Residential Eviction and Damages Forms and Information

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THIS PACKET IS FOR POSSESSION OF PROPERTY AND MONEY DAMAGES

NO REFUNDS

NOTICE

This information and these forms are made available only as a courtesy of Angelina Colonneso, Clerk of Circuit Court, and are not intended to take the place of an attorney. The Clerk's Office cannot answer legal questions. If you have any questions after reading this information, please contact an attorney.

You may visit the Manatee County Law Library located at 1051 Manatee Ave West, Bradenton FL on the First Floor of the Judicial Center.
Florida Statute Chapter 83 governs the eviction practice and procedures.

Guidelines for Residential Eviction - Non-Payment of Rent
Please note: This information and these forms are applicable for residential evictions only

Chapter 83 of Florida Statutes provides the steps to follow in an eviction case. The following information is provided to inform you as to what documents must be filed and the costs involved in an eviction and damages case.

The filing fee, payable to the Clerk of Court, can be found on manateeclerk.com under “Fee Schedule”. Payment may be in the form of cash, personal check, Visa, MasterCard or Discover credit card with proper identification.

Enclosed in this packet you will find the basic forms necessary for eviction and damages for non-payment of rent. This is to enable you to regain possession of the property and provides for claims for the back rent /damages owed to you.

Step One: Prepare and Serve Three-Day Notice
Before filing a Complaint to recover possession, a landlord must serve a Three-Day Notice demanding payment of rent or possession of the premises within three (3) days (excluding Saturday, Sunday, and legal holidays) after the date of delivery of notice. Service may be by Certified mail, leaving a copy on the premises, or hand delivery. After the expiration time on the service of the Three-Day Notice you may proceed with filing the Complaint for Eviction.

Step Two: File Complaint
The landlord shall file the original Complaint and sufficient copies of Complaint for each tenant with the Clerk. The Court must also receive a copy of the Three-Day Notice and a copy of the lease, if one exists. You must also attach a copy of the notice and lease to each copy of the Complaint. The Complaint must be signed by the landlord in the presence of a deputy clerk or must be notarized by a notary public.

Step Three: Issuance of Summons
After the Complaint is filed and the fee paid, the Clerk will issue an Eviction Summons/Residential. A copy of the Complaint, three-day notice, and lease (if one exists) will be attached for service on the tenant. The Summons can be served by the Sheriff or a private process server. If you would like to have the summons delivered by our courier, the Sheriff's fee must be in the form of business check or money order. If paid by cash, you must personally deliver the Summons to the Sheriff's Office, Civil Processing Department. Please contact their office for fees. For a private process Private process server, please consult them directly for their fees and procedure of service.

Step Four: Certificate of Mailing
If the tenant cannot be served either personally or by substitute service, the summons can be served by posting (attaching to a conspicuous part of the premises). If this occurs, the landlord must request the Clerk to mail notice to the tenant by "Certificate of Mailing." This form is included in this packet. The tenant must be served personally or by substitute service to enter a default for damages.

Step Five: Answer by Tenant

The tenant has five days (exclusive of Saturdays, Sundays and holidays) after service of the Summons to file an answer. If an answer is filed and monies are deposited, the landlord must request the Court to schedule a hearing.

Step Six: Default

If the tenant fails to answer the Summons, the landlord may file a Motion for Default by Clerk/Default and proceed with obtaining a Final Judgment for Possession and obtain a Writ of Possession. These forms are included in this packet.

The Clerk is authorized to enter a Default at the end of five days after service is obtained upon the tenant. Upon the default being entered by the Clerk, the Judge will then review the file and enter the Final Judgment for Possession and direct the Clerk to issue the Writ of Possession.

The Clerk is not authorized to enter Default if tenant files an answer and does not deposit monies. The landlord may file a Motion for Default by Court and proceed with obtaining a Final Judgment for Possession. The Judge will then review the file and determine to proceed with Final Judgment for Possession or set it for a hearing.

Step Seven: Final Judgment For Possession only

A completed Affidavit of Costs must be submitted to the Clerk along with the original Final Judgment for Possession that you are requesting the Judge to sign. You will need to furnish the Clerk with a copy of the Final Judgment for each of the tenants and yourself, along with self addressed stamped envelopes to the tenant(s) and yourself for mailing the conformed copy of the Final Judgment once the Judge has signed it.

Step Eight: Writ of Possession

The Writ of Possession must be presented to the Clerk for issuance after the Final Judgment of Possession has been entered by the Judge. The Clerk will need an original and two copies. The Writ will describe the premises and command the Sheriff to put the landlord in possession of the dwelling after 24 hours' notice conspicuously posted on the premises. The Writ must be served by the Sheriff. If you would like to have the Writ delivered by our courier, the Sheriff's fee must be in the form of business check or money order. If paid by cash, you must personally deliver the Writ to the Sheriff's Office, Civil Processing Department. Please contact their office for fees. All inquiries as to the status of the Writ of Possession once it has been issued and delivered to the Sheriff should be directed to their office. Their phone number is 941-747-3011, Ext. 2256

Step Nine: Alias Summons (if applicable)

If the Summons was posted, you must obtain either personal service or constructive service on the defendant(s) to proceed to step ten.

Step Ten: Default

If the tenant fails to file a separate answer to the Summons on Count II for damages the landlord may file a Motion for Default by Clerk/Default as to Count II at the end of 20 days after service is obtained on the tendant(s)/defendant(s). The Judge will again review the file and enter the Final Judgment for Damages. If the defendant files a separate written response to Count II, you will need to set a hearing with the Judge.

Step Eleven: Final Judgment for Damages:

A completed Affidavit of Damages must be submitted to the Clerk along with the original Final Judgment for Damages that you are requesting the Judge to sign. You will need to furnish the Clerk with a copy of the Final Judgment for Damages for each tenant/defendant and yourself, along with self addressed stamped envelopes to the tenant(s)/defendant(s) and yourself for mailing the conformed copy of the Final Judgment for Damages once the Judge has signed it.

Step Twelve: Notice of Dismissal

If your eviction case becomes settled prior to the court entering a Final Judgment, you must file with the Clerk a Notice of Dismissal. This will eliminate the Court and Clerk to notice you at a later date to dispose of your case that was never properly settled by the filing of a Final Judgment or Notice of Dismissal.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET

instructions on how many copies are needed for filing appear by each form**

1) **Three-day Notice to Tenant/Demand for Payment or Possession**
Original is to be served/hand delivered/posted/mailed to tenants
One copy to be attached to complaint for eviction
2 additional copies for each tenant named in the eviction

2) **Lease signed, if there is one - Clerk needs the following:** One copy to be attached to complaint for eviction
2 additional copies for each tenant named in the eviction

3) **Complaint For Eviction and Damages:** Original for court file
2 copies for each tenant named in the eviction

4) **Eviction Summons/ Residential** (5-day eviction only – 20-day for damages)
Each tenant must be served with a Summons. The Landlord must furnish the clerk with 3 copies of the summons for each tenant named in the eviction. This packet provides you with 3 copies of the Summons. ** Please note the Summons is a 3 page document If more tenants are named in the eviction you must furnish Clerk with 3 copies for each tenant

5) **Certificate of Mailing**
One original for court file; you must provide an addressed stamped envelope for each tenant

6) **Motion for Default by Clerk as to Count I - Eviction** (to be used if tenant does not answer) - Original for court file
Motion for Default by Court as to Count I - Eviction (to be used if tenant files written response and **does not** deposit money into court registry).Original for court file 6a) Non Military Affidavit- original complete and submit with Motion for Default

7) **Motion for Hearing** (to be used if tenant deposits money into court registry) Original for court file; landlord to mail copy of the Motion for Hearing to tenant(s)

8) **Notice of Hearing** (to be used if tenant deposits money into court registry) Original for court file; a copy for landlord with an addressed stamped envelope; a copy for to each tenant with an addressed stamped envelope

8) **Affidavit of Costs**
Original for court file – no copies required

9) **Final Judgment for Possession**
Original for court; a copy for landlord with an addressed stamped envelope; a copy for each tenant with an addressed stamped envelope

10) **Writ of Possession**
Original and one copy for the Sheriff. Fee to Manatee County Sheriffs Department, business check or money order. You will need Driver License information of person signing business check.

11) **Motion For Default by Clerk as to Count II – Damages/Default**
To be used if the tenant/defendant does not answer. Original for Court file.

12) **Motion for Default Final Judgment-Damages**
To be used if tenant/defendant fails to file a written response to Count II of the complaint. Original for Court file; Landlord/Plaintiff must mail a copy of the Notice to the tenant/defendant so they know the court date.

13) **Notice of Hearing**
To be used if the tenant/defendant files a written response to Count II for damages of the complaint

14) **Affidavit of Damages**
Original for court file – no copies required

15) **Final Judgment-Damages**
Original for court file and 1 copy for each defendant/tenant. Self addressed stamped envelopes – one for each defendant/tenant and one for the landlord/plaintiff.

16) **Notice of Dismissal**
Original for court file; landlord must mail a copy of the Notice of Dismissal to the tenant

THREE-DAY NOTICE TO TENANT
DEMAND FOR PAYMENT OR POSSESSION

Florida Statutes 83.56

MANATEE COUNTY, FLORIDA _____(Date)

TO: _____

_____

_____
(Name of tenant and street address)

You are hereby notified that you are indebted to me in the sum of $_____ for the rent and use of the premises located at

_____

(address of leased premises, including county and state), now occupied by you. I demand payment of the rent in full or possession of the premises within three (3) days (excluding Saturday, Sunday, and legal holidays) from the date of delivery of this notice, to wit: on or before the following date (month/day/year) _____.

Landlord's Name_____

Address_____

Phone Number_____

I hereby certify that a copy of the following Notice was served upon the above named tenant(s) at the above address on the following date:

(month/day/year) _____

by the following means:
( )Certified Mail - Return Receipt Requested
( )Hand delivered to tenant
( )Leaving a copy at the premises

_____
Signature

IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT IN AND FOR MANATEE COUNTY, FLORIDA

_____,
Plaintiff / Landlord

v. Case No.: _____

_____,
Defendant / Tenant

CONSENT TO CASE CLOSURE AFTER 90 DAYS OF INACTIVITY

Plaintiff/Landlord does hereby consent to the closure of this case upon 90 days of inactivity.

I hereby certify that a true and correct copy of the foregoing has been furnished by U.S. Mail, email service, or initial service of process to the above-named Defendant(s) / Tenant(s).

Dated this _____ day of _____, 20____.

_____
Plaintiff / Landlord

INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL FORM 1.997.

COVER SHEET

Plaintiff must file this cover sheet with the first document filed in the action or proceeding (except small claims cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

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).

I. Amount of Claim. Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not considered dispositive of the claim.

II. Type of Case. Place an "X" on the appropriate line. If the cause fits more than one type of case, select the most definitive. If the most definitive label is a subcategory (indented under a broader category label), place an "X" on the category and subcategory lines. Definitions of the cases are provided below in the order they appear on the form.

Circuit Civil

(A) Condominium—all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.

(B) Contracts and indebtedness—all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations.

(C) Eminent domain—all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.

(D) Auto negligence—all matters arising out of a party's allegedly negligent operation of a motor vehicle.

(E) Negligence—other—all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.

(F) Business governance—all matters relating to the management, administration, or control of a company.

(G) Business torts—all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.

(H) Environmental/Toxic tort—all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.

(I) Third party indemnification—all matters relating to liability transferred to a third party in a financial relationship.

(J) Construction defect—all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.

(K) Mass tort—all matters relating to a civil action involving numerous plaintiffs against one or more defendants.

(L) Negligent security—all matters involving injury to a person or property allegedly resulting from insufficient security.

(M) Nursing home negligence—all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.

(N) Premises liability—commercial—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

(O) Premises liability—residential—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a residential property.

(P) Products liability—all matters involving injury to a person or property allegedly resulting from the manufacture or sale of a defective product or from a failure to warn.

(Q) Real property/Mortgage foreclosure—all matters relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property, including foreclosures associated with condominium associations or condominium units. (The amount of claim specified in Section II. of the form determines the filing fee pursuant to section 28.241, Florida Statutes.)

(R) Commercial foreclosure—all matters relating to the termination of a business owner's interest in commercial property by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property.

(S) Homestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has been granted a homestead exemption.

(T) Nonhomestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has not been granted a homestead exemption.

(U) Other real property actions—all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure.

(V) Professional malpractice—all professional malpractice lawsuits.

(W) Malpractice—business—all matters relating to a business's or business person's failure to exercise the degree of care and skill that someone in the same line of work would use under similar circumstances.

(X) Malpractice—medical—all matters relating to a doctor's failure to exercise the degree of care and skill that a physician or surgeon of the same medical specialty would use under similar circumstances.

(Y) Malpractice—other professional—all matters relating to negligence of those other than medical or business professionals.

(Z) Other—all civil matters not included in other categories.

(AA) Antitrust/Trade regulation—all matters relating to unfair methods of competition or unfair or deceptive business acts or practices.

(AB) Business transactions—all matters relating to actions that affect financial or economic interests.

(AC) Constitutional challenge—statute or ordinance—a challenge to a statute or ordinance, citing a violation of the Florida Constitution.

(AD) Constitutional challenge—proposed amendment—a challenge to a legislatively initiated proposed constitutional amendment, but excluding challenges to a citizen-initiated proposed constitutional amendment because the Florida Supreme Court has direct jurisdiction of such challenges.

(AE) Corporate trusts—all matters relating to the business activities of financial services companies or banks acting in a fiduciary capacity for investors.

(AF) Discrimination—employment or other—all matters relating to discrimination, including employment, sex, race, age, handicap, harassment, retaliation, or wages.

(AG) Insurance claims—all matters relating to claims filed with an insurance company.

(AH) Intellectual property—all matters relating to intangible rights protecting commercially valuable products of the human intellect.

(AI) Libel/Slander—all matters relating to written, visual, oral, or aural defamation of character.

(AJ) Shareholder derivative action—all matters relating to actions by a corporation's shareholders to protect and benefit all shareholders against corporate management for improper management.

(AK) Securities litigation—all matters relating to the financial interest or instruments of a company or corporation.

(AL) Trade secrets—all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.

(AM) Trust litigation—all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.

County Civil

(AN) Civil – all matters involving claims ranging from $8,001 through $30,000 in damages, exclusive of interest, costs, and attorney fees.

(AO) Replevins—all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to $30,000.

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

(AQ) Other civil (non-monetary)—includes all other non-monetary county civil matters that were not described in other county civil categories.

IV. Remedies Sought. Place an "X" on the appropriate line. If more than one remedy is sought in the complaint or petition, check all that apply.

V. Number of Causes of Action. If the complaint or petition alleges more than one cause of action, note the number and the name of the cause of action.

VI. Class Action. Place an "X" on the appropriate line.

VII. Related Cases. Place an "X" on the appropriate line.

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

ATTORNEY OR PARTY SIGNATURE. Sign the civil cover sheet. Print legibly the name of the person signing the civil cover sheet. Attorneys must include a Florida Bar number. Insert the date the civil cover sheet is signed. Signature is a certification that the filer has provided accurate information on the civil cover sheet, **and has read and complied with the requirements of Florida Rule of Judicial Administration 2.425.**

FORM 1.997. CIVIL COVER SHEET

The civil cover sheet and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form must be filed by the plaintiff or petitioner with the Clerk of Court for the purpose of reporting uniform data pursuant to section 25.075, Florida Statutes. (See instructions for completion.)

I. CASE STYLE

(Name of Court)_____.

Plaintiff _____ Case # _____

_____ Judge _____

vs.

Defendant _____

_____

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

_____ Condominium
_____ Contracts and indebtedness
_____ Eminent domain
_____ Auto negligence
_____ Negligence—other
_____ Business
_____ governance
_____ Business torts
_____ Environmental/Toxic tort
_____ Third party indemnification
_____ Construction defect
_____ Mass tort
_____ Negligent security
_____ Nursing home negligence
_____ Premises liability—commercial
_____ Premises liability—residential
Products liability
___ Real property/Mortgage foreclosure

_____ Commercial foreclosure

_____ Homestead residential foreclosure

_____ Non-homestead residential foreclosure

_____ Other real property actions

_____ Professional malpractice

_____ Malpractice—business
_____ Malpractice—medical
_____ Malpractice—other professional

Other

_____ Antitrust/Trade regulation
_____ Business transactions
_____ Constitutional challenge—statute or ordinance
_____ Constitutional challenge—proposed amendment
_____ Corporate trusts
_____ Discrimination—employment or other
_____ Insurance claims
_____ Intellectual property
_____ Libel/Slander
_____ Shareholder derivative action
_____ Securities litigation
_____ Trade secrets
Trust litigation

COUNTY CIVIL

_____ Civil
_____ Replevins
_____ Evictions
_____ Other civil (non-monetary)

IV. **REMEDIES SOUGHT** (check all that apply):

_____ Monetary;
_____ Nonmonetary declaratory or injunctive relief;
_____ Punitive

V. **NUMBER OF CAUSES OF ACTION:** [ ]

(Specify) _____

_____

VI. **IS THIS CASE A CLASS ACTION LAWSUIT?**

_____ yes
_____ no

VII. **HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?**

no

___ yes If "yes," list all related cases by name, case number, and court.

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 MANATEE COUNTY, FLORIDA

_____ Case No._____
Plaintiff/Landlords Name

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

vs

_____
Defendant/Tenants Name

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

COMPLAINT FOR EVICTION AND DAMAGES

Plaintiff(s) sues defendant(s) and alleges:

1) This is an action to remove a tenant from real property in Manatee County, Florida;

2) Plaintiff owns the following described real property in the County: _____;

3) Defendant has possession of the property under (oral/written) agreement to pay rent in the amount of $_____ payable weekly/monthly (You must specify whether the rental agreement is oral or written and if written, a copy of agreement must be attached);

4) Defendant failed to pay the rent due by the date of/week of: _____;

5) Plaintiff served defendant with a notice on (date) _____, to pay the rent or deliver possession of the property, but defendant refuses to do either. A copy of the notice is attached hereto.

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

COUNT II
DAMAGES

6) _____This is an action for damages less than $100.00
_____This is an action for damages between $101.00 and $500.00
_____This is an action for damages between $501.00 and $2500.00
_____This is an action for damages between $2501.00 and $15,000.00
[check one]

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

8) Defendant owes Plaintiff $ _____that is due with interest since _____, 20_____. (date of last rental payment tenant failed to make.

WHEREFORE, Plaintiff demands judgment for damages against Defendant.

_____ Plaintiff(s) signature

_____

Plaintiff(s) mailing address

_____

City, State, Zip Code, Phone Number

SWORN to and subscribed before me on the date (month/day/year) _____ by _____, who is/are personally known to me or has/have produced _____ as identification.

Angelina Colonneso, Clerk of the County Court

By:_____ or: _____

Deputy Clerk

Notary Public Signature

_____

Notary Name Typed, Printed or Stamped

Commission expires: _____

This form was completed With

the assistance of:

Name:

Address:

Telephone Number:

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

Case Number

_____ _____

_____
Plaintiff/Landlord

vs.

_____

_____
Defendant(s)/Tenant(s)

EVICTION SUMMONS/RESIDENTIAL WITH DAMAGES CLAIMS

To: _____
Defendant/Tenant

_____

_____

_____
(Name, address & phone number of Tenant)

PLEASE READ CAREFULLY

You are being sued by _____ to require you to move out of the property located at _____you are living for the reasons given in the attached complaint.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. Write down the reason(s) why you think you should not be forced to move. (You may use Florida Supreme Court Form 1.947(b), Answer—Residential Eviction, to do this.) The written reason(s) must be given to the clerk of the court at 1115 Manatee Ave. West, P. O. Box 25400, Bradenton, FL 34206.

2. Mail or give a copy of your written reason(s) to:

_____
(Name Plaintiff/Landlord/Plaintiff's/Landlord's Attorney)

3. Pay the clerk of court the rent that is due. You MUST pay the clerk of the court the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the judge may release this rent to the landlord. [By statute, public housing tenants or tenants receiving rent subsidies must be required to pay only that portion of the full rent for which the tenant is responsible under the federal, state, or local program in which they are participating.]

4. If you and the landlord do not agree on the amount of rent owed, you must file a written request (motion) that asks the judge to decide how much money you must pay to the clerk of the court. The written request must be filed with your answer to the eviction complaint. A copy of your motion must also be mailed or hand delivered to the plaintiff(s) attorney, or if the plaintiff(s) has no attorney, to the plaintiff.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS FOR YOUR COURTHOUSE) YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. SUMMONS ACTION FOR BACK RENT OR OTHER DAMAGES - Each defendant is further required to serve written defenses to the demand for back rent or any other damages alleged in the complaint on the above _____(insert landlord's name and address) within 20 days after service, and to file the original of the written defenses with the clerk of the court either before service on _____(insert landlord's name) or thereafter. If you fail to do so a default may be entered against the defendant for the relief demanded in that portion of the complaint.

NOTICE: 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 the ADA Coordinator at the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, telephone (941) 741-4062, at least 7 days before your scheduled court appearance, or immediately on 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 and for Manatee County: If you cannot afford an attorney, you may contact Legal Aid of Manasota at (941) 747-1628 or https://www.legalaidofmanasota.org or Gulfcoast Legal Services at (941) 746-6151 or https://www.gulfcoastlegal.org. If you do not qualify for free legal assistance or do not know an attorney, you may use an attorney referral service or contact the Florida Bar Referral Service at (800) 342-8011 or https://www.floridabar.org/public/lrs/.

CAUTION: Any payment to the Clerk of Circuit Court must be tendered in cash, cashier's check or money order and must be accompanied by payment of the Clerk's Registry Fee of 3% of the first $500 and 1.5% of the balance over $500. Payment should be payable to Angelina Colonneso, Clerk of Circuit Court.

THE STATE OF FLORIDA:
TO EACH SHERIFF OF THE STATE:
You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

Dated on _____, 20_____.

Angelina Colonneso, Esq

CLERK OF THE COUNTY COURT

By:_____

Deputy Clerk

Manatee Clerk of the Circuit Court & Comptroller
1115 Manatee Ave. W, Bradenton, Fl. 34205
(941) 741-4025

CITATORIO DE DESALOJO—RESIDENCIAL

DESTINATARIO: .....(Ponga el nombre, la dirección y el número de teléfono del inquilino)......

POR FAVOR LEA ATENTAMENTE

Usted ha sido demandado por ....(ponga el nombre del arrendador)..... para exigirle que desaloje la propiedad localizado en por las razones que se muestran en la demanda querella adjunta.

Usted tiene el derecho a un juicio para determinar si se le puede exigir que desaloje, pero DEBE cumplir con TODAS las acciones que se indican a continuación, las cuales tienen que hacerse dentro de los 5 días hábiles (es decir, sin incluir sábados, domingos ni días feriados) siguientes a la fecha en que la presente documentación le haya sido entregada a usted, o a una persona que viva con usted, o haya sido posteada en su domicilio.

LAS ACCIONES QUE DEBE HACER PARA CUESTIONAR EL DESALOJO SON LAS SIGUIENTES:

1. Indique por escrito la razón(es) por las que considera que no se le debe obligar a mudarse (para eso, usted puede usar el Formulario 1.947(b) de la Corte Suprema de la Florida [Florida Supreme Court], "Answer—Residential Eviction"). La presentación de la razón(es) por escrito debe ser entregada al secretario del tribunal en .....(Ponga la dirección del tribunal).....
2. Envíe por correo postal o entregue una copia de sus razones por escrito a: .....(Ponga el nombre y dirección del arrendador).....
3. Haga el pago del alquiler que se debe al secretario de la corte. Usted DEBE pagar el alquiler al secretario de la corte cada vez que haya que pagarlo, hasta que concluya el proceso judicial. Independientemente de si gana o pierde la demanda, el juez puede entregar este pago del alquiler al arrendador. [Según la ley, los inquilinos de viviendas públicas o quienes reciben subsidios de alquiler deben pagar únicamente la parte por la que son responsables con respecto al monto total del alquiler según el programa federal, estatal o local del que son participantes].
4. Si usted y el arrendador no llegan a un acuerdo respecto al monto del alquiler adeudado, usted deberá presentar una solicitud por escrito (una petición) para que el juez determine cuánto debe pagar al secretario del tribunal. La solicitud por escrito debe ser presentada junto con su respuesta a la demanda de desalojo. Una copia de su petición también deberá ser enviada por correo postal o entregada personalmente al abogado del demandante, o si el demandante no tiene abogado, al demandante mismo.

SI NO CUMPLE CON TODOS ESTOS REQUISITOS DENTRO DE LOS 5 DÍAS HÁBILES (SIN CONTAR SÁBADOS, DOMINGOS NI FERIADOS OFICIALES SEGÚN EL HORARIO DE ATENCIÓN SU TRIBUNAL), USTED PODRÍA SER DESALOJADO SIN QUE SE HAGA UNA AUDIENCIA NI SE LE DÉ PREVIO AVISO.
Sería recomendable que consulte a un abogado de inmediato. Si no cuenta con un abogado, puede contactar al Servicio de Consulta o Referencia

Legal [Lawyer Referral Service] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.] Si no tiene el dinero necesario para contratar un abogado, usted podría ser elegible para recibir asesoría jurídica gratuita. Puede encontrar programas de ayuda legal buscando "asistencia legal" ['legal aid'] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.]

Si usted tiene una discapacidad y requiere alguna adaptación especial o servicio de apoyo para participar en este procedimiento, tiene derecho a recibir asistencia gratuita. Por favor contacte a [identifique el personal del tribunal que corresponda incluyendo el nombre, dirección y número de teléfono], por lo menos 7 días antes de su comparecencia programada ante el tribunal, o inmediatamente después de recibir esta notificación si el plazo antes de la comparecencia es menor de 7 días; o si tiene discapacidad auditiva o del habla, llame al 711.

ESTADO DE LA FLORIDA [THE STATE OF FLORIDA:]
A CADA ALGUACIL DEL ESTADO [SHERIFF OF THE STATE:]

Se le ordena que haga entrega oficial de este citatorio, así como de una copia de la demanda que hace parte de este proceso judicial, al demandado mencionado anteriormente.

CON FECHA DEL_____ día del mes de_____ del 20_____ .
Secretario(a) del Tribunal
Firmado por: _____
Secretario(a) Auxiliar
Dirección del Secretario(a) del Tribunal: _____
No. de Teléfono _____

ASSIGNATION EN EXPULSION—RÉSIDENTIEL

À: .....(insérer le nom, l'adresse et le numéro de téléphone du locataire).....

VEUILLEZ LIRE ATTENTIVEMENT

Vous êtes poursuivi par .....(insérer le nom du propriétaire)..... pour vous obliger à quitter la propriété située à

pour les raisons indiquées dans la plainte ci-jointe.
Vous avez le droit à un procès pour déterminer si vous pouvez être obligé de déménager, mais vous DEVEZ accomplir TOUTES les choses énumérées ci-dessous. Vous devez les réaliser dans les 5 jours (à l'exclusion des samedis, dimanches et jours fériés) suivant la date à laquelle ces documents vous ont été remis ou à une personne
qui habite avec vous ou affichés à votre domicile.
POUR CONTESTER VOTRE EXPULSION, IL EST NÉCESSAIRE D'EFFECTUER LES DÉMARCHES SUIVANTES:
1. Indiquez les raisons pour lesquelles vous pensez que vous ne devriez pas être obligé de déménager. (Vous pouvez vous utiliser au le formulaire 1.947(b) de la Cour Suprême de Floride [Florida Supreme Court], intitulé "Answer—Residential Eviction," pour ce faire.) Les raisons écrites doivent être soumises au greffier du tribunal à .....(insérer l'adresse du palais de justice).....

2. Veuillez envoyer ou remettre une copie de vos raisons écrites à: _____

.....(insérer le nom et l'adresse du propriétaire).....

3. Vous devez payez au greffier du tribunal le loyer dû. Vous DEVEZ payez le loyer au greffier à chaque échéance jusqu'à la conclusion du procès. Que vous gagniez ou perdiez le procès, le juge peut décider de transférer ce loyer au propriétaire. En vertu de la loi, les locataires de logements sociaux ou ceux bénéficiant d'aides au loyer ne doivent payer que la part du loyer dont ils sont responsables selon le programme fédéral, étatique ou local auquel ils participent.

4. Si vous et le propriétaire ne parvenez pas à un accord sur le montant du loyer dû, vous devez soumettre une demande écrite (motion) au juge pour qu'il détermine le montant à verser au greffier. Cette demande écrite doit être déposée avec votre réponse à la plainte d'expulsion. Une copie de votre requête doit également être envoyée par courrier ou remise en main propre à l'avocat du plaignant, ou, si le plaignant n'a pas d'avocat, directement au plaignant.

SI VOUS NE RÉALISEZ PAS TOUTES CES CHOSES DANS UN DÉLAI DE 5 JOURS (HORS SAMEDIS, DIMANCHES ET JOURS FÉRIÉS POUR VOTRE TRIBUNAL), VOUS RISQUEZ D'ÊTRE EXPULSÉ SANS AUDIENCE NI PRÉAVIS SUPPLÉMENTAIRE.

Il est conseillé de joindre un avocat immédiatement. Si vous ne connaissez pas d'avocat, vous pouvez contacter le service de référence aux avocats sur le site Web du Florida Bar [The Florida Bar]. Si vos moyens financiers sont limités, vous pourriez avoir droit à une aide juridique gratuite. Vous pouvez trouver des programmes d'aide juridique en effectuant une recherche pour "aide juridique" ['legal aid'] sur le site de de sur le site Web du Florida Bar [The Florida Bar].

Si vous êtes une personne handicapée nécessitant des aménagements pour participer à cette procédure, vous avez droit, sans frais, à certaines formes d'assistance. Veuillez contacter [identifier le personnel judiciaire concerné par son nom, adresse et numéro de téléphone] au moins 7 jours avant votre comparution prévue au tribunal, ou immédiatement après avoir reçu cette notification si le délai avant la comparution prévue est inférieur à 7 jours; si vous avez des problèmes d'audition ou de voix, composez le 711.

L'ÉTAT DE FLORIDE [THE STATE OF FLORIDA:]
À CHAQUE SHÉRIF DE L'ÉTAT [SHERIFF OF THE STATE:]

Vous êtes chargé de signifier cette citation et une copie de la plainte dans cette affaire au défendeur mentionné ci-dessus.

DATÉ le_____ jour de _____ 20____.

Greffier du Tribunal
Par: _____

Greffier Adjoint
Adresse du Greffier: _____
Numéro de téléphone: _____

KONVOKASYON DEGÈPISMAN —REZIDANS

A: .....(mete non, adrès, ak nimewo telefòn lokatè a).....
TANPRI LI AK ATANSYON
.....(mete non mèt kay la a) ..... ap rele w lajistis pou mande w deplase soti nan kay ki nan pou rezon ki bay nan plent ki tache la a.
Ou gen dwa a yon jijman pou deside si ou ka oblije kite kay la, men ou DWE fè TOUT bagay ki endike anba la a. Ou dwe fè yo nan 5 jou (sa pa enkli Samdi, Dimanch, oswa jou ferye legal) apre dat yo te ba ou papye sa yo oswa bay yon moun ki abite avèk ou oswa yo te afiche yo sou kay ou.

MEN BAGAY OU DWE FÈ YO POU DEFYE DEGÈPISMAN AN:

1. Ekri rezon (yo)ki fè w panse yo pa ta dwe fòse w soti nan kay la. (Ou ka itilize Fòm 1.947(b) Tribinal Siprèm Florid [Florida Supreme Court], Repons— Degèpisman Rezidansyèl, pou fè sa.) Ou dwe bay grefye tribinal la rezon (yo) alekri nan .....(mete adrès tribinal la) .....
2. Poste oswa pote yon kopi rezon (yo) ou ekri a (yo) bay:
.....(mete non ak adrès mèt kay la).....

3. Peye grefye tribinal la lwaye ou dwe a. Ou DWE peye grefye nan tribinal la lwaye a chak mwa lè w dwe jiskaske pwosè a fini. Kit ou genyen oswa ou pèdi pwosè a, jij la ka bay lwaye sa a bay mèt kay la. [Dapre lalwa, lokatè lojman piblik oswa lokatè k ap resevwa sibvansyon pou lwaye yo dwe oblije peye sèlman pòsyon total lwaye lokatè a responsab la dapre pwogram federal, leta oswa lokal yo ap patisipe ladann nan.]

4. Si oumenm ak mèt kay la pa dakò sou kantite lwaye ou dwe a, ou dwe depoze yon demann alekri (mosyon) ki mande jij la deside konbyen lajan ou dwe peye grefye tribinal la. Ou dwe ranpli demann alekri a ak repons ou pou plent degèpisman an. Ou dwe tou voye yon kopi mosyon w la pa lapòs oswa remèt avoka moun ki pote plent la (yo), oswa si moun ki pote plent la (yo) pa gen avoka, bay moun ki pote plent la li.

SI OU PA FÈ TOUT BAGAY SA YO NAN 5 JOU (SA PA ENKLI SAMDI, DIMANCH, AK JOU FERYE LEGAL POU TRIBINAL OU A) YO KA METE W DEYÒ SAN YON ODYANS OSWA SAN OKENN LÒT AVI.

Ou ka vle rele yon avoka touswit. Si w pa konnen yon avoka, ou ka kontakte Sèvis Referans Avoka [Lawyer Referral Service] sou sitwèb Bar Nan Florida [The Florida Bar]. Si ou pa kapab peye yon avoka, ou ka kalifye pou èd legal gratis. Ou ka jwenn pwogram èd legal lè w chèche "legal aid" ['èd legal'] sou sitwèb Bar Nan Florida [The Florida Bar].

Si ou se yon moun ki gen yon andikap ki bezwen nenpòt aranjman pou patisipe nan pwosedi sa a, ou gen dwa, san okenn frè pou ou, pou w resevwa sèten asistans. Tanpri kontakte [idantifye pèsonèl tribinal ki aplikab yo pa non, adrès, ak nimewo telefòn] omwen 7 jou anvan dat tribinal la te fikse pou w te parèt la, oswa imedyatman apre w resevwa notifikasyon sa si dat pou w te parèt la pwograme pou mwens pase 7 jou. Si ou gen pwoblèm pou tande oswa pou w pale, rele 711.

ETA FLORID [THE STATE OF FLORIDA]:
POU CHAK CHERIF ETA A [SHERIFF OF THE STATE]:

Yo ba w lòd pou w sèvi manda sa a ak yon kopi plent nan pwosè sa a bayakize ki endike anwo a.

DAT_____ nan jou_____ , 20_____.

Grefye Tribinal la
Pa: _____

Grefye Adjwen
Adrès Grefye a:_____

_____
Nimewo telefòn: _____

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

Case Number

_____ _____

_____
Plaintiff/Landlord

vs.

_____

_____
Defendant(s)/Tenant(s)

EVICTION SUMMONS/RESIDENTIAL WITH DAMAGES CLAIMS

To: _____
Defendant/Tenant

_____

_____

_____
(Name, address & phone number of Tenant)

PLEASE READ CAREFULLY

You are being sued by _____ to require you to move out of the property located at _____you are living for the reasons given in the attached complaint.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. Write down the reason(s) why you think you should not be forced to move. (You may use Florida Supreme Court Form 1.947(b), Answer—Residential Eviction, to do this.) The written reason(s) must be given to the clerk of the court at 1115 Manatee Ave. West, P. O. Box 25400, Bradenton, FL 34206.

2. Mail or give a copy of your written reason(s) to:

_____
(Name Plaintiff/Landlord/Plaintiff's/Landlord's Attorney)

3. Pay the clerk of court the rent that is due. You MUST pay the clerk of the court the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the judge may release this rent to the landlord. [By statute, public housing tenants or tenants receiving rent subsidies must be required to pay only that portion of the full rent for which the tenant is responsible under the federal, state, or local program in which they are participating.]

4. If you and the landlord do not agree on the amount of rent owed, you must file a written request (motion) that asks the judge to decide how much money you must pay to the clerk of the court. The written request must be filed with your answer to the eviction complaint. A copy of your motion must also be mailed or hand delivered to the plaintiff(s) attorney, or if the plaintiff(s) has no attorney, to the plaintiff.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS FOR YOUR COURTHOUSE) YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. SUMMONS ACTION FOR BACK RENT OR OTHER DAMAGES - Each defendant is further required to serve written defenses to the demand for back rent or any other damages alleged in the complaint on the above _____(insert landlord's name and address) within 20 days after service, and to file the original of the written defenses with the clerk of the court either before service on _____(insert landlord's name) or thereafter. If you fail to do so a default may be entered against the defendant for the relief demanded in that portion of the complaint.

NOTICE: 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 the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941)741-4062, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.

In and for Manatee County: If you cannot afford an attorney, you may contact Legal Aid of Manasota at (941) 747-1628 or https://www.legalaidofmanasota.org or Gulfcoast Legal Services at (941) 746-6151 or https://www.gulfcoastlegal.org. If you do not qualify for free legal assistance or do not know an attorney, you may use an attorney referral service or contact the Florida Bar Referral Service at (800) 342-8011 or https://www.floridabar.org/public/lrs/.

CAUTION: Any payment to the Clerk of Circuit Court must be tendered in cash, cashier's check or money order and must be accompanied by payment of the Clerk's Registry Fee of 3% of the first $500 and 1.5% of the balance over $500. Payment should be payable to Angelina Colonneso, Clerk of Circuit Court.

THE STATE OF FLORIDA:
TO EACH SHERIFF OF THE STATE:
You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

Dated on _____, 20_____.

Angelina Colonneso, Esq
CLERK OF THE COUNTY COURT

By:_____

Deputy Clerk

Manatee Clerk of the Circuit Court & Comptroller
1115 Manatee Ave. W,Bradenton, Fl. 34205
(941) 741-4025

CITATORIO DE DESALOJO—RESIDENCIAL

DESTINATARIO: .....(Ponga el nombre, la dirección y el número de teléfono del inquilino)......

POR FAVOR LEA ATENTAMENTE

Usted ha sido demandado por ....(ponga el nombre del arrendador)..... para exigirle que desaloje la propiedad localizado en por las razones que se muestran en la demanda querella adjunta.

Usted tiene el derecho a un juicio para determinar si se le puede exigir que desaloje, pero DEBE cumplir con TODAS las acciones que se indican a continuación, las cuales tienen que hacerse dentro de los 5 días hábiles (es decir, sin incluir sábados, domingos ni días feriados) siguientes a la fecha en que la presente documentación le haya sido entregada a usted, o a una persona que viva con usted, o haya sido posteada en su domicilio.

LAS ACCIONES QUE DEBE HACER PARA CUESTIONAR EL DESALOJO SON LAS SIGUIENTES:

1. Indique por escrito la razón(es) por las que considera que no se le debe obligar a mudarse (para eso, usted puede usar el Formulario 1.947(b) de la Corte Suprema de la Florida [Florida Supreme Court], "Answer—Residential Eviction"). La presentación de la razón(es) por escrito debe ser entregada al secretario del tribunal en .....(Ponga la dirección del tribunal).....
2. Envíe por correo postal o entregue una copia de sus razones por escrito a: .....(Ponga el nombre y dirección del arrendador).....
3. Haga el pago del alquiler que se debe al secretario de la corte. Usted DEBE pagar el alquiler al secretario de la corte cada vez que haya que pagarlo, hasta que concluya el proceso judicial. Independientemente de si gana o pierde la demanda, el juez puede entregar este pago del alquiler al arrendador. [Según la ley, los inquilinos de viviendas públicas o quienes reciben subsidios de alquiler deben pagar únicamente la parte por la que son responsables con respecto al monto total del alquiler según el programa federal, estatal o local del que son participantes].
4. Si usted y el arrendador no llegan a un acuerdo respecto al monto del alquiler adeudado, usted deberá presentar una solicitud por escrito (una petición) para que el juez determine cuánto debe pagar al secretario del tribunal. La solicitud por escrito debe ser presentada junto con su respuesta a la demanda de desalojo. Una copia de su petición también deberá ser enviada por correo postal o entregada personalmente al abogado del demandante, o si el demandante no tiene abogado, al demandante mismo.

SI NO CUMPLE CON TODOS ESTOS REQUISITOS DENTRO DE LOS 5 DÍAS HÁBILES (SIN CONTAR SÁBADOS, DOMINGOS NI FERIADOS OFICIALES SEGÚN EL HORARIO DE ATENCIÓN SU TRIBUNAL), USTED PODRÍA SER DESALOJADO SIN QUE SE HAGA UNA AUDIENCIA NI SE LE DÉ PREVIO AVISO.
Sería recomendable que consulte a un abogado de inmediato. Si no cuenta con un abogado, puede contactar al Servicio de Consulta o Referencia

Legal [Lawyer Referral Service] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.] Si no tiene el dinero necesario para contratar un abogado, usted podría ser elegible para recibir asesoría jurídica gratuita. Puede encontrar programas de ayuda legal buscando "asistencia legal" ['legal aid'] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.]

Si usted tiene una discapacidad y requiere alguna adaptación especial o servicio de apoyo para participar en este procedimiento, tiene derecho a recibir asistencia gratuita. Por favor contacte a [identifique el personal del tribunal que corresponda incluyendo el nombre, dirección y número de teléfono], por lo menos 7 días antes de su comparecencia programada ante el tribunal, o inmediatamente después de recibir esta notificación si el plazo antes de la comparecencia es menor de 7 días; o si tiene discapacidad auditiva o del habla, llame al 711.

ESTADO DE LA FLORIDA [THE STATE OF FLORIDA:]
A CADA ALGUACIL DEL ESTADO [SHERIFF OF THE STATE:]

Se le ordena que haga entrega oficial de este citatorio, así como de una copia de la demanda que hace parte de este proceso judicial, al demandado mencionado anteriormente.

CON FECHA DEL_____ día del mes de_____ del 20_____ .
Secretario(a) del Tribunal
Firmado por: _____
Secretario(a) Auxiliar
Dirección del Secretario(a) del Tribunal: _____
No. de Teléfono _____

ASSIGNATION EN EXPULSION—RÉSIDENTIEL

À: .....(insérer le nom, l'adresse et le numéro de téléphone du locataire).....

VEUILLEZ LIRE ATTENTIVEMENT

Vous êtes poursuivi par .....(insérer le nom du propriétaire)..... pour vous obliger à quitter la propriété située à

pour les raisons indiquées dans la plainte ci-jointe.
Vous avez le droit à un procès pour déterminer si vous pouvez être obligé de déménager, mais vous DEVEZ accomplir TOUTES les choses énumérées ci-dessous. Vous devez les réaliser dans les 5 jours (à l'exclusion des samedis, dimanches et jours fériés) suivant la date à laquelle ces documents vous ont été remis ou à une personne
qui habite avec vous ou affichés à votre domicile.
POUR CONTESTER VOTRE EXPULSION, IL EST NÉCESSAIRE D'EFFECTUER LES DÉMARCHES SUIVANTES:
1. Indiquez les raisons pour lesquelles vous pensez que vous ne devriez pas être obligé de déménager. (Vous pouvez vous utiliser au le formulaire 1.947(b) de la Cour Suprême de Floride [Florida Supreme Court], intitulé "Answer—Residential Eviction," pour ce faire.) Les raisons écrites doivent être soumises au greffier du tribunal à .....(insérer l'adresse du palais de justice).....

2. Veuillez envoyer ou remettre une copie de vos raisons écrites à: _____

.....(insérer le nom et l'adresse du propriétaire).....

3. Vous devez payez au greffier du tribunal le loyer dû. Vous DEVEZ payez le loyer au greffier à chaque échéance jusqu'à la conclusion du procès. Que vous gagniez ou perdiez le procès, le juge peut décider de transférer ce loyer au propriétaire. En vertu de la loi, les locataires de logements sociaux ou ceux bénéficiant d'aides au loyer ne doivent payer que la part du loyer dont ils sont responsables selon le programme fédéral, étatique ou local auquel ils participent.

4. Si vous et le propriétaire ne parvenez pas à un accord sur le montant du loyer dû, vous devez soumettre une demande écrite (motion) au juge pour qu'il détermine le montant à verser au greffier. Cette demande écrite doit être déposée avec votre réponse à la plainte d'expulsion. Une copie de votre requête doit également être envoyée par courrier ou remise en main propre à l'avocat du plaignant, ou, si le plaignant n'a pas d'avocat, directement au plaignant.

SI VOUS NE RÉALISEZ PAS TOUTES CES CHOSES DANS UN DÉLAI DE 5 JOURS (HORS SAMEDIS, DIMANCHES ET JOURS FÉRIÉS POUR VOTRE TRIBUNAL), VOUS RISQUEZ D'ÊTRE EXPULSÉ SANS AUDIENCE NI PRÉAVIS SUPPLÉMENTAIRE.

Il est conseillé de joindre un avocat immédiatement. Si vous ne connaissez pas d'avocat, vous pouvez contacter le service de référence aux avocats sur le site Web du Florida Bar [The Florida Bar]. Si vos moyens financiers sont limités, vous pourriez avoir droit à une aide juridique gratuite. Vous pouvez trouver des programmes d'aide juridique en effectuant une recherche pour "aide juridique" ['legal aid'] sur le site de de sur le site Web du Florida Bar [The Florida Bar].

Si vous êtes une personne handicapée nécessitant des aménagements pour participer à cette procédure, vous avez droit, sans frais, à certaines formes d'assistance. Veuillez contacter [identifier le personnel judiciaire concerné par son nom, adresse et numéro de téléphone] au moins 7 jours avant votre comparution prévue au tribunal, ou immédiatement après avoir reçu cette notification si le délai avant la comparution prévue est inférieur à 7 jours; si vous avez des problèmes d'audition ou de voix, composez le 711.

L'ÉTAT DE FLORIDE [THE STATE OF FLORIDA:]
À CHAQUE SHÉRIF DE L'ÉTAT [SHERIFF OF THE STATE:]

Vous êtes chargé de signifier cette citation et une copie de la plainte dans cette affaire au défendeur mentionné ci-dessus.

DATÉ le_____ jour de _____ 20____.

Greffier du Tribunal
Par: _____

Greffier Adjoint
Adresse du Greffier: _____
Numéro de téléphone: _____

KONVOKASYON DEGÈPISMAN —REZIDANS

A: .....(mete non, adrès, ak nimewo telefòn lokatè a).....
TANPRI LI AK ATANSYON
.....(mete non mèt kay la a) ..... ap rele w lajistis pou mande w deplase soti nan kay ki nan pou rezon ki bay nan plent ki tache la a.
Ou gen dwa a yon jijman pou deside si ou ka oblije kite kay la, men ou DWE fè TOUT bagay ki endike anba la a. Ou dwe fè yo nan 5 jou (sa pa enkli Samdi, Dimanch, oswa jou ferye legal) apre dat yo te ba ou papye sa yo oswa bay yon moun ki abite avèk ou oswa yo te afiche yo sou kay ou.

MEN BAGAY OU DWE FÈ YO POU DEFYE DEGÈPISMAN AN:

1. Ekri rezon (yo)ki fè w panse yo pa ta dwe fòse w soti nan kay la. (Ou ka itilize Fòm 1.947(b) Tribinal Siprèm Florid [Florida Supreme Court], Repons— Degèpisman Rezidansyèl, pou fè sa.) Ou dwe bay grefye tribinal la rezon (yo) alekri nan .....(mete adrès tribinal la) .....
2. Poste oswa pote yon kopi rezon (yo) ou ekri a (yo) bay:
.....(mete non ak adrès mèt kay la).....

3. Peye grefye tribinal la lwaye ou dwe a. Ou DWE peye grefye nan tribinal la lwaye a chak mwa lè w dwe jiskaske pwosè a fini. Kit ou genyen oswa ou pèdi pwosè a, jij la ka bay lwaye sa a bay mèt kay la. [Dapre lalwa, lokatè lojman piblik oswa lokatè k ap resevwa sibvansyon pou lwaye yo dwe oblije peye sèlman pòsyon total lwaye lokatè a responsab la dapre pwogram federal, leta oswa lokal yo ap patisipe ladann nan.]

4. Si oumenm ak mèt kay la pa dakò sou kantite lwaye ou dwe a, ou dwe depoze yon demann alekri (mosyon) ki mande jij la deside konbyen lajan ou dwe peye grefye tribinal la. Ou dwe ranpli demann alekri a ak repons ou pou plent degèpisman an. Ou dwe tou voye yon kopi mosyon w la pa lapòs oswa remèt avoka moun ki pote plent la (yo), oswa si moun ki pote plent la (yo) pa gen avoka, bay moun ki pote plent la li.

SI OU PA FÈ TOUT BAGAY SA YO NAN 5 JOU (SA PA ENKLI SAMDI, DIMANCH, AK JOU FERYE LEGAL POU TRIBINAL OU A) YO KA METE W DEYÒ SAN YON ODYANS OSWA SAN OKENN LÒT AVI.

Ou ka vle rele yon avoka touswit. Si w pa konnen yon avoka, ou ka kontakte Sèvis Referans Avoka [Lawyer Referral Service] sou sitwèb Bar Nan Florida [The Florida Bar]. Si ou pa kapab peye yon avoka, ou ka kalifye pou èd legal gratis. Ou ka jwenn pwogram èd legal lè w chèche "legal aid" ['èd legal'] sou sitwèb Bar Nan Florida [The Florida Bar].

Si ou se yon moun ki gen yon andikap ki bezwen nenpòt aranjman pou patisipe nan pwosedi sa a, ou gen dwa, san okenn frè pou ou, pou w resevwa sèten asistans. Tanpri kontakte [idantifye pèsonèl tribinal ki aplikab yo pa non, adrès, ak nimewo telefòn] omwen 7 jou anvan dat tribinal la te fikse pou w te parèt la, oswa imedyatman apre w resevwa notifikasyon sa si dat pou w te parèt la pwograme pou mwens pase 7 jou. Si ou gen pwoblèm pou tande oswa pou w pale, rele 711.

ETA FLORID [THE STATE OF FLORIDA]:
POU CHAK CHERIF ETA A [SHERIFF OF THE STATE]:

Yo ba w lòd pou w sèvi manda sa a ak yon kopi plent nan pwosè sa a bayakize ki endike anwo a.

DAT_____ nan jou_____ , 20_____.

Grefye Tribinal la
Pa: _____

Grefye Adjwen
Adrès Grefye a:_____

_____
Nimewo telefòn: _____

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

Case Number

_____ _____

_____
Plaintiff/Landlord

vs.

_____

_____
Defendant(s)/Tenant(s)

EVICTION SUMMONS/RESIDENTIAL WITH DAMAGES CLAIMS

To: _____
Defendant/Tenant

_____

_____

_____
(Name, address & phone number of Tenant)

PLEASE READ CAREFULLY

You are being sued by _____ to require you to move out of the property located at _____you are living for the reasons given in the attached complaint.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. Write down the reason(s) why you think you should not be forced to move. (You may use Florida Supreme Court Form 1.947(b), Answer—Residential Eviction, to do this.) The written reason(s) must be given to the clerk of the court at 1115 Manatee Ave. West, P. O. Box 25400, Bradenton, FL 34206.

2. Mail or give a copy of your written reason(s) to:

_____
(Name Plaintiff/Landlord/Plaintiff's/Landlord's Attorney)

3. Pay the clerk of court the rent that is due. You MUST pay the clerk of the court the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the judge may release this rent to the landlord. [By statute, public housing tenants or tenants receiving rent subsidies must be required to pay only that portion of the full rent for which the tenant is responsible under the federal, state, or local program in which they are participating.]

4. If you and the landlord do not agree on the amount of rent owed, you must file a written request (motion) that asks the judge to decide how much money you must pay to the clerk of the court. The written request must be filed with your answer to the eviction complaint. A copy of your motion must also be mailed or hand delivered to the plaintiff(s) attorney, or if the plaintiff(s) has no attorney, to the plaintiff.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS FOR YOUR COURTHOUSE) YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. SUMMONS ACTION FOR BACK RENT OR OTHER DAMAGES - Each defendant is further required to serve written defenses to the demand for back rent or any other damages alleged in the complaint on the above _____(insert landlord's name and address) within 20 days after service, and to file the original of the written defenses with the clerk of the court either before service on _____(insert landlord's name) or thereafter. If you fail to do so a default may be entered against the defendant for the relief demanded in that portion of the complaint.

NOTICE: 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 the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941)741-4062, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.

In and for Manatee County: If you cannot afford an attorney, you may contact Legal Aid of Manasota at (941) 747-1628 or https://www.legalaidofmanasota.org or Gulfcoast Legal Services at (941) 746-6151 or https://www.gulfcoastlegal.org. If you do not qualify for free legal assistance or do not know an attorney, you may use an attorney referral service or contact the Florida Bar Referral Service at (800) 342-8011 or https://www.floridabar.org/public/lrs/.

CAUTION: Any payment to the Clerk of Circuit Court must be tendered in cash, cashier's check or money order and must be accompanied by payment of the Clerk's Registry Fee of 3% of the first $500 and 1.5% of the balance over $500. Payment should be payable to Angelina Colonneso, Clerk of Circuit Court.

THE STATE OF FLORIDA:
TO EACH SHERIFF OF THE STATE:
You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

Dated on _____, 20_____.

Angelina Colonneso, Esq
CLERK OF THE COUNTY COURT

By:_____

Deputy Clerk

Manatee Clerk of the Circuit Court & Comptroller
1115 Manatee Ave. W, Bradenton, Fl. 34205
(941) 741-4025

CITATORIO DE DESALOJO—RESIDENCIAL

DESTINATARIO: .....(Ponga el nombre, la dirección y el número de teléfono del inquilino)......

POR FAVOR LEA ATENTAMENTE

Usted ha sido demandado por ....(ponga el nombre del arrendador)..... para exigirle que desaloje la propiedad localizado en por las razones que se muestran en la demanda querella adjunta.

Usted tiene el derecho a un juicio para determinar si se le puede exigir que desaloje, pero DEBE cumplir con TODAS las acciones que se indican a continuación, las cuales tienen que hacerse dentro de los 5 días hábiles (es decir, sin incluir sábados, domingos ni días feriados) siguientes a la fecha en que la presente documentación le haya sido entregada a usted, o a una persona que viva con usted, o haya sido posteada en su domicilio.

LAS ACCIONES QUE DEBE HACER PARA CUESTIONAR EL DESALOJO SON LAS SIGUIENTES:

1. Indique por escrito la razón(es) por las que considera que no se le debe obligar a mudarse (para eso, usted puede usar el Formulario 1.947(b) de la Corte Suprema de la Florida [Florida Supreme Court], "Answer—Residential Eviction"). La presentación de la razón(es) por escrito debe ser entregada al secretario del tribunal en .....(Ponga la dirección del tribunal).....
2. Envíe por correo postal o entregue una copia de sus razones por escrito a: .....(Ponga el nombre y dirección del arrendador).....
3. Haga el pago del alquiler que se debe al secretario de la corte. Usted DEBE pagar el alquiler al secretario de la corte cada vez que haya que pagarlo, hasta que concluya el proceso judicial. Independientemente de si gana o pierde la demanda, el juez puede entregar este pago del alquiler al arrendador. [Según la ley, los inquilinos de viviendas públicas o quienes reciben subsidios de alquiler deben pagar únicamente la parte por la que son responsables con respecto al monto total del alquiler según el programa federal, estatal o local del que son participantes].
4. Si usted y el arrendador no llegan a un acuerdo respecto al monto del alquiler adeudado, usted deberá presentar una solicitud por escrito (una petición) para que el juez determine cuánto debe pagar al secretario del tribunal. La solicitud por escrito debe ser presentada junto con su respuesta a la demanda de desalojo. Una copia de su petición también deberá ser enviada por correo postal o entregada personalmente al abogado del demandante, o si el demandante no tiene abogado, al demandante mismo.

SI NO CUMPLE CON TODOS ESTOS REQUISITOS DENTRO DE LOS 5 DÍAS HÁBILES (SIN CONTAR SÁBADOS, DOMINGOS NI FERIADOS OFICIALES SEGÚN EL HORARIO DE ATENCIÓN SU TRIBUNAL), USTED PODRÍA SER DESALOJADO SIN QUE SE HAGA UNA AUDIENCIA NI SE LE DÉ PREVIO AVISO.
Sería recomendable que consulte a un abogado de inmediato. Si no cuenta con un abogado, puede contactar al Servicio de Consulta o Referencia

Legal [Lawyer Referral Service] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.] Si no tiene el dinero necesario para contratar un abogado, usted podría ser elegible para recibir asesoría jurídica gratuita. Puede encontrar programas de ayuda legal buscando "asistencia legal" ['legal aid'] en el sitio web del Colegio de Abogados de la Florida [The Florida Bar.]

Si usted tiene una discapacidad y requiere alguna adaptación especial o servicio de apoyo para participar en este procedimiento, tiene derecho a recibir asistencia gratuita. Por favor contacte a [identifique el personal del tribunal que corresponda incluyendo el nombre, dirección y número de teléfono], por lo menos 7 días antes de su comparecencia programada ante el tribunal, o inmediatamente después de recibir esta notificación si el plazo antes de la comparecencia es menor de 7 días; o si tiene discapacidad auditiva o del habla, llame al 711.

ESTADO DE LA FLORIDA [THE STATE OF FLORIDA:]
A CADA ALGUACIL DEL ESTADO [SHERIFF OF THE STATE:]

Se le ordena que haga entrega oficial de este citatorio, así como de una copia de la demanda que hace parte de este proceso judicial, al demandado mencionado anteriormente.

CON FECHA DEL_____ día del mes de_____ del 20_____ .
Secretario(a) del Tribunal
Firmado por: _____
Secretario(a) Auxiliar
Dirección del Secretario(a) del Tribunal: _____
No. de Teléfono _____

ASSIGNATION EN EXPULSION—RÉSIDENTIEL

À: .....(insérer le nom, l'adresse et le numéro de téléphone du locataire).....

VEUILLEZ LIRE ATTENTIVEMENT

Vous êtes poursuivi par .....(insérer le nom du propriétaire)..... pour vous obliger à quitter la propriété située à

pour les raisons indiquées dans la plainte ci-jointe.
Vous avez le droit à un procès pour déterminer si vous pouvez être obligé de déménager, mais vous DEVEZ accomplir TOUTES les choses énumérées ci-dessous. Vous devez les réaliser dans les 5 jours (à l'exclusion des samedis, dimanches et jours fériés) suivant la date à laquelle ces documents vous ont été remis ou à une personne
qui habite avec vous ou affichés à votre domicile.
POUR CONTESTER VOTRE EXPULSION, IL EST NÉCESSAIRE D'EFFECTUER LES DÉMARCHES SUIVANTES:
1. Indiquez les raisons pour lesquelles vous pensez que vous ne devriez pas être obligé de déménager. (Vous pouvez vous utiliser au le formulaire 1.947(b) de la Cour Suprême de Floride [Florida Supreme Court], intitulé "Answer—Residential Eviction," pour ce faire.) Les raisons écrites doivent être soumises au greffier du tribunal à .....(insérer l'adresse du palais de justice).....

2. Veuillez envoyer ou remettre une copie de vos raisons écrites à: _____

.....(insérer le nom et l'adresse du propriétaire).....

3. Vous devez payez au greffier du tribunal le loyer dû. Vous DEVEZ payez le loyer au greffier à chaque échéance jusqu'à la conclusion du procès. Que vous gagniez ou perdiez le procès, le juge peut décider de transférer ce loyer au propriétaire. En vertu de la loi, les locataires de logements sociaux ou ceux bénéficiant d'aides au loyer ne doivent payer que la part du loyer dont ils sont responsables selon le programme fédéral, étatique ou local auquel ils participent.

4. Si vous et le propriétaire ne parvenez pas à un accord sur le montant du loyer dû, vous devez soumettre une demande écrite (motion) au juge pour qu'il détermine le montant à verser au greffier. Cette demande écrite doit être déposée avec votre réponse à la plainte d'expulsion. Une copie de votre requête doit également être envoyée par courrier ou remise en main propre à l'avocat du plaignant, ou, si le plaignant n'a pas d'avocat, directement au plaignant.

SI VOUS NE RÉALISEZ PAS TOUTES CES CHOSES DANS UN DÉLAI DE 5 JOURS (HORS SAMEDIS, DIMANCHES ET JOURS FÉRIÉS POUR VOTRE TRIBUNAL), VOUS RISQUEZ D'ÊTRE EXPULSÉ SANS AUDIENCE NI PRÉAVIS SUPPLÉMENTAIRE.

Il est conseillé de joindre un avocat immédiatement. Si vous ne connaissez pas d'avocat, vous pouvez contacter le service de référence aux avocats sur le site Web du Florida Bar [The Florida Bar]. Si vos moyens financiers sont limités, vous pourriez avoir droit à une aide juridique gratuite. Vous pouvez trouver des programmes d'aide juridique en effectuant une recherche pour "aide juridique" ['legal aid'] sur le site de de sur le site Web du Florida Bar [The Florida Bar].

Si vous êtes une personne handicapée nécessitant des aménagements pour participer à cette procédure, vous avez droit, sans frais, à certaines formes d'assistance. Veuillez contacter [identifier le personnel judiciaire concerné par son nom, adresse et numéro de téléphone] au moins 7 jours avant votre comparution prévue au tribunal, ou immédiatement après avoir reçu cette notification si le délai avant la comparution prévue est inférieur à 7 jours; si vous avez des problèmes d'audition ou de voix, composez le 711.

L'ÉTAT DE FLORIDE [THE STATE OF FLORIDA:]
À CHAQUE SHÉRIF DE L'ÉTAT [SHERIFF OF THE STATE:]

Vous êtes chargé de signifier cette citation et une copie de la plainte dans cette affaire au défendeur mentionné ci-dessus.

DATÉ le_____ jour de _____ 20____.

Greffier du Tribunal
Par: _____

Greffier Adjoint
Adresse du Greffier: _____
Numéro de téléphone: _____

KONVOKASYON DEGÈPISMAN —REZIDANS

A: .....(mete non, adrès, ak nimewo telefòn lokatè a).....
TANPRI LI AK ATANSYON
.....(mete non mèt kay la a) ..... ap rele w lajistis pou mande w deplase soti nan kay ki nan pou rezon ki bay nan plent ki tache la a.
Ou gen dwa a yon jijman pou deside si ou ka oblije kite kay la, men ou DWE fè TOUT bagay ki endike anba la a. Ou dwe fè yo nan 5 jou (sa pa enkli Samdi, Dimanch, oswa jou ferye legal) apre dat yo te ba ou papye sa yo oswa bay yon moun ki abite avèk ou oswa yo te afiche yo sou kay ou.

MEN BAGAY OU DWE FÈ YO POU DEFYE DEGÈPISMAN AN:

1. Ekri rezon (yo)ki fè w panse yo pa ta dwe fòse w soti nan kay la. (Ou ka itilize Fòm 1.947(b) Tribinal Siprèm Florid [Florida Supreme Court], Repons— Degèpisman Rezidansyèl, pou fè sa.) Ou dwe bay grefye tribinal la rezon (yo) alekri nan .....(mete adrès tribinal la) .....
2. Poste oswa pote yon kopi rezon (yo) ou ekri a (yo) bay:
.....(mete non ak adrès mèt kay la).....

3. Peye grefye tribinal la lwaye ou dwe a. Ou DWE peye grefye nan tribinal la lwaye a chak mwa lè w dwe jiskaske pwosè a fini. Kit ou genyen oswa ou pèdi pwosè a, jij la ka bay lwaye sa a bay mèt kay la. [Dapre lalwa, lokatè lojman piblik oswa lokatè k ap resevwa sibvansyon pou lwaye yo dwe oblije peye sèlman pòsyon total lwaye lokatè a responsab la dapre pwogram federal, leta oswa lokal yo ap patisipe ladann nan.]

4. Si oumenm ak mèt kay la pa dakò sou kantite lwaye ou dwe a, ou dwe depoze yon demann alekri (mosyon) ki mande jij la deside konbyen lajan ou dwe peye grefye tribinal la. Ou dwe ranpli demann alekri a ak repons ou pou plent degèpisman an. Ou dwe tou voye yon kopi mosyon w la pa lapòs oswa remèt avoka moun ki pote plent la (yo), oswa si moun ki pote plent la (yo) pa gen avoka, bay moun ki pote plent la li.

SI OU PA FÈ TOUT BAGAY SA YO NAN 5 JOU (SA PA ENKLI SAMDI, DIMANCH, AK JOU FERYE LEGAL POU TRIBINAL OU A) YO KA METE W DEYÒ SAN YON ODYANS OSWA SAN OKENN LÒT AVI.

Ou ka vle rele yon avoka touswit. Si w pa konnen yon avoka, ou ka kontakte Sèvis Referans Avoka [Lawyer Referral Service] sou sitwèb Bar Nan Florida [The Florida Bar]. Si ou pa kapab peye yon avoka, ou ka kalifye pou èd legal gratis. Ou ka jwenn pwogram èd legal lè w chèche "legal aid" ['èd legal'] sou sitwèb Bar Nan Florida [The Florida Bar].

Si ou se yon moun ki gen yon andikap ki bezwen nenpòt aranjman pou patisipe nan pwosedi sa a, ou gen dwa, san okenn frè pou ou, pou w resevwa sèten asistans. Tanpri kontakte [idantifye pèsonèl tribinal ki aplikab yo pa non, adrès, ak nimewo telefòn] omwen 7 jou anvan dat tribinal la te fikse pou w te parèt la, oswa imedyatman apre w resevwa notifikasyon sa si dat pou w te parèt la pwograme pou mwens pase 7 jou. Si ou gen pwoblèm pou tande oswa pou w pale, rele 711.

ETA FLORID [THE STATE OF FLORIDA]:
POU CHAK CHERIF ETA A [SHERIFF OF THE STATE]:

Yo ba w lòd pou w sèvi manda sa a ak yon kopi plent nan pwosè sa a bayakize ki endike anwo a.

DAT_____ nan jou_____ , 20_____.

Grefye Tribinal la
Pa: _____

Grefye Adjwen
Adrès Grefye a:_____

_____
Nimewo telefòn: _____

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____
Landlord/Plaintiffs Name

_____
Address

_____
City,State, Zip
Code **vs**

_____
Tenant/Defendants Name

_____
Address

_____
City, State, Zip Code

CERTIFICATE OF MAILING

I, Angelina Colonneso, Clerk of Circuit Court, do hereby certify that pursuant to Florida Statutes 83.22 the landlord has provided the Clerk of the Court with copies of the complaint and pre-stamped envelopes addressed to the defendant(s) for first-class mailing.

I further certify that the filing of this Certificate of Mailing has been properly docketed and on the date below copies of the summons and complaint were mailed to:

_____
_____
_____
(name and mailing address of tenant(s))

Service shall be effective on the date of posting or mailing, whichever occurs later; and at least 5 days from the date of service must have elapsed before a judgment for final removal of the defendant may be entered.

Dated on _____.

Angelina Colonneso, Esq
CLERK OF THE COUNTY COURT
Manatee County, Florida

BY:_____
Deputy Clerk

In the County Court in and for Manatee County, Florida

_____ Case No._____
Plaintiff(s) Name

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

vs

_____
Defendant(s) Name

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

MOTION FOR DEFAULT BY CLERK
AS TO COUNT I – EVICTION

Plaintiff(s) move(s) for entry of a default by the Clerk against defendant(s) for failure to serve any paper on the undersigned or file any paper as required by law.

_____
Plaintiff(s) or Attorney for Plaintiff(s) Signature

_____
Plaintiff(s)/ Attorney for Plaintiff(s)

_____
Mailing address

_____
Mailing address

_____
Phone number

DEFAULT

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.

DATED on (month/day/year) _____

Angelina Colonneso, Esq
CLERK OF THE COUNTY COURT

By: _____
Deputy Clerk

In the County Court in and for Manatee County, Florida

_____ Case No._____

_____

_____

Plaintiff(s)

vs

_____

_____

_____

Defendant(s)

MOTION FOR DEFAULT BY COURT
AS COUNT I – EVICTION

Plaintiff(s) move(s) for entry of a default by the Court against defendant(s) for failure to pay monies into the registry of the Court.

_____
Plaintiff(s)/Attorney for Plaintiff(s) Signature

_____
Plaintiff(s)/ Attorney for Plaintiff(s)

_____
Mailing address

_____
Mailing address

_____
Phone number

DEFAULT

A default is entered in this action against the defendant(s) named in the foregoing motion for failure to pay monies into the registry of the Court.

Dated on (month/day/year) _____

By:

_____
County Judge
Manatee County, Florida

IN THE COUNTY COURT, IN AND FOR MANATEE COUNTY, FLORIDA

Case No._____

_____
[insert name of Landlord] Plaintiff,
vs.
_____
[insert name of Tenant] Defendant

NONMILITARY 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
Name: _____
Commission No. _____
My Commission Expires: _____

I CERTIFY that I ____ mailed, ____ faxed and mailed, or ____ hand delivered a copy of this motion and attached affidavit to the Defendant at _____ [insert address at which Tenant was served and fax number if sent by fax].

In the County Court in and for Manatee County, Florida

_____ Case No._____

_____

_____

Plaintiff(s)

vs

_____

_____

_____

Defendant(s)

MOTION FOR HEARING AS TO COUNT I

Plaintiff(s) motions the Court and requests a hearing as defendant(s) has paid monies into the registry of the Court.

_____

Plaintiff(s)/Attorney for Plaintiff(s) Signature

_____

Plaintiff(s)/ Attorney for Plaintiff(s)

_____

Mailing address

_____

Mailing address

_____

Phone number

Certificate of Service

I hereby certify that a true copy of the foregoing motion for hearing has been mailed, posted or hand delivered to the parties named above on the date (month/day/year) _____.

By: _____

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____

_____

_____

(Landlord's name and mailing address)

vs

_____

_____

_____

(Tenant's name(s) and mailing address)

NOTICE OF HEARING

To: _____

_____

_____

(Tenant's name(s) and mailing address)

YOU ARE HEREBY NOTIFIED that a final hearing will be held on _____

(month/day/year) at _____ a.m./p.m., in the Judges Chambers or Hearing Room _____ located in

The Manatee County Judicial Center, At 1051 Manatee Ave West, Bradenton FL 34205

DATED on (month/day/year) _____

By: _____
Landlord

Certificate of Service

I hereby certify that a true copy of the foregoing notice of hearing has been mailed, posted or hand delivered to the parties named above on the date (month/day/year) _____.

By: _____

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 the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941)741-4062, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____
Plaintiff(s) Name
_____
Address
_____
City, State, Zip Code
_____
Telephone Number

vs

_____
Defendant(s) Name
_____
Address
_____
City, State, Zip Code
_____
Telephone Number

AFFIDAVIT OF COSTS

Personally appeared before the undersigned authority, authorized to take acknowledgements and administer oaths, _____, who after being duly sworn, deposes and says:

1. That he/she has personal knowledge of the facts hereinafter stated.
2. Plaintiff has expended the following costs to file this case:
   $_____ for filing of complaint;
   $_____ for service of process by Sheriff/process server (Summons)
$_____ for service of Writ of Possession by Sheriff

$_____total amount now due and owing.

_____
Signature of Plaintiff(s)/Landlord

STATE OF FLORIDA:
COUNTY OF MANATEE:
Sworn to and subscribed before me this day (month/day/year) _____ by _____, who is/are personally known to me or has/have produced _____ as identification.

_____
Notary Public Signature

OR Angelina Colonneso, Esq
Clerk of the County Court

_____
Notary Name Typed, Printed or Stamped

By:

_____
Deputy Clerk

My Commission expires: _____

In the County Court in and for Manatee County, Florida

_____ Case No._____

_____

_____

Landlord/Plaintiff(s) vs

_____

_____

_____

Tenant/Defendant(s)

FINAL JUDGMENT FOR POSSESSION

THIS CAUSE came to be heard before me upon Plaintiff 's Complaint for Removal of Tenant, and the Court being fully advised,

ORDERED AND ADJUDGED:

1) That Final Judgment be and the same is hereby entered in favor of the Plaintiff (s) and against the Defendant(s) for possession of the premises located at and known as: _____, Manatee County, Florida, for which let Writ of Possession issue forthwith.

2) That Plaintiff(s) recover from said Defendant(s) costs herein taxed in the sum of $_____, for which let Execution issue.

ORDERED in Chambers at Bradenton, Manatee County, Florida on this date (month/day/year) _____.

_____

County Judge

Certificate of Service

I do hereby certify that a true copy of the foregoing Final Judgment has been furnished to all parties by mail/hand delivery on the date (month/day/year) _____.

_____

Deputy Clerk or Judicial Assistant

_____ Case No._____

In the County Court in and for Manatee County, Florida

_____

Landlord/Plaintiff

vs

_____

_____

_____

Tenant/Defendant

WRIT OF POSSESSION

THE STATE OF FLORIDA:
TO THE SHERIFF OF MANATEE COUNTY:

YOU ARE COMMANDED to remove all persons from the following described property in Manatee County, Florida; and to put Plaintiff(s) in possession of it:

_____

(street address of property)

after 24 hours' notice conspicuously posted on the premises.

DATED on (month/day/year) _____.

Angelina Colonneso, Esq
As Clerk of the County Court
Manatee County, Florida

By:

_____

Deputy Clerk

Contact Person: _____

(Name)

_____

(Address)

_____

_____

(Phone)

_____ Case No._____

In the County Court in and for Manatee County, Florida

_____

Landlord/Plaintiff

vs

_____

_____

_____

Tenant/Defendant

WRIT OF POSSESSION

THE STATE OF FLORIDA:
TO THE SHERIFF OF MANATEE COUNTY:

YOU ARE COMMANDED to remove all persons from the following described property in Manatee County, Florida; and to put Plaintiff(s) in possession of it:

_____

(street address of property)

after 24 hours' notice conspicuously posted on the premises.

DATED on (month/day/year) _____.

Angelina Colonneso, Esq
As Clerk of the County Court
Manatee County, Florida

By:

_____

Deputy Clerk

Contact Person: _____

(Name)

_____

(Address)

_____

_____

(Phone)

_____ Case No._____

In the County Court in and for Manatee County, Florida

Plaintiff(s) Name:

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

vs

_____
Defendant(s) Name

_____
Address

_____
City, State, Zip Code

_____
Telephone Number

MOTION FOR DEFAULT BY CLERK
AS TO COUNT II – DAMAGES

Plaintiff(s) move(s) for entry of a default by the Clerk against defendant(s) for failure to serve any paper on the undersigned or file any paper as required by law.

_____
Plaintiff(s) or Attorney for Plaintiff(s)

_____
Mailing address

_____
Mailing address

_____
Phone number

DEFAULT

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.

DATED on (month/day/year) _____

Angelina Colonneso, Esq
As Clerk of the County Court
By:_____
Deputy Clerk

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____

_____

_____

Plaintiff(s) vs

_____

_____

_____

Defendant(s)

MOTION FOR DEFAULT FINAL JUDGMENT – DAMAGES

Plaintiff asks the court to enter a Default Final Judgment against _____, Defendant, for damages and says:

1. Plaintiff filed a complaint for damages against the Defendant.

2. Defendant has failed to timely file an answer and a Default has been entered by the Clerk of this Court on _____.

3. In support of this Motion, Plaintiff submits the attached Affidavit of Damages.

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment against Defendant.

I CERTIFY that I _____mailed, _____ telefaxed and mailed, or _____hand delivered a copy of this Motion and attached affidavit to the Defendant at _____
_____
[address at which tenant was served and telefax number if sent by telefax]

_____
Name

_____
address

_____

Telephone Number_____

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

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____

_____

_____
(Landlord's name and mailing address)

vs
_____

_____

_____
(Tenant's name(s) and mailing address)

NOTICE OF HEARING

To: _____

_____

_____
(Tenant's name(s) and mailing address)

YOU ARE HEREBY NOTIFIED that a hearing on damages will be held on _____ (month/day/year) at _____ a.m./p.m., in the Judges Chambers or Hearing Room _____ located in the Manatee County Judicial Center, 1051 Manatee Avenue West, Bradenton, Florida.

DATED on (month/day/year) _____

By: _____
Landlord

Certificate of Service

I hereby certify that a true copy of the foregoing notice of hearing has been mailed or hand delivered to the parties named above on the date (month/day/year) _____.

By: _____

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 the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941)741-4062, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____

_____

Plaintiff(s) vs

_____

_____

Defendant(s)

AFFIDAVIT OF DAMAGES

STATE OF FLORIDA
COUNTY OF MANATEE

BEFORE ME, the undersigned authority, personally appeared_____ who being first duly sworn, says:

1. I am_____the Plaintiff or_____the Plaintiff's agent in this case and am authorized to make this affidavit. This affidavit is based on my own personal knowledge.

2. Defendant has possession of the property which is the subject of this eviction under an agreement to pay rent of $ _____per_____
[week, month, or other payment period]

3. Defendant has not paid the rent due since_____.

4. Defendant owes Plaintiff $_____as alleged in the complaint plus interest.
[past due rent amount]

5. Defendant owes Plaintiff $_____as alleged in the complaint plus interest. [amount of other damages]

_____
Plaintiff/Agent

_____
printed name

Acknowledged before me on _____ By,_____who
Is personally known to me_____produced
_____ as
identification, and who _____did/_____did not take an
oath.

_____
Deputy clerk/Notary Public

_____
Commission No.:_____
Commission expires:_____

I CERTIFY that I _____ mailed, _____telefaxed and mailed, or _____hand delivered a copy of this motion and attached affidavit to the Defendant at _____
_____

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

IN THE COUNT COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No._____

_____

_____

Plaintiff(s) vs

_____

_____

_____

Defendant(s)

FINAL JUDGMENT – DAMAGES

THIS ACTION came before the Court upon Plaintiff's Complaint for unpaid rent. On the evidence presented, it is

ADJUDGED that Plaintiff(s), _____, recover from

Defendant(s), _____, the sum of $_____with

Costs not previously assessed in this action in the sum of $_____, making a total of

$_____, that shall bear interest

At the legal rate pursuant to section 55.03, Florida Statutes for which let execution issue.

ORDERED in Bradenton, Manatee County, Florida on _____

_____
County Judge

cc: _____
Plaintiff

_____
Defendant

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY, FLORIDA

_____ Case No. _____
Plaintiff

_____

_____

vs.

_____

_____

_____
Defendant

NOTICE OF DISMISSAL

No Property having been seized or otherwise put in the custody of the Court, the Plaintiff(s) or Defendant(s) hereby dismiss the claim or counter-claim herein with/without prejudice (Circle one).

_____
Signature of Plaintiff

_____
Dated on (month/day/year)

Certificate of Service

I HEREBY CERTIFY that a copy hereof has been furnished to the above named party at the address listed above by mail or hand delivery on this date (month/day/year)_____.

_____
Signature of Plaintiff