this requirement. The clerk must approve your declaration for you to be eligible for exemption. You may seek review by a Judge by requesting a hearing time if the clerk does not approve your exemption from email service.

**Use Form 2.602, Designation of Email Address for A party Not Represented By An Attorney**, if you agree to provide an email address for the service of court documents.

**Use Form 2.603, Notice of Change of Address or Designated Email Address**, to update or change your email address should the need arise. It is your responsibility to keep the court notified of any changes in your address, email address, and telephone number. It is also your responsibility to follow the progression of your case. Remember email service from the court is complete on the date it is sent. Check your email account, spam folders and junk mail often.

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

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

VS

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

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

**REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR PARTY  
NOT REPRESENTED BY ATTORNEY [FORM 2.601]**

\_\_\_\_\_ requests to be excused pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e-mail service because I am not represented by an attorney and:

- I do not have an e-mail account.
- I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive all copies of notices, orders, judgments, motions, pleadings, or other written communications by delivery or mail at the following address:

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

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing request and that the facts stated in it are true.

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

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

(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

**CLERK'S DETERMINATION.** Based on the information provided in this request, I have determined that the applicant is  excused or  not excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C).

Dated: \_\_\_\_\_ Signature of Clerk: \_\_\_\_\_

**A PERSON, WHO IS NOT EXCUSED MAY, SEEK REVIEW BY A JUDGE BY REQUESTING A HEARING TIME.**

Sign here if you want the Judge to review the clerk's determination that you are not excused from the email service requirements. You do not waive or give up any right to judicial review of the clerk's determination by not signing this part of the form:

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

Signature: \_\_\_\_\_

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

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

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

VS

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

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

**DESIGNATION OF E-MAIL ADDRESS FOR A PARTY NOT REPRESENTED BY AN  
ATTORNEY [FORM 2.602]**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C),  
I, \_\_\_\_\_, designate the e-mail address(es) below for electronic  
service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies of  
notices, orders, judgments, motions, pleadings, or other written communications to me by e- mail or  
through the Florida Courts E-filing Portal.

I understand that I must keep the clerk’s office and any opposing party or parties notified of my current  
mailing address or e-mail address. I will file a written notice with the clerk if my mailing address or e-  
mail address changes again.

Designated e-mail address: \_\_\_\_\_

Secondary designated e-mail address(es), if any: \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery,  
mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_

\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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

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

VS

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

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

**NOTICE OF CHANGE OF MAILING ADDRESS OR DESIGNATED E-MAIL ADDRESS  
[FORM 2.603]**

I, \_\_\_\_\_, certify that my  mailing address or   
designated e-mail address has changed to

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

I understand that I must keep the clerk’s office and any opposing party or parties notified of my current mailing address or e-mail address. I will file a written notice with the clerk if my mailing address or e-mail address changes again.

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery,  
mail [choose one] to: Clerk of court for Santa Rosa County, and

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

(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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

Plaintiff must file this cover sheet with first paperwork 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 only. The amount of the claim shall not be used for any other purpose.

**III. Type of Case.** Place an “X” in the appropriate box. 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” in the category and subcategory boxes. 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) Non-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 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) Real property/Mortgage foreclosure – all matters involving claims up to \$30,000 relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property up to \$30,000, including foreclosures associated with condominium associations or condominium units.

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

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

(AR) Other Civil (non-monetary) – includes all other non-monetary county civil matters that were not described in the other county civil categories.

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**IV. Remedies Sought.** Place an “X” in the appropriate box. 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” in the appropriate box.

**VII. Related Cases.** Place an “X” in the appropriate box.

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

**IX. Sexual Abuse.** Place an "X" on the appropriate line.

**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 General Practice and 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.)

**I. CASE STYLE**

Santa Rosa Circuit Court

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

VS

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

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

**II. AMOUNT OF CLAIM**

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

**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 / not applicable to county civil cases**

- \_\_\_\_\_ 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)**

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

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

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 on this date. \_\_\_\_\_

\_\_\_\_\_

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

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

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

NOTARY PUBLIC-STATE OF FLORIDA or DEPUTY CLERK

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

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

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

**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  
SMALL CLAIMS DIVISION

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

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

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

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

**VS**

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

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

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

**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 \$ \_\_\_\_\_.

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 on this date. \_\_\_\_\_

\_\_\_\_\_

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

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

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

NOTARY PUBLIC-STATE OF FLORIDA or DEPUTY CLERK

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

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

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

**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  
SMALL CLAIMS DIVISION

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

VS

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

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

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

STATE OF FLORIDA - NOTICE TO PLAINTIFF(S) AND DEFENDANT(S):

\_\_\_\_\_  
ARE HEREBY NOTIFIED that you or your attorney are required to appear in person or by an attorney at the **Santa Rosa County Courthouse**, located at 4025 Avalon Blvd., Milton, Florida 32583, on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_: \_\_\_\_\_ a.m. CST for a 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 AT THAT TIME

DO NOT BRING WITNESSES APPEAR IN PERSON OR BY ATTORNEY

The defendant(s) must appear in court on the date specified 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 time of the Pre-Trial Conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation, or any employee authorized in writing by an officer of the corporation. Written authorization must be 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 court and

To briefly explain the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try 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 or 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 as listed below. However, if you have been sued in any place other than one of these places, you, as the Defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: 1) Where the contract was entered into; 2) If the suit is on an unsecured promissory note, where the note is signed or where the 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, where payment is to be made.

If you, as the 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 file a WRITTEN request for transfer in affidavit form (sworn to 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 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 On:

DONALD C. SPENCER,

CLERK OF COURTS & COMPTROLLER,

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

Deputy Clerk of Santa Rosa County

**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**

**4025 Avalon Blvd**

**Milton, FL 32583**

**Phone (850) 623-3159 Fax (850) 983-0602**

**[ADA.SantaRosa@flcourts1.gov](mailto:ADA.SantaRosa@flcourts1.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, call 711.**

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

\_\_\_\_\_  
Plaintiff,  
vs.

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

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

**REQUEST FOR THE CLERK TO PREPARE AND ISSUE  
SUMMONS**

Plaintiff, \_\_\_\_\_  
Does hereby request for the clerk's office to issue and prepare summons on the defendant(s) \_\_\_\_\_

\_\_\_\_\_  
The service address for defendant(s) is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

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

Mailing Address: Clerk of Courts,  
Attn. Small Claims  
P.O. Box 472  
Milton, Fl. 32572

Santa Rosa County Courthouse: 4025 Avalon Blvd.  
Milton, Fl. 32583

**CORPORATION FILING SUITS**  
**SMALL CLAIMS DIVISION**

Pursuant to Small Claims Rules 7.050 (a) (2) party not represented by an attorney to sign.

A party, individual, or corporation who or which has no attorney handling such cause shall sign that party's statement of claim or other paper and state that party's address and telephone number, including area code. However, if the trial court in its discretion determines that the plaintiff is engaged in the business of collecting claims and holds such claim being sued upon by purchase, assignment, or management arrangement in the operation of such business, the court may require that corporation to provide counsel in the prosecution of the cause. A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation, or any employee authorized in writing by an officer of the corporation.

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

**FORM 7.350 FLORIDA SMALL CLAIMS RULES  
CORPORATE AUTHORIZATION TO ALLOW EMPLOYEE TO REPRESENT  
CORPORATION AT ANY STATE OF LAWSUIT**

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

VS

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

\_\_\_\_\_  
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: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery,  
mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_

\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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

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

VS

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

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

**NOTICE OF VOLUNTARY DISMISSAL OF SMALL CLAIMS**

COMES NOW Plaintiff(s) \_\_\_\_\_ and hereby files this  
Notice of Voluntary Dismissal of Small Claims and states as follows:

\_\_\_\_\_ 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.

\_\_\_\_\_ The Defendant(s) has complied fully with the order of the court after mediation, as duly  
recorded in the said court and a copy thereof having been recorded in Official Records  
book number \_\_\_\_\_ and page \_\_\_\_\_, of the Public Records of Santa Rosa County,  
Florida, do hereby acknowledge full payment and satisfaction thereof and hereby consent  
that the same shall be satisfied of record.

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

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

Mail to: CLERK OF COURTS,  
Attn: Small Claims  
P.O. Box 472  
Milton, FL 32572



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

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

VS

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

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

**NOTICE OF CANCELLATION OF PRETRIAL CONFERENCE**

Plaintiff, \_\_\_\_\_  
Hereby request the clerk’s office to cancel the upcoming small claims Pre-Trial Conference.

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

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

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

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

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

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

VS

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

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

**PLAINTIFF'S MOTION TO CONTINUE**

Plaintiff, \_\_\_\_\_, files this motion to continue the hearing currently scheduled for \_\_\_\_\_, and as grounds therefore, states as follows:

There is currently scheduled before the Court a hearing that I am unable to attend for the following reason(s) and request that the Court reschedule the hearing.

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

Plaintiff's signature \_\_\_\_\_

Plaintiff's printed name \_\_\_\_\_

Plaintiff's address \_\_\_\_\_

\_\_\_\_\_  
E-mail address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

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

(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

If the Defendant has been successfully served and fails to respond or appear at the Pre-Trial Conference, the following forms will be filed with the Clerk:

- Non-Military Affidavit
- Motion for Default on Small Claims
- Small Claims Default Entered by Clerk – The Clerk will verify that defendant did not attend the Pre-Trial and issue this document.
- Motion for Default Final Judgment – Small Claims
- Final Judgment Against \_\_\_\_\_ - After you file this with the Clerk, the Clerk will file this with the Judge to await ruling on the matter.

The process of review by the Judge will take some time and will not necessarily be returned the same day or even week.

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW.  
YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

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

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

VS

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

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

**NON - MILITARY AFFIDAVIT**

On this day personally appeared before me, the undersigned authority,

\_\_\_\_\_,  
who, after being 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.

NOTARY PUBLIC-STATE OF FLORIDA or DEPUTY CLERK

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

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

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

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

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

VS

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

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

**MOTION FOR DEFAULT ON SMALL CLAIMS**

Plaintiff(s), \_\_\_\_\_ moves for entry of a  
default by the Clerk against the

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

for failure to serve any paper on the undersigned or file any paper as required by law, nor appear at the  
scheduled Pretrial conference on \_\_\_\_\_ {insert date of PT}, after proper service was  
effected.

Dated \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery,  
mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_  
\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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

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

VS

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

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

**SMALL CLAIMS DEFAULT ENTERED BY CLERK**

A default is entered in this action against the defendant(s) named in the foregoing motion for failure to serve or file any paper as required by law, nor appear at the scheduled Pretrial conference on \_\_\_\_\_.

Dated \_\_\_\_\_

CLERK OF COURTS

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

DEPUTY CLERK

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_

\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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

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

VS

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

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

**MOTION FOR DEFAULT FINAL JUDGMENT – SMALL CLAIMS**

COMES NOW Pro Se Plaintiff, moves this Court for entry of a Default Final Judgment and states:

Defendant(s), \_\_\_\_\_ was served with a Summons and Statement of Claim in the action.

- 1) Having failed to appear before the Court for Pre-trial Conference, a default was entered.
- 2) The amount in controversy stems from details within Statement of Claim and Defendant(s) owes Plaintiff.
- 3) The court costs and service fees are \$ \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_  
\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

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

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

VS

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

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

**FINAL JUDGMENT AGAINST**

\_\_\_\_\_

It is adjudged that the plaintiff(s) \_\_\_\_\_,  
recover from the defendant(s) \_\_\_\_\_,  
the sum of \$\_\_\_\_\_ on principal, along with \$\_\_\_\_\_ as prejudgment  
interest, and \$\_\_\_\_\_ for attorneys' fees, with costs of \$\_\_\_\_\_, for a  
total of \$\_\_\_\_\_ all of which shall bear interest at the rate of \_\_\_\_\_% per year as  
provided by the Florida Statute, for all of which let execution issue.

ORDERED at Milton, Florida on \_\_\_\_\_.

\_\_\_\_\_  
County Court Judge

Copies furnished to:

PLAINTIFF(S)

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

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

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

\_\_\_\_\_



If a judgment has been entered against the Defendant and the Defendant has not paid, the plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at [www.santarosaclerk.com](http://www.santarosaclerk.com). If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

If the course of action chosen by the Plaintiff finds it appropriate,

The following can be filed with the Clerk:

Motion for Fact Information Sheet

Order to Complete Small Claims Rules Form 7.343, The blank Fact information sheet should be filed along with this as an attachment. – Once you file these documents with the Clerk, the Clerk will submit them to the Judge for consideration.

This process of review by the Judge will take some time and you will not get an answer the same day, or possibly the same week.

## Enforcing Your Small Claims Judgment / Fact Information Sheet

If the defendant has failed to complete and return the Fact Information Sheet as directed by the Court in the Final Judgment, there are steps you can take to compel the defendant to comply.

This procedure involves requesting the Court to order the defendant to appear and give his/her reasons why he/she should not be held in contempt of court for failure to abide by the Court's order to complete and return the Fact Information Sheet. If the defendant cannot give good reasons or fails to appear for the hearing, the plaintiff may file a Motion for Contempt requesting that the Court issue an Order of Contempt/Warrant of Attachment.

Please note that this procedure is available only to compel the defendant to complete the Fact Information Sheet. The Court cannot compel the defendant to pay nor imprison for failure to pay. This process should only be pursued if there is reason to believe the defendant has assets that can be attached.

The individual steps of the process are:

Prepare the [Motion for Rule to Show Cause](#) by completing all the blanks in the form, including the party names and case number.

1. Submit the original [Motion for Rule to Show Cause](#) to the Clerk and Comptroller along with the [Rule to Show Cause](#). The Court will review the documents and, if appropriate, sign the [Rule to Show Cause](#). The Court will complete the [Rule to Show Cause](#) by inserting the date and time of the hearing.
2. If the Court issues the [Rule to Show Cause](#), obtain a certified copy from the Clerk and Comptroller and have it personally served on the defendant either by the sheriff or by a certified process server. The Affidavit of Service must be filed with the Clerk of the Circuit Court and County Comptroller prior to the hearing.
3. You must appear at the hearing at the date and time specified by the Court. If the defendant provides a completed copy of the Fact Information Sheet or pays the Judgment prior to the hearing, call the Judge's office to cancel the hearing.

4. If the defendant was personally served and fails to appear at the hearing, the Court may consider a [Motion for Contempt](#). If appropriate, the Court may issue an [Order of Contempt and Warrant of Attachment](#) directing the sheriff to attach and hold the defendant.

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW.  
YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

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

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

VS

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

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

**MOTION FOR FACT INFORMATION SHEET**

The Plaintiff(s) move the Court to enter an Order requiring the Defendant to provide a Fact Information Sheet and as ground as follows:

1. A Final Judgment in the amount of \$ \_\_\_\_\_, was entered against the Defendant \_\_\_\_\_ on \_\_\_\_\_.
2. The Defendant has not paid or otherwise satisfied the judgment.
3. Florida Rule of Civil Procedure 1.560 provides that the Court at the request of the Judgment creditor shall order the judgment debtor or debtors to complete a Fact Information Sheet.

Wherefore, the Plaintiff(s) request the court to enter an order requiring the Defendant to complete Florida Small Claims Rules of Civil Procedure Form 7.343 (Fact Information Sheet) and return it to the Plaintiff within 45 days of the date of the order.

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail, delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_  
\_\_\_\_\_  
(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

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

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

VS

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

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

**ORDER TO COMPLETE SMALL CLAIMS RULES FORM 7.343**

It is ORDERED and ADJUDGED that the defendant(s)\_\_\_\_\_.

Shall complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet) and return it to the Plaintiff's attorney, or to the Plaintiff if the Plaintiff is not represented by an attorney, within 45 days from the date of the final judgment/order to complete small claims fact information sheet, unless the Final Judgment is satisfied, or a Motion for New Trial or Notice of Appeal is filed.

Jurisdiction of this case is retained to enter further orders that are proper to compel the defendant(s) to complete Form 7.343 and return to the plaintiff or the plaintiff's attorney.

ORDER at Milton, Florida on \_\_\_\_\_.

\_\_\_\_\_  
County Court Judge

Copies furnished to:

PLAINTIFF(S)

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

DEFENDANT(S)

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

\_\_\_\_\_

**FORM 7.343. FACT INFORMATION SHEET**

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

VS

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

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

**FACT INFORMATION SHEET — INDIVIDUAL**

Full Legal Name: \_\_\_\_\_

Nicknames or Aliases: \_\_\_\_\_

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

\_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_  
Telephone Numbers: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\_\_\_\_\_  
Position or Job Description: \_\_\_\_\_

\_\_\_\_\_  
Rate of Pay: \$ \_\_\_\_\_ per \_\_\_\_\_ Average Paycheck: \$ \_\_\_\_\_ per \_\_\_\_\_

Average Commissions or Bonuses: \$ \_\_\_\_\_ per Commissions or  
bonuses are based on \_\_\_\_\_

\_\_\_\_\_  
Other Personal Income: \$ \_\_\_\_\_ from \_\_\_\_\_

(Explain details on the back of this sheet or an additional sheet if necessary.)

Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Spouse's Address (if different): \_\_\_\_\_

\_\_\_\_\_  
Spouse's Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

\_\_\_\_\_  
Spouse's Average Paycheck or Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Other Family Income: \$ \_\_\_\_\_ per \_\_\_\_\_ (Explain details on back of  
this sheet or an additional sheet if necessary.)

Names and Ages of All Your Children (and addresses if not living with you): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child Support or Alimony Paid: \$ \_\_\_\_\_ per \_\_\_\_\_  
Names of Others You Live With: \_\_\_\_\_

Who is Head of Your Household? You \_\_\_\_\_ Spouse \_\_\_\_\_  
Other Person \_\_\_\_\_

Checking Account at: \_\_\_\_\_ Account # \_\_\_\_\_

Savings Account at: \_\_\_\_\_ Account # \_\_\_\_\_

(Describe all other accounts or investments you may have, including stocks, mutual funds, savings bonds, or annuities, on the back of this sheet or an additional sheet if necessary.)

For Real Estate (land) You Own or Are Buying:

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

All Names on Title: \_\_\_\_\_

Mortgage Owed to: \_\_\_\_\_

Balance Owed: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_

(Attach a copy of the deed or mortgage or list the legal description of the property on the back of this sheet or an additional sheet if necessary. Also provide the same information on any other property you own or are buying.)

For All Motor Vehicles You Own or Are Buying:

Year/Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle ID # (VIN): Tag No: \_\_\_\_\_ Mileage: \_\_\_\_\_

Names on Title: \_\_\_\_\_ Present Value: \$ \_\_\_\_\_

Loan Owed to: \_\_\_\_\_

Balance on Loan: \$ \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ (List all other automobiles, as well as other vehicles, such as boats, motorcycles, bicycles, or aircraft, on the back of this sheet or an additional sheet if necessary.)

Have you given, sold, loaned, or transferred any real or personal property worth more than \$100 to any person in the last year? If your answer is "yes," describe the property and sale price, and give the name and address of the person who received the property.

Does anyone owe you money? Amount Owed: \$ \_\_\_\_\_

Name and Address of Person Owing Money: \_\_\_\_\_

Reason money is owed: \_\_\_\_\_

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

Please attach copies of the following:

1. Your last pay stub.
2. Your last 3 statements for each bank, savings, credit union, or other financial account.
3. Your motor vehicle registrations and titles.
4. Any deeds or titles to any real or personal property you own or are buying, or leases to property you are renting.
5. Your last 2 income tax returns filed.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

\_\_\_\_\_

Judgment Debtor

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_ (date)\_\_,  
by \_\_\_\_\_, who is personally known to me or has produced

\_\_\_\_\_

as identification and who \_\_\_did/did not \_\_\_\_\_ take an oath.

WITNESS my hand and official seal, on (date)\_\_\_\_\_

\_\_\_\_\_

Notary Public

State of Florida

My Commission expires: \_\_\_\_\_

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

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

VS

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

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

**MOTION FOR RULE TO SHOW CAUSE**

**COMES NOW** the plaintiff and moves this Court to issue a Rule to the Defendant,

\_\_\_\_\_, to show cause why he/she should not be in contempt of this Court and would state:

1. Final Judgment in the amount of \$ \_\_\_\_\_ was entered on \_\_\_\_\_  
Ans same has not been paid (nor any part thereof).
2. A copy of the Final Judgment/order to complete small claims rules form 7.343 was duly served upon said Defendant on \_\_\_\_\_  
directing him/her to complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet)  
And return it to the Plaintiff within forth-five (45) days from the date of the order to complete small claims rules form 7.343.
3. The Defendant has failed to complete and return the Fact Information Sheet within forty-five (45) Days as required by the order of this Court.
4. Plaintiff has reason to believe that the Defendant has assets sufficient to satisfy said Judgment herein and is failing to complete the form to avoid exposing his assets to satisfaction of this Judgment.

**WHEREFORE**, the Plaintiff moves the Court to issue to the Defendant \_\_\_\_\_  
A Rule to Show Cause why he/she should not be held in contempt of this Court for his/her failure to comply with said Final Judgment and to set a time and date for a hearing on said Rule to Show Cause.

\_\_\_\_\_  
Plaintiff



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

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

VS

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

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

**RULE TO SHOW CAUSE**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS CAUSE** having come on to be heard upon Plaintiff's Motion for a Rule to Show Cause why you should not be held in contempt of this Court, and the Court being advised in the premises, it is

**ORDERED AND ADJUDGED** that you, \_\_\_\_\_ appeared before this Court on the \_\_\_\_\_ day of \_\_\_\_\_, a.m./p.m. at the Santa Rosa County Courthouse \_\_\_\_\_ to show cause why you should not be held in contempt of this Court for failure to comply with the Final Judgment/order to complete small claims rules form 7.343 entered by this Court in that you failed to complete and deliver to the Plaintiff, Florida Small Claims Rule 7.343 (Fact Information Sheet), copy attached, as directed by Final Judgment/order to complete small claims rules form 7.343.

**DONE AND ORDERED** in Chambers at Santa Rosa County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

**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  
4025 Avalon Blvd  
Milton, FL 32583  
Phone (850) 623-3159 Fax (850) 983-0602**

**[ADA.SantaRosa@flcourts1.gov](mailto:ADA.SantaRosa@flcourts1.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, call 711.**

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

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

VS

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

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

**MOTION FOR CONTEMPT**

**COMES NOW** the Plaintiff and moves this Court to adjudge the Defendant,

\_\_\_\_\_, to be in contempt of the Court, and would state:

1. The Final Judgment in the amount of \$ \_\_\_\_\_ was entered on \_\_\_\_\_ and same has not been paid (nor any part thereof).
2. The Final Judgment/order to complete small claims rules form 7.343 herein ordered the Defendant to complete Florida Small Claims Rules form 7.343 (Fact Information Sheet) and return it to the Plaintiff within forty-five (45) days.
3. A Rule to Show Cause was entered by the Court on \_\_\_\_\_ directing the Defendant to appear before this Court on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m. to show cause why he/she should not be held in contempt for failure to comply with the Final Judgment entered by this Court.
4. At the time and date set forth in the Rule to Show Cause, said Defendant failed to appear.
5. Plaintiff has reason to believe that said defendant has assets sufficient to satisfy said Judgment Herein and is failing to complete the form to avoid exposing his/her assets to satisfaction of this Judgment.

**WHEREFORE**, Plaintiff moves this Court to hold the Defendant \_\_\_\_\_

In contempt of court for failure to comply with a lawful Order of this Court.

\_\_\_\_\_  
Plaintiff

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to Defendant by delivery/mail/fax/email this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff

**Donald C. Spencer, Clerk of Courts**

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

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

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

VS

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

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

**ORDER OF CONTEMPT AND WARRANT OF ATTACHMENT**

**THIS CAUSE** having come on to be heard upon Plaintiff's Motion for Contempt and the Rule to Show Cause issued herein and the Court being fully advised in the premises, the Court finds that the Defendant \_\_\_\_\_ failed to comply with the Order of the Court duly and properly served upon said Defendant in ample time for his/her compliance therein, it is why you should not be held in contempt of this Court, and the Court being advised in the premises, it is

**ORDERED AND ADJUDGED** that defendant \_\_\_\_\_ is in willful contempt of this Court for failure to comply with the Orders of this Court.

**IT IS FURTHER ORDERED AND ADJUDGED** that said defendant \_\_\_\_\_ be confined in the Santa Rosa County Jail until he/she purge himself/herself of said contempt by completing the Fact Information Sheet, copy attached, by serving \_\_\_\_\_ days in said Jail, or until further Order of this Court.

**IT IS FURTHER ORDERED AND ADJUDGED** that the several Sheriffs of this State attach said Defendant \_\_\_\_\_, and hold said Defendant under bond in the amount of \$ \_\_\_\_\_ to appear before this Court on this \_\_\_\_\_ day of 20\_\_\_\_.

**DONE AND ORDERED** in Chambers at Santa Rosa County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

**Donald C. Spencer, Clerk of Courts**

By: \_\_\_\_\_ **Deputy Clerk**      Date: \_\_\_\_\_

If the Plaintiff and Defendant have reached an agreement at mediation and the Judge has signed an Order approving said agreement, but the Defendant fails to follow through with all payments or otherwise stipulated requirements, the Plaintiff will file the following:

- Non- Military Affidavit
- Affidavit on Non-Compliance
- Blank Motion Form – Plaintiff will use this form to File a Motion for Final Judgment. Plaintiff should outline in detail all payments made by the Defendant as well as the balance remaining owed to the Plaintiff.

If the Defendant has otherwise not conformed to the Court Order, the Affidavit of Non-Compliance might still be used. Some research as to what the Plaintiff's options for collection are should be conducted or the Plaintiff might consider getting legal advice. The Blank Motion Form can be used to Motion to Court for specific other methods to bring the Defendant into Compliance.

The plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at [www.santarosaclerk.com](http://www.santarosaclerk.com). If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

**FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW.  
YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.**

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

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

VS

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

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

**AFFIDAVIT OF NON-COMPLIANCE**

I, (full legal name) \_\_\_\_\_, being sworn, certify,  
that the defendant(s), \_\_\_\_\_, has failed to comply with the  
Court's Order dated \_\_\_\_\_ by doing the following:

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

Check here if you are attaching additional pages to continue these facts.

Every statement made in this affidavit is true and correct. I understand that the statements made in this affidavit are being made under penalty of perjury, punishable as provided in Section 837.02, Florida Statutes and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

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

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

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

NOTARY PUBLIC-STATE OF FLORIDA or DEPUTY CLERK

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

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

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

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by  e-mail,  
 delivery,  mail [choose one] to: Clerk of court for Santa Rosa County, and

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

(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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



**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished on \_\_\_\_\_, by e-mail,  
delivery, mail [choose one] to: Clerk of court for Santa Rosa County, and

\_\_\_\_\_

(insert name(s) and address(es))

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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



**Introduction to Case Management Order**

The following Santa Rosa County Administrative Order took effect in 2021. We have included this for informational purposes. These documents are not required to be filed at the onset of the case. They should, however, be reviewed by the Plaintiff.

A **Notice of Final Service** should be filed with the clerk once returns of successful service have been received for ALL Defendants in the case. The clerk will require a return of successful service for each defendant as well as this Notice of Final Service.

For further information please review the Florida Rules of Civil Procedure or contact the Santa Rosa County Case Manager at (850) 981-5586.

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

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

XXXXXXXXXXXXXXXXXXXX,

Plaintiff, Case No.: XXXXXX

v. Division:

XXXXXXXXXXXXXXXXXXXX,

Defendant.

---

**ORDER TO PLAINTIFF REGARDING REQUIRED REPORTING**

THIS CAUSE, having come before the Court *sua sponte* upon the filing of this action and pursuant to First Judicial Circuit Administrative Order No. 2021-12, it is hereby,

ORDERED and ADJUDGED that the Plaintiff **shall** do the following:

1. Review and become familiar with First Judicial Circuit Administrative Order No. 2021-12.
2. Within 5 days of service of the complaint on the last of all named Defendants file a Notice of Final Service with the Court that includes the following:
  - a. Notice that the last of all named Defendants to be served has been served and the date of said service.
  - b. A statement as to whether the case is complex under Fla. R. Civ. P. 1.201, streamlined, or general as defined in First Judicial Circuit Administrative Order No. 2021-12.
3. Upon filing the Notice of Final Service required in paragraph 2, the Plaintiff shall also send a copy of said Notice to the **assigned** Judge's Judicial Assistant via the Proposed Documents function of the ePortal.
4. Failure of the Plaintiff to strictly comply with this Order shall subject the Plaintiff to appropriate sanctions including, but not limited to, the striking of pleadings or dismissal of this action without prejudice.

DONE AND ORDERED on today, in Chambers at Santa Rosa County, Florida.

/S/ **Judge name**

---

**JUDGE**

**In cases wherein one party is unrepresented (*pro se*), it is the responsibility of the sole attorney in the case to serve within five business days this Order/Judgment upon any *pro se* party who does not have access to and is not a registered user of Florida Court's e-Filing Portal.**

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

*(INCLUDING ALL CIVIL LAWSUITS IN THE AMOUNT OF \$0-\$8,000.00 EXCLUDING COSTS, INTEREST, AND FEES.)*

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

Vs

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

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

**NOTICE OF FINAL SERVICE**

Service of the Complaint: The Defendant(s) was served with the complaint on

\_\_\_\_\_.

Case Track Assignment (check one): Case disposition times for all case tracks have been established in accordance with Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).

Streamlined Track (Case resolved within 12 months without a jury trial.)

General Track (Case resolved within 18 months with or without a jury trial.)

Complex Track (Case resolved pursuant to Florida Rule of Civil Procedure 1.201, with or without a jury trial)

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

Plaintiff(s) Printed Name: \_\_\_\_\_

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

Mail to: CLERK OF COURTS

Attn: County Civil Claims

P.O. Box 472

Milton, FL 32572

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER NO. 2021-12**

**RE: CIVIL CASE MANAGEMENT PLAN – MANDATORY REVIEW OF CIVIL CASES AND  
SUBMISSION OF CASE MANAGEMENT ORDERS**

**WHEREAS**, the Florida Supreme Court has issued Administrative Order 20-23, Amendment 12, which directs that each chief judge should issue an administrative order requiring presiding judges to actively manage civil cases; and

**WHEREAS**, the Florida Supreme Court has further directed that each circuit maximize the timely resolution of civil matters, and requires that attorneys and judges strictly observe and comply with Florida Rule of General Practice and Judicial Administration 2.545; and

**WHEREAS**, AOSC 20-23, Amendment 12, sets forth specific provisions for civil case management and resolution which are applicable to the existing backlog of civil cases, which are addressed herein by the undersigned in order to facilitate the timely, fair, and effective resolution of civil cases;

**NOW, THEREFORE**, pursuant to the authority of the Chief Judge, under section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215 (b);

**IT IS HEREBY ORDERED:**

1. The case management procedures outlined below must be followed in actions to which the Florida Rules of Civil Procedure apply, as identified in Florida Rule of Civil Procedure 1.010. As prescribed by AOSC 20-23, Amendment 12, this also applies to cases proceeding "under one or more of the Florida Rules of Civil Procedure pursuant to Florida Small Claims Rule 7.020(c) if the deadline for the trial date specified in Florida Small Claims Rule 7.090(d) no longer applies." Per AOSC 20-23, Amendment 12, the case management procedures outlined below do not apply in cases proceeding under section 51.011, Florida Statutes, post-judgment proceedings, and writs filed pursuant to Fla.R.Civ.P. 1.630.
2. Each judge presiding in civil cases subject to this order shall review each of the civil cases pending in his or her division to determine whether the case is complex, streamlined, or general. These categories are defined as follows:
  - a. "Complex" cases are actions that have been or may be designated by court order as complex under Fla.R.Jud.P 1.201. Upon such designation, such an action should proceed as provided in the rule.
  - b. "Streamlined" cases are those cases meeting most or all of the following criteria, or as otherwise determined by the presiding judge: few parties; non-complex issues related to liability and damages; few anticipated pretrial motions; a limited need for discovery; few witnesses; minimal documentary evidence; no demand for jury trial and/or an anticipated trial length of less than two days.
  - c. "General" cases are all other civil cases.
3. A case management order must be issued for each pending and newly filed streamline or general civil case. Each case management order must include the following:
  - a. Deadlines for service of complaints, service under extensions, and the addition of new parties;
  - b. Deadlines by which fact and expert discovery shall be complete;
  - c. Deadlines by which all objections to pleadings and pretrial motions shall be resolved;
  - d. A deadline by which mediation shall have occurred;
  - e. A projected date of trial;
  - f. A statement that the deadlines included will be strictly enforced; and
  - g. A statement that a firm trial date will be ordered when the case is at issue pursuant to Fla.R.Jud.P. 1.440.
4. If a streamlined or general civil case is subject to dismissal for a lack of prosecution under Fla.R.Jud.P. 1.420(e), a case management order is required only if the court determines that the action should remain


pending. If the action remains pending, the case management order should be issued no later than 30 days after such determination is made by the presiding judge.

5. In cases subject to a statutory stay or memorandum preventing the prosecution of the case the management order should be issued in accord with the following deadlines:
  - a. For cases filed on or after April 30, 2021, the case management order should be issued within 45 days after the stay or memorandum ends, or within 30 days after service of the complaint on the last of all named defendants, whichever date is later.
  - b. For cases filed before April 30, 2021, the case management order should be issued by December 3, 2021, within 45 days after the stay or moratorium ends, or within 30 days after service of the complaint on the last of all named defendants, whichever date is later. The case management order shall include each of the items prescribed above in paragraph 3, including the projected date of trial, if the trial has not yet occurred or a trial date has not yet been specified by separate order.
6. In cases that are not subject to a statutory stay or moratorium, the case management order should be issued in accord with the following deadlines:
  - a. For cases filed on or after April 30, 2021, the case management order shall be issued within 30 days after service of the complaint on the last of all named defendants.
  - b. For cases filed before April 30, 2021, the case management order shall be issued by December 3, 2021. The case management order shall include each of the items prescribed above in paragraph 3, including the projected date of trial, if the trial has not yet occurred or a trial date has not yet been specified by separate order.
7. Plaintiff (if self-represented) or Plaintiff's counsel should file a Notice of Final Service when the last named defendant has been served with the complaint to notify the presiding judge that service is complete and that the case management order may be prepared.
8. For all existing and newly filed cases, the presiding judge will automatically generate a standard case management order containing deadlines in compliance with this order. Should any party desire to alter the initial case management order, and amended case management order meeting the time requirements outlined in this order may be prepared and stipulated to by the parties. The proposed order should be submitted for final approval by the presiding judge. The required form for the agreement is included as Attachment A. A sample management order is included as Attachment B.
9. The following periods are applicable to the deadlines to be included in case management orders for streamlined cases:
  - a. Deadlines for service of complaints, service under extensions, and the addition of new parties: Service should be made within 120 days of the filing of the complaint unless the presiding judge grants an extension. The extension shall not exceed a time period beyond 240 days from the date of filing the complaint.
  - b. Deadlines to complete fact and expert discovery: Discovery should be complete within 270 days after the complaint is filed.
  - c. Deadline for objections to pleadings and resolution of pretrial motions: Objections to pleadings and pretrial motions should be resolved within 45 days of filing and prior to the pretrial conference.
  - d. Deadline for mediation: Mediation should be completed within 270 days after the complaint is filed.
  - e. Projected Trial Date: Trial dates should be set within 12 months of the filing complaint.
10. The following periods are applicable to the deadlines to be included in case management orders for general cases (unless otherwise ordered based on good cause):

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- a. Deadlines for service of complaints, service under extensions, and the addition of new parties: Service should be made within 120 days of the filing of the complaint unless the presiding judge grants an extension. The extension shall not exceed a time period beyond 240 days from the date of filing complaint.
  - b. Deadlines to complete fact and expert discovery: Discovery should be complete within 450 days after the complaint is filed.
  - c. Deadlines for objections to pleadings and resolution of pretrial motions: Objections to pleadings and pretrial motions should be resolved within 45 days of filing and prior to the pretrial conference.
  - d. Deadlines for mediation: Mediation should be completed within 450 days after the complaint is filed.
  - e. Projected Trial Date: Trial dates should be set within 18 months of the filing of the complaint.
11. All judges are directed to strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), (b), and (e), which respectively require judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage, and to control the progress of the case thereafter until it is determined, and to apply a firm continuance policy allowing continuances only for good cause shown.
  12. Attorneys are also reminded that they must strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), which requires lawyers to conclude litigation as soon as it is reasonably and justly possible to do so, and that the pandemic alone is not basis for a lawyer's failure to prepare a case for trial or otherwise actively manage a case.
  13. The procedures set forth in herein do not supplant any existing rule, statute, or law nor should they be construed as granting any rights not already provided by rule, statute, or law. To the extent that any provision of this Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.
  14. This order is effective April 30, 2021.

**DONE AND ORDERED** this 30<sup>th</sup> day of April, 2021.

  
\_\_\_\_\_  
**JOHN L. MILLER**  
**CHIEF JUDGE**

Copies of Administrative Order No. 2021-12 furnished to:

All Judges, First Judicial Circuit

Robin Wright, Trial Court Administrator

William Eddins, State Attorney, First Judicial Circuit

Bruce Miller, Public Defender, First Judicial Circuit

All Clerks of Court, First Judicial Circuit

Candice Brower, Office of Criminal Conflict and Civil Regional Counsel

Justice Administration Commission

Craig Waters, Florida Supreme Court

For Broadcast by: Escambia-Santa Rosa Bar Association

For Broadcast by: Okaloosa Bar Association

For Broadcast by: Walton County Bar Association

For Posting at [www.FirstJudicialCircuit.org](http://www.FirstJudicialCircuit.org)

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

\_\_\_\_\_  
Plaintiff

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

vs.

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

**CIVIL CASE MANAGEMENT PLAN**

1. **Case Track Assignment** (check one): Case disposition time for all case tracks have been established in accordance with Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).

- Streamlined Track** (Case resolved within 12 months without a jury trial).
- General Track** (Case resolved within 18 months with or without a jury trial).
- Complex Track** (Case resolved pursuant to Florida Rule of Civil Procedure 1.201, with or without a jury trial).

2. **Case Deadlines and Events:**

Deadline or Event	Party (if applicable)	Date
Deadlines for service of complaints, service under extensions, and the addition of new parties.		
Deadlines to complete fact and expert discovery	Plaintiff(s):	
	Defendant(s):	
Deadlines for all objections to pleadings and pretrial motions to be resolved		
Deadline for mediation to have occurred		
Projected date of <b>Pretrial conference</b>		
Projected date of trial (a firm trial date will be ordered by the presiding judge when the case is at issue pursuant to Florida Rule of Civil Procedure 1.440)		



**3. Trial Information**

Estimated Length of Trial (specify Number of trial days)	
Identification of Jury or Non-Jury Trial	Jury Trial
	Non-Jury Trial

The schedule of deadlines herein will be strictly adhered to by the parties unless change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, once the *Civil Case Management Plan* has been approved by the Court, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions.

**4. SIGNATURE OF COUNSEL/UNREPRESENTED PARTIES IF SUBMITTED AS AGREED UPON PLAN**

\_\_\_\_\_  
 Plaintiff's Counsel  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Fla Bar #: \_\_\_\_\_

\_\_\_\_\_  
 Defendant's Counsel  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Fla Bar #: \_\_\_\_\_

\_\_\_\_\_  
 Plaintiff (if unrepresented)  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

\_\_\_\_\_  
 Defendant (if unrepresented)  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff

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

vs.

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

**CIVIL CASE MANAGEMENT ORDER**

**THE COURT** having reviewed the *Civil Case Management Plan* filed on, \_\_\_\_\_ and finding it to be satisfactory, it is now

**ORDERED** that all parties shall abide by the terms of the *Civil Case Management Plan*.

**DONE and ORDERED** on [date] \_\_\_\_\_, in Santa Rosa County, Florida.

\_\_\_\_\_  
Judge

Copies: