

## RESIDENTIAL TENANT EVICTION INSTRUCTIONS

All landlords should read and become familiar with Chapter 83 of the Florida Statutes. For any action that is taken, you will need to consult Chapter 83, contact an attorney, call Lawyer Referral Services at (407) 422-4537 or Consumer Services at 1-800-435-7352.

PLEASE NOTE THAT THE CLERK'S OFFICE IS PROHIBITED BY LAW FROM ADVISING OR HELPING COMPLETE YOUR PAPERWORK.

For your filing convenience we have offices located at:

<u>APOPKA</u>	<u>ORLANDO</u>	<u>OCOOE</u>	<u>WINTER PARK</u>
111 N Rock Springs Rd Apopka, FL 32712 (407) 654-1030	425 N Orange Ave Rm 310 Orlando, FL 32801 (407) 836-2000	475 W Story Rd Ocoee, FL 34761 (407) 656-3229	450 N Lakemont Ave Winter Park, FL 32792 (407) 671-1116

**You must pay the following fees at the time of filing a case:**

**\$80.00** - For any evictions where the rent amount is less than \$5,000.00

**Make \$80.00 check payable to Orange County Clerk of Courts.**

The Clerk's Office accepts personal checks, cashiers checks, money orders, or cash. If you are an out of state Plaintiff, you must also pay an additional \$100.00 bond with a \$7.50 bond approval fee to be paid by cash, cashiers check, or money order. (F.S. 57.011)

**\$20.00** - For each defendant that is to be served in Orange County (husband and wife are two services) **This separate check must be made payable to: Sheriff of Orange County. We are unable to accept cash for the sheriff.**

**EVICTION AND RENT** Please complete and submit the following paperwork:

- ☑ Original complaint (1 of 3 from the packet) + 3 copies for each defendant (pg. 9, 10 or 11)(Do not fill out all 3!)
- ☑ Copy of notice for the court + 3 copies for each defendant (pg. 5 or 6)
- ☑ Copy of lease for the court + 3 copies for each defendant
- ☑ Original 5 day summons for the court (pg. 13) + 2 copies for each defendant
- ☑ Original 20 day summons for the court + 1 copy for each defendant (form #64 A & B) This form must contain the tenant's address under the Tenant's name in order to be served. (pgs. 14 & 15)
- ☑ Legal size envelope with appropriate postage for each defendant
- ☑ Original certificate of mailing (pg. 16) - (Do not make copy)
- ☑ Original cover sheet signed at the bottom (pg. 7) - (Do not make copy)
- ☑ Original owners authorization for property manager (pg. 3 if applicable)

**EVICTION ONLY** Please complete and submit the following paperwork:

- ☑ Original complaint (1 of 3 from the packet) + 2 copies for each defendant (pg. 9, 10 or 11)(Do not fill out all 3!)
- ☑ Copy of notice for the court + 2 copies for each defendant (pg. 5 or 6)
- ☑ Copy of lease for the court + 2 copies for each defendant
- ☑ Original 5 day summons for the court (pg. 13) + 2 copies for each defendant
- ☑ Legal size envelope with appropriate postage for each defendant
- ☑ Original certificate of mailing (pg. 16) - (Do not make copy)
- ☑ Original cover sheet signed at the bottom (page 7) - (Do not make copy)
- ☑ Original owners authorization for property manager (page 3 if applicable)

**\$70.00** - When obtaining a writ of possession **This check must be made payable to: Sheriff of Orange County. We are unable to accept cash for the sheriff.**

## EVICTION FORMS – INSTRUCTIONS

Dear Landlord:

The attached forms are designed for your use in the event of common landlord/tenant disputes. They should be used only for residential leases. If you have a commercial, agricultural, or personal property lease you should consult with an attorney. No form should be used until you have carefully reviewed and understand the instructions preceding the form and reviewed any Florida Statute referred to.

The residential landlord/tenant relationship is controlled by the terms of your lease and by Part II of Chapter 83 of the Florida Statutes. The procedures for enforcing your rights under your lease and Part II of Chapter 83 are set forth in section 51.011, Florida Statutes. You are advised to carefully review these statutes before starting any legal proceeding concerning a residential lease. Copies of these statutes are usually available at the law library located at your county courthouse and at your public library.

Before you can start a lawsuit to end a residential lease, you must first give proper written notice. The form of the notice will depend on the landlord's reason for terminating the lease or withholding rent. There are two common reasons for a landlord to terminate a lease and evict a tenant. These reasons are:

1. The tenant has not paid his rent on time.
2. The tenant has not complied with the requirements of the lease or has violated Florida Statutes.

Forms 57 and 58 contain the notices the landlord will need to send to the tenant in order to terminate the lease and evict the tenant for those two reasons.

After sending the notice, the landlord will, as a general rule, have a suit against the tenant not only to evict the tenant (have tenant removed from the property), but also for damages for unpaid rent. Form 61 contains a complaint both for eviction and for damages for unpaid rent. If the landlord wants to evict the tenant for breaches of the lease other than failure to pay rent, his suit may be for eviction only. Form 62 contains the complaint to evict a tenant for failure to comply with the lease other than the payment of rent.

At the time the complaint is filed the landlord must ask the Clerk of the Court to issue summonses and deliver those summonses to the sheriff, with a copy of the complaint, for service on the tenant. A separate summons is necessary for an eviction and to recover damages for unpaid rent. If a landlord is suing the tenant both to evict him and for damages he will need to have both summonses issued and delivered to the sheriff with the complaint. Form 63 contains the form of the summons for eviction and Form 64, the additional summons, to be used if unpaid rent is also sought.

If the court rules that the landlord is entitled to evict the tenant and/or recover damages for unpaid rent, the court will sign a judgment in the landlord's favor. Form 66 contains the form of a final judgment for eviction he must as the Clerk of the Court to execute a Writ of Possession.

The form of the Writ of Possession is Form 67. The Writ of Possession should be delivered to the sheriff for service on the tenant after execution by the clerk.

IN THE COUNTY COURT OF THE NINTH JUDICIAL CIRCUIT, IN AND FOR ORANGE COUNTY,  
FLORIDA

Plaintiff(s),

Vs.

\_\_\_\_\_

Defendant (s),

\_\_\_\_\_ /

**OWNER'S AUTHORIZATION FOR PROPERTY MANAGER TO BRING EVICTION ACTION**

I \_\_\_\_\_, hereby authorize  
(Name of owner)

\_\_\_\_\_ to bring this action on my behalf.  
(Individual signing complaint to evict)

my behalf. I represent that this person is responsible for the day-to-day management of the residential rental property, which is the subject of this action as evidenced by such factors as responsibility for renting the units, maintenance of rental property and collection of rent. I understand this does not allow the property manager to be named as the plaintiff in the action and that the property manager may represent my interest only to the extent that possession is the only remedy sought. I understand that under the rules of the Supreme Court of Florida, the property manager cannot represent me for actions for past rent or other relief other than possession. I further understand that the property manager may represent me only as long as the eviction action is uncontested, that is, until some type of hearing is required. If the action becomes contested, I understand it will be necessary to appear on my own behalf (if the owner is an individual) or to secure an attorney (if the owner is partnership or corporation) to continue the action.

If owner is an individual or partnership  
Sign here:

\_\_\_\_\_  
(Individual owner or general partner)

\_\_\_\_\_  
Date

If owner is a corporation  
Sign here:

\_\_\_\_\_  
(Agent for corporation)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**FORM 57 – NOTICE FROM LANDLORD TO TENANT – TERMINATION  
FOR FAILURE TO PAY RENT**

This notice may be delivered by mail or by delivering a copy to the property.

This notice must be delivered and the three-day time period must run before starting suit to evict the tenant or to recover past due rent.

SOURCE: Section 83.56(3), Florida Statutes (1990).

**FORM 58 – NOTICE FROM LANDLORD TO TENANT – TERMINATION FOR  
NONCOMPLIANCE OTHER THAN FAILURE TO PAY RENT**

Lease violations which entitle the landlord to send this notice include having or permitting unauthorized pets, unauthorized guests or unauthorized vehicles; parking in an unauthorized manner or permitting such parking; failing to keep the premises clean and sanitary; or other activities not permitted by the lease.

Under some situations, such as the tenant's intentional destruction of property of the landlord or other tenants, the landlord may be able to terminate the lease without giving the tenant an opportunity to remedy. For the notice necessary to terminate the lease under these circumstances, see Florida Statute 83.52(2)(a).

The deliver of this written notice may be mailing or delivery of a true copy to the premises, or, if the tenant is absent from the premises, by leaving a copy of the notice at the premises.

This written notice must be delivered, and the seven-day time period must run, prior to any termination of the lease or any lawsuit for eviction.

SOURCE: Section 83.52(2)(b), Florida Statutes (1990).

To: \_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Address

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

From: \_\_\_\_\_

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

You are hereby notified that you are indebted to me in the sum of \$ \_\_\_\_\_  
(Insert amount owed by tenant)

For the rent and use of the premises \_\_\_\_\_  
(Insert address of leased premises, including county)

Florida, now occupied by you and that I demand payment of the rent or possession of the premises within three days (excluding Saturday, Sunday and legal holidays) from the date of delivery of this notice, to-wit: on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (insert the date which is three days from the deliver of this notice, excluding the date of delivery, Saturday, Sunday and legal holidays).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Landlord/Property Manager  
(Circle one)

\_\_\_\_\_  
Address

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

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

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

The Florida Bar 1993

This form was completed with the assistance of:  
Name:  
Address:  
Telephone Number:

To: \_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Address

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

From: \_\_\_\_\_

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

You are hereby notified that you are not complying with your lease in that \_\_\_\_\_

\_\_\_\_\_. Demand is hereby made that you remedy the  
(Insert noncompliance)

noncompliance within seven days of receipt of this notice or your lease shall be deemed terminated and you shall vacate the premises upon such termination. If this same conduct or conduct of a similar nature is repeated within twelve months, your tenancy is subject to termination without you being given an opportunity to cure the noncompliance.

\_\_\_\_\_  
(Landlord's Signature)

Landlord's name \_\_\_\_\_

Address \_\_\_\_\_

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

Approved for use under rule 10-2,1(a) of  
The Rules Regulating The Florida Bar

The Florida Bar 1993

This form was completed with the assistance of:

Name:

Address:

Telephone Number:

**Form 1.997. CIVIL COVER SHEET**

The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form is required for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statute 25.075. (See instruction on the reverse of the form.)

**I. CASE STYLE**

(Name of Court) \_\_\_\_\_

Plaintiff \_\_\_\_\_

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

vs

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

Defendant \_\_\_\_\_

**II. TYPE OF CASE** (Place an x in one box only. If the case fits more than one type of case, select the most definitive.)

Domestic Relations	Torts	Other Civil
<input type="checkbox"/> Simplified dissolution	<input type="checkbox"/> Professional malpractice	<input type="checkbox"/> Contracts
<input type="checkbox"/> Dissolution <input type="checkbox"/> Support – IV-D	<input type="checkbox"/> Auto negligence	<input type="checkbox"/> Real property/ Mortgage foreclosure
<input type="checkbox"/> Support – Non IV-D	<input type="checkbox"/> Other negligence	<input type="checkbox"/> Eminent domain
<input type="checkbox"/> UIFSA – IV-D		<input type="checkbox"/> Challenge to proposed constitutional amendment
<input type="checkbox"/> UIFSA – Non IV-D		<input type="checkbox"/> Other
<input type="checkbox"/> Domestic violence		
<input type="checkbox"/> Other domestic relations		

**III. Is Jury Trial Demanded in Complaint?**

Yes

No

DATE \_\_\_\_\_

SIGNATURE OF ATTORNEY FOR PARTY/OR PARTY  
INITIATING ACTION \_\_\_\_\_

**FORM 61 – COMPLAINT FOR LANDLORD TO EVICT TENANTS FOR FAILURE TO PAY RENT**

**FORM 61A – COMPLAINT FOR LANDLORD TO EVICT TENANTS FOR FAILURE TO PAY RENT AND TO RECOVER PAST DUE RENT**

Form 61 should be used if only eviction of the tenants is sought. Form 61A should be used to evict the tenants and recover damages (past due rent).

**FORM 62 – COMPLAINT FOR LANDLORD TO EVICT TENANTS FOR FAILURE TO COMPLY WITH LEASE (OTHER THAN FAILURE TO PAY RENT)**

**No instructions.**

IN THE COUNTY COURT, IN AND FOR ORANGE COUNTY FLORIDA

CASE NO. \_\_\_\_\_  
(Insert case number assigned  
By Clerk of the Court)

\_\_\_\_\_  
(Insert name of Landlord)  
Plaintiff,

COMPLAINT FOR EVICTION

Vs.

\_\_\_\_\_  
(Insert name of Tenant)  
Defendant,

Plaintiff, \_\_\_\_\_, sues Defendant, \_\_\_\_\_, and alleges:  
(Insert name of Landlord) (Insert name of Tenant)

1. This is an action to evict a tenant from real property in \_\_\_\_\_  
\_\_\_\_\_ County, Florida.

(Insert County in which the rental property is located)

2. Plaintiff owns the following described real property in said County: \_\_\_\_\_

(Insert legal street address of rental property including, if applicable, unit number)

3. Defendant has possession of the property under a/an (oral/written) agreement to pay rent of  
\$ \_\_\_\_\_ payable \_\_\_\_\_  
(Insert rental amount) (Insert terms of rental payments, i.e., weekly, monthly, etc.)

A copy of the written agreement, if any, is attached as Exhibit "A."

4. Defendant failed to pay the rent due \_\_\_\_\_,  
(Insert date of payment Tenant has failed to make)

20\_\_\_\_\_.

5. Plaintiff served Defendant with a notice on \_\_\_\_\_, 20\_\_\_\_\_, to pay the rent or  
(Insert copy of notice)  
deliver possession but Defendant refused to do either. A copy of the notice is attached as Exhibit "B."

WHEREFORE, Plaintiff demands judgment for possession of the property against Defendant.

This form was completed

With the assistance of:

Name:

Address:

Telephone Number:

Approved for use under rule 10-21.1(a) of

The Rules Regulating The Florida Bar

The Florida Bar 1993

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Landlord/Property Manager

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Telephone Number

FORM 61

IN THE COUNTY COURT, IN AND FOR ORANGE COUNTY FLORIDA

CASE NO. \_\_\_\_\_  
(Insert case number assigned  
By Clerk of the Court)

\_\_\_\_\_  
(Insert name of Landlord)

Plaintiff,

Vs.

**COMPLAINT FOR EVICTION  
AND DAMAGES**

\_\_\_\_\_  
(Insert name of Tenant)

Defendant,

\_\_\_\_\_

Plaintiff, \_\_\_\_\_, sues Defendant, \_\_\_\_\_, and alleges:  
(Insert name of Landlord) (Insert name of Tenant)

1. This is an action to evict a tenant from real property in \_\_\_\_\_  
\_\_\_\_\_ County, Florida.

(Insert County in which the rental property is located)

2. Plaintiff owns the following described real property in said County: \_\_\_\_\_

(Insert legal or street description of rental property including, if applicable, unit number)

3. Defendant has possession of the property under a/an (oral/written) agreement to pay rent of  
\$ \_\_\_\_\_ payable \_\_\_\_\_  
(Insert rental amount) (Insert terms of rental payments, i.e., weekly, monthly, etc.)

A copy of the written agreement, if any, is attached as Exhibit "A."

4. Defendant failed to pay the rent due \_\_\_\_\_,  
\_\_\_\_\_ (Insert date of payment Tenant has failed to make)  
20\_\_\_\_\_.

5. Plaintiff served Defendant with a notice on \_\_\_\_\_, 20\_\_\_\_\_, to pay the rent or  
\_\_\_\_\_ (Insert copy of notice)  
deliver possession but Defendant refused to do either. A copy of the notice is attached as Exhibit "B."

WHEREFORE, Plaintiff demands judgment for possession of the property against Defendant.

**COUNT II – DAMAGES**

6. This is an action for damages that do not exceed \$15,000.

7. Plaintiff restates those allegations contained in paragraphs 1 through 5 above.

8. Defendant owes Plaintiff \$ \_\_\_\_\_ that is due with interest.  
(Insert past due rent amount)  
since \_\_\_\_\_, 20\_\_\_\_\_.  
(Insert date of last rental payment tenant failed to make)

WHEREFORE, Plaintiff demands judgment for damages against Defendant.

This form was completed

With the assistance of:

Name:

Address:

Telephone Number:

Approved for use under rule 10-21.1(a) of

The Rules Regulating The Florida Bar

The Florida Bar 1993

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Landlord/Property Manager

\_\_\_\_\_  
Address

\_\_\_\_\_  
CITY, STAT, ZIP CODE

\_\_\_\_\_  
Telephone Number

FORM 61A

IN THE COUNTY COURT, IN AND FOR ORANGE COUNTY FLORIDA

CASE NO. \_\_\_\_\_  
(Insert case number assigned  
By Clerk of the Court)

\_\_\_\_\_  
(Insert name of Landlord)  
Plaintiff,  
Vs.  
\_\_\_\_\_  
(Insert name of Tenant)  
Defendant,  
\_\_\_\_\_

COMPLAINT FOR EVICTION  
FOR FAILURE TO COMPLY  
WITH LEASE (OTHER THAN  
FAILURE TO PAY RENT)

Plaintiff, \_\_\_\_\_, sues Defendant, \_\_\_\_\_, and alleges:  
(Insert name of Landlord) (Insert name of Tenant)

1. This is an action to evict a tenant from real property in \_\_\_\_\_  
\_\_\_\_\_ County, Florida.

(Insert County in which the rental property is located)

2. Plaintiff owns the following described real property in said County: \_\_\_\_\_

(Insert legal or street description of rental property including, if applicable, unit number)

3. Defendant has possession of the property under a/an (oral/written) agreement to pay rent of  
\$ \_\_\_\_\_ payable \_\_\_\_\_  
(Insert rental amount) (Insert terms of rental payments, i.e., weekly, monthly, etc.)

A copy of the written agreement, if any, is attached as Exhibit "A."

4. Plaintiff served Defendant with a notice on \_\_\_\_\_ 20\_\_\_\_\_, giving  
(Insert date of notice)

written notice to the Defendant that the Defendant was in violation of his rental agreement. A copy of said notice, setting forth the violations of the rental agreement, is attached hereto as Exhibit "B."

5. Defendant has failed to correct or discontinue the conduct set forth in the above-mentioned notice.

**WHEREFORE**, Plaintiff demands judgment for possession of the property against Defendant.

This form was completed  
With the assistance of:  
Name:  
Address:  
Telephone Number:  
Approved for use under rule 10-21.1(a) of  
The Rules Regulating The Florida Bar  
The Florida Bar 1998

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name of Landlord/Property Manager  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
CITY, STAT, ZIP CODE  
\_\_\_\_\_  
Telephone Number

**FORM 63 – SUMMONS – EVICTION CLAIM**

**If your complaint is only for eviction of the tenant, you need to fill out and deliver this form to the clerk with the complaint. If your complaint is also for damages you will need to attach form 64.**

**FORM 64 – SUMMONS – DAMAGES CLAIM**

**If a lawsuit is filed to evict the tenant and recover back rent, summonses, Forms 63 and 64 should be prepared and delivered to the Clerk of the Court at the time of filing the complaint. If the complaint seeks only to evict the tenant, only Form 63 needs to be prepared and delivered to the Clerk with the complaint. The summons or summonses should be attached to a copy of the complaint and after execution by the clerk, delivered to the Sheriff or other authorized process server to be served upon the tenant.**

IN THE COUNTY COURT OF THE

NINTH JUDICIAL CIRCUIT OF FLORIDA  
ORANGE COUNTY, FLORIDA

Case Number \_\_\_\_\_

\_\_\_\_\_  
(Insert name of Landlord)  
Plaintiff

**EVICTIION SUMMONS—RESIDENTIAL**

If you deposit rent into the registry of the court, you must pay by Cash, Money Order or Cashier's Check made payable to Clerk of the Court. There is a fee to deposit, 3% for the first \$500.00 and 1.5% thereafter

\_\_\_\_\_  
(Insert name of Tenant)  
Defendant

TO: \_\_\_\_\_  
(Insert name, address, and phone number of Tenant)

**PLEASE READ CAREFULLY**

You are being sued by \_\_\_\_\_ to require you to move

(Insert Landlord's name)

out of the place where you are living for the reasons given in the attached complaint. You are entitled to a trial to decide whether you can be required to move, but you **MUST** do ALL of the things listed below. You must do them within 5 days (not including Saturday, Sunday or any legal holiday observed by the clerk of the court) after the date these papers were given to you or to a person who lives with you or were posted at your home.

**THE THINGS YOU MUST DO ARE AS FOLLOWS:**

1. Write down the reason(s) why you think you should not be forced to move. The written reason(s) must be given to the court clerk at:  
COUNTY COURT CIVIL DIVISION  
425 N. Orange Avenue, Room 310  
Orlando, Florida 32801
2. Mail or take a copy of your written reasons(s) to:

(insert Landlord's name and address)

3. Give the court clerk the rent that is due as set forth in the landlord's complaint or as determined by the Court. **YOU MUST PAY THE CLERK THE RENT EACH TIME IT BECOMES DUE UNTIL THE LAWSUIT IS OVER.** Whether you win or lose the lawsuit, the judge may pay this rent to the landlord.
4. If you and the landlord do not agree on the amount of rent owed, give the court clerk the money you say you owe. Then before the trial you must ask the judge to set a hearing to decide what amount should be given to the court clerk.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 WORKING DAYS, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

THE STATE OF FLORIDA:  
TO EACH SHERIFF OF THE STATE:

You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

DATED on \_\_\_\_\_

LYDIA GARDNER  
Clerk of the Court

This form was completed with the assistance of:

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

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

Telephone Number \_\_\_\_\_

By: \_\_\_\_\_

Deputy Clerk  
COUNTY COURT CIVIL DIVISION  
425 N. Orange Avenue, Room 310  
Orlando, FL 32801 (407) 836-2065

**NOTICE TO PERSONS WITH DISABILITIES**

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 at 425 N. Orange Avenue, Orlando, FL 32801, Telephone (407) 836-2303 within 2 working days of your receipt of this summons; If you are hearing or voice impaired, call 1-800-955-8771.

**FORM 63**

IN THE COUNTY COURT, IN AND FOR ORANGE COUNTY FLORIDA

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

\_\_\_\_\_  
(Insert name of Landlord)

Plaintiff,

Vs.

\_\_\_\_\_  
(Insert name of Tenant)

Defendant,

SUMMONS – ACTION FOR BACK  
RENT AND DAMAGES

TO:

Each Defendant is further required to serve written defenses to the demand for Back Rent and All Other Damages to the Premises contained in said Complaint upon the above-named \_\_\_\_\_

(Insert Landlord's name)

At the above named address within 20 days after service of this Summons upon the Defendant, exclusive of the day Service, and to file the original of said written defenses with the Clerk of said court either before service on \_\_\_\_\_ or thereafter. If you fail to do so, a default will be entered against

(Insert Landlord's name)

the Defendant for the relief demanded in that portion of the Complaint.

LYDIA GARDNER  
Clerk of the Courts

(COURT SEAL)

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

**NOTICE TO PERSONS WITH DISABILITIES**

If you are a person with a disability who needs any accommodation in order to participate in the proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at 425 North Orange Avenue, Orlando, Florida 32801, Telephone (407) 836-2303 within 2 working days of your receipt of this document; if you are hearing or voice impaired, call 1.800.955.8771.

This form was completed  
With the assistance of:  
Name:  
Address:  
Telephone Number:

Approved for use under rule 10-21.1(a) of  
The Rules Regulating The Florida Bar  
The Florida Bar 1993

FORM 64 (A)

**IMPORTANTE**

Usted ha sido demandado legalmente, Tiene veinte (20) dias, contados a Partir del recivo de esta notificacion, para contestar la demanda adjunto, por escrito, y presentarla ante este tribunal. Una llamada telefonica no lo protegera; si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el number del caso y los nombres de las partes intersadas en dicho caso. Si usted no contesta la demanda a tiempo, podiese perder el caso y podria ser despojado de sus ingresos y propiedades, o privado de sus derechos, sinprevio aviso del tribunal. Existen otoros requisitos legales, Si lo desea, puede usted consultar a un abogado immediatament. Si no conoce a un abogado, puede llamar a uno de las oficinas de asistencia legal que aparecen en la guia telefonica. Si desa responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante al tribunal, debera usted enviar por correo a entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney." (Demandate o Abogado del demandante).

**IMPORTANT**

Des ooursuites judiciaries ont ete enterprises contre vous. Vous avez 20 jours consecutifts a partir de la date de 1' assignation de cette citation pour deposer une reponse ecrite a la plainte ci-jointe aupres de ce Tribunal. Un simple coup de telephone est insuffisant pour vous proteger; voue etes oblige de deposer votre response ecrite, avec mention du numero de dossier ci-dessus et du nom des parties nommees isi, si vous souhaitez que le Tribunal entende votre cause. Si vous ne deposez pas votre reponse ecrite dans le relai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent etre saisis par la suite, sans aucun preavis ulterieur de Tribunal. Il y a d'autres obligations juridiques et vous pouvez requerir les services immediats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez telephoner a un service de reference d'avocats ou a un bureau d' assistance juridique (figurant a l'annuaire de telephones). Si vous choisissez de deposer vous-meme une reponse ecrite, il vous faudra egalement, en meme temps que cette formalite, fiare parvenir ou expedier une copie au carbone ou une photocopie de votre reponse exrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou a son avocat) nomme ci-dessous.

---

Plaintiff/Plaintiff's Attorney

---

Address

---

FORM 64 (B)

IN THE COUNTY COURT OF THE  
NINTH JUDICAIAL CIRCUIT OF FLORIDA  
ORANGE COUNTY, FLORIDA

Case Number \_\_\_\_\_

Plaintiff(s)

Vs.

Defendant(s)

**CERTIFICATE OF MAILING**

I hereby certify that I mailed a copy of the summons and complaint (with exhibits, if any) by first class mail to:

\_\_\_\_\_  
(insert address of property)

This \_\_\_\_\_, 20\_\_\_\_\_.

LYDIA GARDNER,  
Clerk of the Circuit and County Courts

\_\_\_\_\_  
Deputy Clerk

