# UNLAWFUL DETAINER PACKET

**Santa Rosa County Courthouse**

**4025 Avalon Blvd. Milton, Fl. 32583**

**If you have any questions, you may call us at 850-981-5667**

**updated 2026**

# Price $9.00

When should this form be used?

- You are trying to remove someone from your property (you are the owner or a legal tenant) and
- The person you are trying to remove does not have permission to stay on the property (they are not an owner or a legal tenant), and
- There is no agreement for rent (verbal or in writing) between you and the person you are trying to remove, and
- The person you are trying to remove does not claim to own the property.
- The property must be located within Santa Rosa County.

Example – You have someone (roommate, boyfriend, girlfriend, family member, etc.) living in your home with you. There is no rental agreement. You do not want that person in your home any longer. You have requested them to leave, and they have refused.

This action is governed by Florida Statute, Chapter 82

**READ** ALL OF THE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING THE FORMS AND SUBMITTING THEM FOR FILING.
**RETAIN COPIES** OF ALL FORMS FILED FOR YOUR OWN RECORDS.
**DOCUMENTS MUST BE LEGIBLE**, TYPE WRITTEN OR LEGIBLY HANDWRITTEN IN BLACK INK.

**FILING FEE: $300.00**
**Summons issuance fee: $10.00 per defendant.**
**Summons prepared and issued by Clerk: $17.00 per defendant.**

Payable by cash/ cashier's check/ money order/ credit card (MasterCard, Visa, American Express, Discover), there is a service fee charged by the vendor for using credit or debit cards. **IN ADDITION to the above-mentioned filing fee and summons issuance fee,** a fee is required to serve each defendant. The Sheriff of Santa Rosa County charges $40 for each defendant served. The Sheriff's office will accept a cashier's check or money order, made payable to SRSO.

# UNLAWFUL DETAINER PACKET

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY

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

Because the law does change, the forms and information about them may have become outdated.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

**FILING FEE: $ 300.00** – Unlawful Detainer Action

**SUMMONS FEES:** There is a $ 10.00 fee to issue any summons (including alias and pluries) per defendant, if you utilize the summons provided in this packet. The fee will be $ 17.00 if you choose not to use the summons in the packet and wish for the clerk to perform this service for you.

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

**SHERIFF'S FEE: $40.00 per summons, per defendant.**

- **The clerk will prepare the service packet with summons for the plaintiff to deliver to the Santa Rosa County Sheriff's office for service on the defendant(s). The sheriff charges a service fee of $40.00 (per defendant) for this service.**

**The physical location of the Santa Rosa County Sheriff's Office-Civil Processing Division is 5755 E. Milton Rd, Milton, Fl. 32583. Their hours of operation are Monday-Friday 8:00 am-4:30 pm. The telephone number is 850-983-1281.**

**The accepted methods of payment are cash (it must be exact, they do not make change), money order, business or cashier's check made payable to the Santa Rosa County Sheriff's Office.**

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

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

- **If the defendant you are suing is outside of Santa Rosa County, contact the appropriate Sheriff for the County and State where the defendant you are suing resides; ask for their mailing address and cost to serve a civil summons.**

**The clerk's office will provide you with a completed service packet for each defendant.**

**It will be your responsibility to provide the service packet to the appropriate Sheriff's Office with the required fee for service.**

***Be aware that the affidavit or return of service on the defendant must be filed in the court file for the case to proceed. ***

**COPIES REQUIRED:** One set of originals for filing and three sets of copies per defendant for service, along with two pre-addressed postage paid envelope per defendant (one to the defendant at residential address and one to the last known business address of the defendant) and one additional pre-addressed postage paid self-addressed envelope per plaintiff.

**WRIT OF POSSESSION FEE:** $ 90.00 for the sheriff to serve the Writ of Possession ***after the Final Judgment has been entered*****.**

**FILING CHECKLIST**
**Step One**
**(File case with Clerk)**

**To file an Unlawful Detainer case, you may file the following forms along with the filing fee and issuance fee with the Clerk's office. **Make a copy of Form #1 and Form #2 for your records if desired****

**Civil Cover Sheet** One (1) original filed with the Clerk and three (3) copies for each Defendant to be served.

**(Form #1) Complaint for Unlawful Detainer**, with a chain of title attached. Examples: warranty deed or title to the property (if available). One (1) original filed with the Clerk and three (3) copies for each Defendant to be served.

**(Form #2) Summons** One (1) original and four (5) copies for **each** Defendant to be served.

- **Form 2-A** If you wish for the Clerk to Prepare and Issue the summons, please fill out the Request for Clerk to Prepare and Issue Summons Form. This will cost $17.00 per summons.
- **Form 2-B** The Clerk is required to mail a copy of the case to the Defendant's last known business address. If this address is not known, please fill out the Declaration to the Court of No Known Last Business Address.

**Form 2.601 OR 2.602 Designation of Email Address OR Request to be Excused** One (1) original filed with the Clerk and three (3) copies for each Defendant to be served. For more information, see page 8.

**COPIES REQUIRED:** One set of originals for filing and three sets of copies per defendant for service, along with two pre-addressed postage paid envelopes per defendant (one to the defendant at residential address and one to the last known business address of the defendant and one additional pre-addressed postage paid self-addressed envelope per plaintiff.)

POSTED SERVICE: For service to be valid when a 5-day summons is posted because the defendant is not present for service, a copy of the summons and complaint must also be mailed to the defendant. See Fla. Stat. 48.183. To accomplish this mailing, **for each defendant so served, provide to the clerk:**

- **2 addressed, stamped envelope (regular mail, first class)**
  **One to the address on the lease, one to last known business address.**
  **If a business address for a defendant is not known, please fill out Form 2-B, Declaration to Court of No Known Last Business Address.**

**Service shall be effective on the date of posting or mailing, whichever occurs later, and at least 5 business days must have elapsed before judgment for final removal of the defendant(s) may be entered.**

**[1]48.184 Service of process for removal of unknown parties in possession.** —

(1) This section applies only to actions governed by s. 82.03, s. 83.21, s. 83.59, or s. 723.061 and only to the extent that such actions seek relief for the removal of unknown parties in possession of real property. The provisions of this section are cumulative to other provisions of law or rules of court about service of process, and all other such provisions are cumulative to this section.

(2) A summons must be issued in the name of "Unknown Party in Possession" when the name of an occupant of real property is not known to the plaintiff and the property occupied by the unknown party is identified in the complaint and summons. A separate summons must be issued for each such unknown occupant.

(3) The plaintiff shall attempt to serve the summons on any unknown occupant of the property described in the summons and complaint. If service on the unknown occupant is not effectuated on the first attempt, at least two additional attempts must be made. The three attempts to obtain service must be made once during business hours, once during nonbusiness hours, and once during a weekend. The process server shall make an inquiry as to the name of the unknown occupant at the time of service. The return of service must note the name of the occupant if obtained by the process server or state that the name of the occupant could not be obtained after inquiry. If the name of the occupant becomes known to the plaintiff through the return of service or otherwise, without notice or hearing thereon, all subsequent proceedings must be conducted under the true name of such occupant and all prior proceedings are deemed amended accordingly.

(4) Service of process must also be made on unknown occupants by both of the following means:

(a) By attaching the summons and complaint to a conspicuous location on the premises involved in the proceedings.

(b) Upon issuance of the summons, by the plaintiff providing the clerk of the court with one additional copy of the summons and complaint for each unknown occupant and a pre-stamped envelope for each unknown occupant addressed to the unknown occupant at the address of the premises involved in the proceedings. The clerk of the court shall immediately mail a copy of the summons and complaint by first-class mail, note the fact of mailing in the docket, and file a certificate in the court file of the fact and date of mailing. The clerk of the court shall charge such fees for such services as provided by law.

(5) Service is effective on the unknown occupant in possession on the later of the date that personal service is made, the date of attaching the summons and complaint to a conspicuous location on the premises, or upon mailing by the clerk.

(6) The judgment and writ of possession must refer to any unknown occupant in possession by name if the name is shown on the return of service or is otherwise known to the plaintiff. If the name of any unknown occupant in possession is not shown on the return of service or otherwise known to the plaintiff and service has been effectuated as provided in this section, the judgment and writ of possession must refer to each such person as "Unknown Party in Possession," and the writ of possession must be executed by the sheriff by dispossessing the occupants and placing the plaintiff in possession of the property.

**History.** —s. 13, Ch. 2022-190.

[1]**Note.** —Effective January 2, 2023.

**Step Two (Obtain Judgment)**

**(Form 11) Notice of Final Service** Please file this with the clerk AFTER returns of successful service have been received for **all** Defendants in the case.

**6 days after service on the Defendant(s):**

IF DEFENDANT(S) **DID NOT** respond, you may file the following forms:

**(Form #3)** Motion for Clerk's Default-Unlawful Detainer
**(Form #4)** Nonmilitary affidavit
**(Form #5)** Motion for Default Final Judgment
**(Form #6)** Final Judgment of Unlawful Detainer
**(Form #8)** Writ of Possession, **Once the Final Judgment has been signed**
The Sheriff's office requires a service fee of $90.00 to serve the Writ of Possession.
**OR**
IF DEFENDANT(S) **DID** respond, you may file the following forms:

**(Form #7)** Notice of Hearing
**It is your responsibility to contact the Judicial Assistant for the Judge that is assigned to your case, to set a hearing date. Once you have set your hearing date; complete this form and make copies. File the original and submit a copy to the Defendant(s).

**(Form #6)** Final Judgment
**Bring the Final Judgment and (1) copy for each Plaintiff AND Defendant to the hearing and (1) pre-addressed, stamped envelope for each party as well.

**(Form #8)** Writ of Possession
Submit along with the form a cashier's check or money order for $90 made payable to the Santa Rosa County Sheriff.

**If the Judge grants your complaint, a Final Judgment will be signed.**

**Once the plaintiff has received the Final Judgment, please provide the clerk's office the completed Writ of Possession (form #8) the clerk of court will then issue and seal same. The plaintiff must take the issued writ of possession to the sheriff's office with their required fee of $90.00**

## Additional Forms

**(Form #9)** Notice of Voluntary Dismissal
If you decide not to proceed with your case prior to a judgment being entered, you should file a "Notice of Voluntary Dismissal."

**(Form #10)** Blank Motion Form - used for filing Motions which are not specifically addressed in this packet.

**(Form #11)** Notice of Final Service – File with the Clerk once all parties have been served. We will ALSO need a Return of Service for each party before we can accept this Notice.

**Administrative Order No 2021-12** This Administrative Order is included for informational purposes and explains the following forms and requirements of the Plaintiff.

- **Order to Plaintiff Regarding Required Reporting,**
- **Civil Case Management Plan (Form 12)**
- **Civil Case Management Order (Form 13)**

Notice: Additional Requirement
Service of Pleadings and Documents

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

RULE 2.516. SERVICE OF PLEADINGS AND DOCUMENTS

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

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

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

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

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

Use Form 1.997, Civil Cover Sheet, Filed with your original case filing. 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.)

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

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

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

**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.)

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**I. CASE STYLE**

Santa Rosa Circuit Court

Plaintiff _____ Case No: _____

_____

vs.

Defendant_____

_____

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**II. AMOUNT OF CLAIM**

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

---

**III. TYPE OF CASE** (If the case fits more than one type of case, select the most definitive category.) If the most descriptive label is a subcategory (is indented under a broader category), place an x on both the main category and subcategory lines.

**CIRCUIT CIVIL / not applicable to county civil cases**

_____Condominium
_____Contracts and indebtedness
_____Eminent domain
_____Auto negligence
_____Negligence—other
  _____Business governance
  _____Business torts
  _____Environmental/Toxic tort
  _____Third party indemnification
  _____Construction defect
  _____Mass tort
  _____Negligent security
  _____Nursing home negligence
  _____Premises liability—commercial
  _____Premises liability—residential
  _____Products liability

_____Real property/Mortgage foreclosure
_____Commercial foreclosure
_____Homestead residential foreclosure
_____Non-homestead residential foreclosure
_____Other real property actions

_____Professional malpractice
_____Malpractice—business
_____Malpractice—medical
_____Malpractice—other
_____Professional Other
_____Antitrust/Trade regulation
_____Business transactions
_____Constitutional challenge—statute or ordinance
_____Constitutional challenge—proposed amendment
_____Corporate trusts
_____Discrimination—employment or other
_____Insurance claims
_____Intellectual property
_____Libel/Slander
_____Shareholder derivative action
_____Securities litigation
_____Trade secrets
_____Trust litigation

**COUNTY CIVIL**

_____Civil
_____Replevins
_____Evictions
_____Other civil (non-monetary)

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

_____Monetary.
_____Nonmonetary declaratory or injunctive relief.
_____Punitive

**V. NUMBER OF CAUSES OF ACTION:** [__](Specify)

_____
_____
_____
_____
_____

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

_____
Plaintiff

v.

_____
Defendant

CASE NO: _____

DIVISION: _____

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

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

☐ I do not have an e-mail account.

☐ I do not have regular access to the internet.

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

_____

_____.

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

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

**CERTIFICATE OF SERVICE**: I certify that a copy has been furnished by ☐e-mail, ☐delivery, ☐mail [choose one] on _____ (date), to:

_____

_____

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

Dated: _____

Signature:_____

Phone:_____

Print Name:_____

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

Dated: _____ Signature of Clerk: _____

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

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

Dated: _____
Signature: _____
Print Name: _____

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

_____
Plaintiff

v.

CASE NO:_____
DIVISION:_____

_____
Defendant

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

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

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

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

Designated e-mail address: _____

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

**CERTIFICATE OF SERVICE**

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

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

Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

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

_____

Plaintiff

v. CASE NO:_____

DIVISION:_____

_____

Defendant

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

I, _____, certify that my ☐ mailing address or ☐ designated e-mail address has changed to:

_____

_____

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

**CERTIFICATE OF SERVICE**

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

_____

_____

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

Signature: _____

Printed Name: _____

E-mail Address: _____

Address: _____

_____

Phone Number: _____

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

_____
Plaintiff(s)
Vs Case No.:_____

_____
Defendant(s)

**COMPLAINT FOR UNLAWFUL DETAINER**

**COMES NOW,** the Plaintiff(s) _____ and sues Defendant(s)_____ and states as follows:

1. This is an action to recover possession of real property unlawfully detained, *pursuant to Florida Statutes, Chapter 82*, located in Santa Rosa County, Florida.

2. On or about {date}_____, Defendant(s) _____ took possession of the property/dwelling located at:

_____

_____
{Describe property, i.e. property address or legal description}
to which Plaintiff(s) claims title as shown by the attached chain of title (if available).

_____

_____

3. On or about {date}_____, Plaintiff(s) revoked consent for Defendant(s) to be in possession of the property/dwelling and on, that date, so informed the Defendant and demanded the Defendant(s) vacate the premises.

4. However, Defendant(s)_____ refused to vacate the premises and continues in possession of the property/dwelling against the consent of Plaintiff(s), contrary to § 82.04, Florida Statutes.

5. In accordance with § 82.04 (1), Florida Statutes, Plaintiff(s) is entitled by this lawsuit to have Defendant(s) removed from possession of the premised; and Plaintiff(s) is entitled to the summary procedure set forth in § 51.011, Florida Statutes.

**WHEREFORE**, Plaintiff(s) respectfully requests that the Court will find that Defendant(s) wrongfully holds possession of the premises, grant final judgment in favor of Plaintiff(s) against Defendants(s), issue a writ of possession in favor of Plaintiff(s) and against Defendant(s) in accordance with § 82.091, Florida Statutes, award to Plaintiff(s) the cost of this action and grant to Plaintiff(s) such other relief as justified by the circumstances in this action.

Signature: _____
_____
{Plaintiff sign and print name}

Signature: _____
_____
{Plaintiff sign and print name}

Address: _____
City, State, Zip Code _____
E-mail: _____

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

**UNLAWFUL DETAINER SUMMONS**
**(CLAIM FOR POSSESSION OF PREMISES)**

**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-styled cause upon the Defendant:**
TO DEFENDANT(S):

_____
Defendant Name

_____

_____
Defendant Address

**Please Read Carefully**

You are being sued by Plaintiff, owner, to require you to vacate the premises which you are unlawfully possessing, for the reasons given in the attached complaint.

**You are entitled to a hearing to decide whether you can be required to vacate, but you must do all the things listed below. You must do them within five (5) days** (not including Saturday, Sunday, or any legal holiday) after the date these papers were given to you or to a person who lives with you or were posted at the premises.

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

1. Write down the reasons(s) why you think you should not be forced to vacate. The written reason(s) must be given to the Court Clerk at the Santa Rosa County Courthouse, at: 4025 Avalon Blvd.
   Milton, Fl. 32583

2. As well as the Courthouse, mail or take a copy of your written reason(s) to:

_____

_____
Plaintiff Name and Address

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

**PERSONAL SERVICE: IF THIS SUMMONS** and a copy of the **COMPLAINT** have been personally served upon you or upon anyone residing at your residence who is 15 years of age or older, your **WRITTEN ANSWER AND DEFENSES MUST** be received by the Clerk **within five (5) WORKING DAYS** of the service as to the claim for possession of the premises.

**POSTED-MAIL SERVICE: IF THIS SUMMONS** and a copy of the **COMPLAINT** have been attached to a conspicuous place on your residence your **WRITTEN ANSWER AND DEFENSES MUST** be received by the Clerk **within five (5) WORKING DAYS** of the date that it was attached to some conspicuous place on the property described in the **COMPLAINT.** The date of posting is the date noted thereon by the Sheriff's Office or the Process Server.

A **DEFAULT** may be entered against you and a **JUDGMENT** to remove you from the property and/or for reasonable costs and attorney's fees may be entered without further notice to you, if you do not follow these instructions.

**WITNESS MY HAND AND SEAL OF THIS COURT**

**Dated On: _____**

**JASON D. ENGLISH, ESQ**
**CLERK OF COURTS & COMPTROLLER,**

**_____**

**By: Deputy Clerk**

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**
**Court Administration, ADA Coordinator**
**Santa Rosa County**
**4025 Avalon Blvd**
**Milton, FL 32583**
**Phone (850) 623-3159 Fax (850) 983-0602**
**ADA.SantaRosa@flcourts1.gov**
**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711**

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

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

Plaintiff, _____
Hereby requests for the clerk's office to issue and prepare summons on the defendant_____
The service address for defendant is_____
_____

**{insert the address}**

Plaintiff Signature:_____
Name:_____
Address:_____
_____
Telephone No._____

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

**DECLARATION TO COURT OF NO KNOWN LAST BUSINESS ADDRESS**

Plaintiff, _____
assert that I cannot provide to the Court the last known business address of defendant_____.
I relieve the court of any responsibility or obligation to perform the mailing of the lawsuit and summons so filed in this court to the defendant at the last known business address.

Plaintiff Signature:_____
Name:_____
Address:_____
_____
Telephone No._____

MOTION FOR CLERK'S DEFAULT-UNLAWFUL DETAINER

The defendant(s) will have five days, after service, to file a written response to the Complaint for Unlawful Detainer. If the defendant(s) fails to file a written response in the time prescribed by law the Plaintiff is entitled to Judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's default should be obtained by delivering to the Clerk of Court an executed motion for clerk's default. The motion for clerk's default should be used to obtain a clerk's default when the defendant(s) has failed to respond to the unlawful detainer complaint. To be entitled to a default a Non-military Affidavit must be filed with the clerk.
Second, based on the clerk's default and/or testimony at the hearing (if any) the Judge presiding over the case may enter a Final Judgment for Possession.

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

_____
Plaintiff(s)
Vs. **Case No.** _____

_____
Defendant(s)

**MOTION FOR CLERK'S DEFAULT- UNLAWFUL DETAINER**

Plaintiff moves for entry of a Default by the Clerk and as grounds therefore states the following: Service of Process has been effected on the Defendant(s)

_____

The time to file a response has expired.

The defendant(s)_____ have failed to serve any

paper on the undersigned or file any paper as required by the law.

Dated On: _____

Plaintiff's Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

**DEFAULT – UNLAWFUL DETAINER**

A default is entered in this action against the Defendant(s) for failing to serve any paper or file any paper as required by law to Plaintiff(s) Complaint for unlawful detainer.

Dated: _____

**JASON D. ENGLISH, ESQ**
**CLERK OF COURTS & COMPTROLLER**,

_____
BY: DEPUTY CLERK

I certify that a copy of this document was [√ one only] ☐ mailed, ☐ faxed, ☐ e-mailed, or ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant:_____
Address: _____
City, State, Zip: _____

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

_____
Plaintiff(s)
Vs **Case No.** _____

_____
Defendant(s)

**NON-MILITARY AFFIDAVIT**

State of Florida County of Santa Rosa

On this day personally appeared before me, _____ the
(Plaintiff's Name)
undersigned authority who after being duly sworn, says:

Defendant is known by Affiant not to be in the military service or any government agency or branch subject to the provisions of the Soldiers' and Sailors' Civil Relief Act.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated On: _____

Plaintiff's Signature: _____
Printed Name: _____
Address: _____
_____
Phone Number: _____

State of Florida County of Santa Rosa

Sworn and subscribed before me this _____ day of _____, 20_____, by _____, who is _____ personally known to me or _____ produced _____ as identification and who took an oath.

_____
Notary Public

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

**MOTION FOR DEFAULT FINAL JUDGMENT- UNLAWFUL DETAINER**

Plaintiff(s) asks the court to enter a Default Final Judgment against Defendant(s) for unlawful detainer and says:

1. Plaintiff(s) filed a Complaint for Unlawful Detainer from Real Property against Defendant(s).

2. Defendant(s) has failed to timely file and answer and a default has been entered by the Clerk of this Court on the _____day of _____, 20_____.

WHEREFORE, Plaintiff(s) asks this Court to enter a Final Judgment for Unlawful Detainer against the Defendant(s).

Dated On: _____

Plaintiff's Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

I certify that a copy of this document was [√ one only] ☐ mailed, ☐ faxed, ☐ e-mailed, or ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant: _____
Address: _____
City, State, Zip: _____

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

**FINAL JUDGMENT FOR UNLAWFUL DETAINER**

This cause having come before the Court on Complaint for Unlawful Detainer and it appearing that the Defendant(s) has been duly served with process, it is hereby:

**ORDERED AND ADJUDGED** that the Plaintiff(s) do have and recover from the Defendant(s) possession of the following premises located in Santa Rosa County, Florida, to wit:_____

_____

(Describe property, i.e. property address or legal description)

The Clerk of Court shall issue the Writ of Possession for the aforesaid premises forthwith.

It is further **ORDERED AND ADJUDGED** that the Plaintiff(s) recover judgment against the Defendant(s) costs in the amount of $_____, for all of which let execution issue.

**DONE AND ORDERED** in Santa Rosa County, Florida on the ____ day of _____, 20_____.

_____
County Court Judge

CC:
Plaintiff: _____

_____

Defendant(s): _____

_____

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

_____
Plaintiff(s)
Vs Case No. _____

_____
Defendant(s)

**NOTICE OF HEARING**

TO: Defendant(s):_____

There will be a hearing before Judge _____on{date}_____
at {time}_____ a.m./p.m., in Judge's chambers at the Santa Rosa County Courthouse at 4025 Avalon Blvd. Milton, Fl. 32583 on the following issues:
Complaint for Unlawful Detainer

_____ hour(s)/ _____ minutes have been reserved for this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

**CERTIFICATE OF SERVICE**

I certify that a copy of this document was: ☐ mailed, ☐faxed and mailed, ☐ hand delivered to:
The person(s) listed below on the _____ day of _____, 20_____.

Defendant: _____
Address:_____
City, State, Zip_____

Plaintiff's Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**
**Court Administration, ADA Coordinator**
**Santa Rosa County**
**4025 Avalon Blvd**
**Milton, FL 32583**
**Phone (850) 623-3159 Fax (850) 983-0602**
**ADA.SantaRosa@flcourts1.gov**
**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711**

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

_____
Plaintiff(s)
Vs Case No._____

_____
Defendant(s)

**WRIT OF POSSESSION**

**THE STATE OF FLORIDA:**
**TO ALL AND SINGULAR THE SHERIFFS OF THE STATE:**

**YOU ARE COMMANDED** to remove all persons from the following described property in Santa Rosa County, Florida._____

_____

(Describe property, i.e. address or legal description)

Dated On: _____.

**JASON D. ENGLISH, ESQ.**
**CLERK OF COURTS & COMPTROLLER,**

_____
**By: Deputy Clerk**

Contact Person: Name: _____

Address: _____

Phone:_____

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

_____
Plaintiff(s)
Vs Case No: _____

_____
Defendant(s)

**NOTICE OF VOLUNTARY DISMISSAL OF UNLAWFUL DETAINER**

Plaintiff(s), _____, in the above styled cause hereby submit this Notice of Voluntary Dismissal as this cause has been settled between parties.

**CERTIFICATE OF SERVICE**

I certify that a copy of this document was [√ one only] ☐ mailed, ☐ faxed and mailed, ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant: _____
Address:_____
City, State, Zip_____

Plaintiff's Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

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

_____
Plaintiff(s)
Vs Case No:_____

_____
Defendant(s)

**MOTION FOR _____**
[insert appropriate title based on request]

Plaintiff prays this Honorable Court,

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Plaintiff Signature: _____
Name: _____
Address: _____
_____
Telephone No. _____

CERTIFICATE OF SERVICE

I certify that a copy of this document was [√ one only] ☐ mailed, ☐ faxed and mailed, ☐ emailed, ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Plaintiff's Signature: _____
Printed Name: _____
E-mail Address: _____
Address: _____
_____
Phone Number: _____

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

_____
Plaintiff(s)
Vs Case No:_____

_____
Defendant(s)

**NOTICE OF FINAL SERVICE**

Service of the Complaint: The Defendant(s) was served with the complaint on _____.
Case Track Assignment (check one): Case disposition times for all case tracks have been established in accordance with Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).
Streamlined Track (Case resolved within 12 months without a jury trial.)
General Track (Case resolved within 18 months with or without a jury trial.)
Complex Track (Case resolved pursuant to Florida Rule of Civil Procedure 1.201, with or without a jury trial)
Date: _____
Plaintiff(s) Printed Name: _____

Plaintiff(s) Signature: _____
Mail to: Santa Rosa County Clerk of Courts
Attn:Civil Division
4025 Avalon Blvd.
Milton, FL 32583

## Introduction to Case Management Order

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

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

For further information please review the Florida Rules of Civil Procedure or contact the Program Coordinator at 850-595-7853.

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

**IN THE CIRCUIT COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA**
**CIVIL DIVISION**

XXXXXXXXXXXXXXXXX,

Plaintiff,

Case No.: XXXXXX

v. Division:

XXXXXXXXXXXXXXXXX,

Defendant.

_____/

**ORDER TO PLAINTIFF REGARDING REQUIRED REPORTING**

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

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

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

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

**/S/ Judge name**

_____

**JUDGE**

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

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

**AMENDED ADMINISTRATIVE ORDER NUMBER 2024-25**
**(*Vacates Administrative Order* 2021-12)**

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

**WHEREAS**, the Florida Supreme Court has issued Administrative Order 2023-0962 and amended Florida Rule of Civil Procedure 1.200,[1] requiring the Chief Judge of each judicial circuit to enter an administrative order addressing certain case management requirements; and

**WHEREAS**, pursuant to the aforementioned authorities, each civil case must be assigned within 120 days after the action commences to a complex, general, or streamlined case management track; and

**WHEREAS**, except for case management orders issued in complex cases, the Chief Judge sets the forms for case management orders;

**NOW, THEREFORE**, pursuant to the authority vested in the Chief Judge by article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215(b);

**IT IS HEREBY ORDERED:**

1. The case management procedures set forth in this Order must be followed in all civil actions unless the action falls within an exception set forth in rule 1.200.

2. Within 120 days after the commencement of any civil case subject to this Order, the presiding judge in the case must review and assign the case to one of the three case management tracks by entering an initial case management order. Complex, streamlined, and general cases are defined as follows:

    a. *Complex cases* are actions designated by court order as complex under rule 1.201, and such cases must proceed as provided in rule 1.201.

    b. *Streamlined cases* are actions that reflect some mutual knowledge about the underlying facts, have limited needs for discovery, well-established legal issues

[1] Rewritten rule 1.200 becomes effective January 1, 2025.

related to liability and damages, few anticipated dispositive pretrial motions, minimal documentary evidence, and an anticipated trial length of no more than three days. Uncontested cases should generally be presumed to be streamlined cases.

c. *General cases* are all other actions that do not meet the criteria for streamlined or complex.

3. The case management order for each streamlined or general civil case, complete with the applicable deadlines, must be entered no later than 120 days after commencement of the action as provided in rule 1.050. The case management order for a streamlined or general civil case must be in the form provided in the attachments to this Order, consistent with the requirements of rule 1.200.[2]

4. Pursuant to rule 1.200, the case management order must specify, at a minimum, the following deadlines: service of complaints; service under extensions; adding new parties; completion of fact discovery; completion of expert discovery; filing and service of motions for summary judgment; filing and resolution of all objections to pleadings; filing and resolution of all pretrial motions; and completion of alternative dispute resolution.

5. Plaintiff (if self-represented) or Plaintiff's counsel **must** file a Notice of Final Service ("notice") when the last-named defendant has been served with the complaint to notify the presiding judge that service is complete and that the case management order may be prepared. The notice **must** be filed within five days of final service, and Plaintiff or Plaintiff's counsel **must** serve the notice on the assigned judge's judicial assistant. Filing the notice with the Clerk is not sufficient to meet this requirement. Failure to file and serve the notice as required by this paragraph may result in the imposition of sanctions.

6. If any party desires to alter the initial case management order, an amended case management order meeting the time and form requirements set forth in this Order may be prepared and stipulated to by the parties. The proposed order should be submitted for final approval by the presiding judge.

7. The case management order for complex cases must be issued according to the requirements of Florida Rule of Civil Procedure 1.201.

[2] Rule 1.200 does not require the Chief Judge to set the form for case management orders in complex cases.

8. All judges are directed to strictly comply with Florida Rules of General Practice and Judicial Administration 2.545(a), (b), and (e), which respectively require judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage and to control the progress of the case thereafter until it is determined, and to apply a firm continuance policy allowing continuances only for good cause shown.

9. Attorneys are also reminded that they must strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), which requires lawyers to conclude litigation as soon as it is reasonably and justly possible to do so.

10. The procedures set forth herein do not supplant any existing rule, statute, or law, nor should they be construed as granting any rights not already provided for by rule, statute, or law. To the extent that any timeframe or other provision of this Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.

11. This Order is effective January 1, 2025.

**DONE AND ORDERED** at Pensacola, Escambia County, Florida on this 16th day of December, 2024.

***/s/ John L. Miller*** **JOHN L. MILLER CHIEF JUDGE**

Copies to:

All Judges, First Judicial Circuit
All Clerks, First Judicial Circuit
Judicial Administration Commission
Paul Flemming, Florida Supreme
Court Ginger Bowden Madden, State
Attorney Bruce Miller, Public
Defender
Candice Brower, Office of Criminal Conflict and Civil Regional Counsel
Kasey Watson, Trial Court Administrator
Escambia-Santa Rosa Bar Association
Okaloosa Bar Association
Walton Bar Association
www.FirstJudicialCircuit.org

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

_____

Plaintiff

CASE NO: _____

vs.

_____

Defendant(s)

**CIVIL CASE MANAGEMENT PLAN**

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

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

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

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

2. **Case Deadlines and Events:**

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

3. **Trial Information**

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

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

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

_____ _____

Plaintiff's Counsel
Address:_____

_____

Phone:_____
Fax:_____
E-Mail:_____
Fla Bar #:_____

Defendant's Counsel
Address:_____

_____

Phone:_____
Fax:_____
E-Mail:_____
Fla Bar #: _____

_____ _____

Plaintiff (if unrepresented)
Address:_____
Phone:_____

Defendant (if unrepresented)
Address:_____
Phone:_____

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

Case Number: **CASE NUMBER**
Division: **DIVISION**

**PLAINTIFF(S)**
Plaintiff(s),

V.

**DEFENDANT(S)**
Defendant(s).
_____/

## CIVIL CASE MANAGEMENT ORDER – GENERAL TRACK

Pursuant to Florida Rule of Civil Procedure 1.200, the Court finds this case should be assigned to a general case management track. Pursuant to Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B), the expected completion date of a jury case is 18 months from the date of service of initial process on the last defendant or 120 days after commencement of the action as provided in rule 1.050, whichever occurs first. The initial complaint was filed on **Fillable field**. The following terms and deadlines shall apply in this case:

| **Case Deadlines and Events:** | | |
|---|---|---|
| **Deadline or Event** | **Party (if applicable)** | **Date** |
| Deadline for service of complaints: 120 days after the complaint is filed | | **Fillable field** |
| Deadline for service under extensions: 180 days after the complaint is filed | | **Fillable field** |
| Deadline for addition of new parties: 210 days after the complaint is filed | | **Fillable field** |
| Deadline to complete fact discovery: 420 days after the complaint is filed | Plaintiff(s): | **Fillable field** |
| | Defendant(s): | **Fillable field** |
| Deadline to complete expert discovery: 450 days after the complaint is filed | Plaintiff(s): | **Fillable field** |
| | Defendant(s): | **Fillable field** |

| |
|---|
| Deadline for filing and service of motions for summary judgment: 120 days before trial. A motion for summary judgment must comply with rule 1.510(b) and be resolved no later than 30 days before trial. |

| | |
|---|---|
| Deadline for all objections to pleadings to be resolved: within 75 days after the objection is filed and no later than 45 days before the pretrial conference | |
| Deadline for all pretrial motions to be resolved (excluding motions for summary judgment): within 60 days after the motion is filed and no later than the Friday before the trial week | |
| Deadline for alternative dispute resolution including mediation (if ordered) to have occurred: 450 days after the complaint is filed | **Fillable field** |
| Projected date of trial: 18 months after the complaint is filed (As the case proceeds, a firm trial date will be determined and ordered by the presiding judge.) | **Fillable field** |

Within 20 days of filing any motion for which a hearing is required, **the moving party must contact the presiding judge's office to set the motion for hearing**.

Motions to continue trial are disfavored and should rarely be granted and then only upon good cause shown. Any motion to continue a trial date must comply with rule 1.460.

The schedule of deadlines herein will be **strictly enforced by the court** unless change is otherwise agreed to by the parties and approved by the Court. Notices of unavailability have no effect on the deadlines set by the case management order. If a party is unable to comply with a deadline in a case management order, the party must take action consistent with rule 1.200. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency or unavailability. Procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines.

**It is ORDERED** that all parties shall abide by the terms of this Order. **Dilatory conduct will not be tolerated by this Court**, and failure by a party to follow the deadlines in this Order may result in the imposition of sanctions.

**DONE AND ORDERED** in **SANTA ROSA** COUNTY, FLORIDA

**COUNTY** JUDGE

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

Copies:

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

Case Number: **CASE NUMBER**
Division: **DIVISION**

**PLAINTIFF(S)**
Plaintiff(s),

V.

**DEFENDANT(S)**
Defendant(s).
_____/

## CIVIL CASE MANAGEMENT ORDER – STREAMLINED TRACK

Pursuant to Florida Rule of Civil Procedure 1.200, the Court finds this case should be assigned to a streamlined case management track. Pursuant to Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B), the expected completion date of a nonjury case is 12 months from the date of service of initial process on the last defendant or 120 days after commencement of the action as provided in rule 1.050, whichever occurs first. The initial complaint was filed on **Fillable field**. The following terms and deadlines shall apply in this case:

| **Case Deadlines and Events:** | | |
|---|---|---|
| **Deadline or Event** | **Party (if applicable)** | **Date** |
| Deadline for service of complaints: 120 days after the complaint is filed | | **Fillable field** |
| Deadline for service under extensions: 150 days after the complaint is filed | | **Fillable field** |
| Deadline for addition of new parties: 180 days after the complaint is filed | | **Fillable field** |
| Deadline to complete fact discovery: 240 days after the complaint is filed | Plaintiff(s): | **Fillable field** |
| | Defendant(s): | **Fillable field** |
| Deadline to complete expert discovery: 270 days after the complaint is filed | Plaintiff(s): | **Fillable field** |
| | Defendant(s): | **Fillable field** |

| |
|---|
| Deadline for filing and service of motions for summary judgment: 90 days before trial. A motion for summary judgment must comply with rule 1.510(b) and be resolved no later than 15 days before trial. |

| | |
|---|---|
| Deadline for all objections to pleadings to be resolved: within 60 days after the objection is filed and no later than 30 days before the pretrial conference | |
| Deadline for all pretrial motions to be resolved (excluding motions for summary judgment): within 30 days after the motion is filed and no later than the Friday before the trial week | |
| Deadline for alternative dispute resolution including mediation (if ordered) to have occurred: 270 days after the complaint is filed | **Fillable field** |
| Projected date of trial: 12 months after the complaint is filed (As the case proceeds, a firm trial date will be determined and ordered by the presiding judge.) | **Fillable field** |

Within 20 days of filing any motion for which a hearing is required, **the moving party must contact the presiding judge's office to set the motion for hearing**.

Motions to continue trial are disfavored and should rarely be granted and then only upon good cause shown. Any motion to continue a trial date must comply with rule 1.460.

The schedule of deadlines herein will be **strictly enforced by the court** unless change is otherwise agreed to by the parties and approved by the Court. Notices of unavailability have no effect on the deadlines set by the case management order. If a party is unable to comply with a deadline in a case management order, the party must take action consistent with rule 1.200. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency or unavailability. Procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines.

**It is ORDERED** that all parties shall abide by the terms of this Order. **Dilatory conduct will not be tolerated by this Court**, and failure by a party to follow the deadlines in this Order may result in the imposition of sanctions.

**DONE AND ORDERED** in **SANTA ROSA** COUNTY, FLORIDA

**COUNTY** JUDGE

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

Copies: