EJECTMENT 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

COMPLAINT FOR EJECTMENT

Governed by Florida Statutes 66

When should this form be used?

- Ejectment is used to remove a person, or persons, who occupy real property, but do not hold the primary title to that property. In an Ejectment, the owner of the property has title to the property.
  - The property must be in Santa Rosa County.
  - Florida law allows for Ejectment to remove a non-rent paying person living on your property, *who has not signed a lease*.
  - *However, the person in question may claim to have a right to or an interest in the property.*

Examples- A person (first grantee) legally purchases a piece of property and records the deed. The former owner then fraudulently "sells" and deeds the same property to someone else (second grantee). The second grantee is residing on the property and claims he or she owns it.

You have someone (roommate, boyfriend, girlfriend, family member) living in your home with you. There is no rental agreement. You do not want that person in your home any longer, but they refuse to leave; claiming they have a right to be there or vested interest in the property.

READ ALL OF THE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING THE FORMS AND SUBMITTING THEM FOR FILING.

DO NOT SIGN ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK SIGNATURE UNTIL YOU ARE IN FRONT OF THE NOTARY OR DEPUTY CLERK.

RETAIN COPIES OF ALL FORMS FILED FOR YOUR OWN RECORDS.

DOCUMENTS MUST BE LEGIBLE, TYPE WRITTEN OR LEGIBLY HANDWRITTEN IN BLACK.

Filing fee: $400.00

Summons issuance fee: $10.00 per summons
Prepared and issued by Clerk: $17.00 per summons.
Payable by cash, personal check, cashier's check, certified check, money order, or credit card.

Sheriff's fees: $40.00 per summons, payable to: Santa Rosa County Sheriff's Office. These fees may be paid with a business check, cashier's check, or money order (no personal checks)

FILING CHECKLIST

Step One
(File Case with Clerk)

To file an Ejectment case, file the following forms along with the filing fee and any service fees, if applicable, with the Clerk's Office.

- Complaint for Ejectment **with** a chain of title attached.
  (1) Original filed with the Clerk and (1) copy for **each** Defendant to be served
- Civil Cover Sheet
- Affidavit of Military Service
- Summons (1) Original and (2) copies for **each** Defendant to be served. OR One Request for Clerk to Prepare and Issue Summons. Summons preparation by the Clerk will cost $17.00.

- Form 2.602, Designation of Email Address for A Party Not Represented by An Attorney, or Form 2.601, Request to Be Excused from Email Service
  (1) Original filed with the Clerk and (1) copy for **each** Defendant to be served
  (2)
- **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, 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.

Step Two (Obtain Judgment)

Once ALL parties have been successfully served, please file returns of service for each defendant and fill out and file a Notice of Final Service with the clerk of court.

21 days after service on the Defendant(s) and the Defendant(s):

DID NOT respond, you may file the following forms:

- Motion for Clerk's Default
- Motion for Default Final Judgment
- Final Judgment for Ejectment (1) Original and (1) copy for **each** Plaintiff **AND** Defendant and a pre-addressed stamped envelope for **each** party as well.

OR

DID Respond, you may file the following forms:

- 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, complete this form, and make copies. File the original and submit a copy to the Defendant(s).
- 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.

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

Step Three (Obtain Writ of Possession)

If the Defendant's refuses to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the Sheriff's Department to remove them from the property.

- Writ of Possession

Submit along with a business check, cashier's check, or money order for $90.00 made payable to the Santa Rosa County Sheriff's office. The physical location of the Santa Rosa County Sheriff's Office-Civil Processing Division is 5755 E. Milton, Fl. 32583. Their hours of operation are Monday-Friday 8:00 am-4:30 pm. The telephone number is 850-983-1281.

Additional Forms

- **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.

- **Disclosure from non-lawyer** (if applicable) -This form is for your records and should only be used if a non-lawyer assists you in completing any forms. The non-lawyer must complete this form and both of you are to sign it before the non-lawyer assists you in completing any forms.

- **Form 2.603, Notice of Change of Address or Designated Email Address** - to update or change your email should the need arise. It is your responsibility to keep the court notified of any changes in your address, email address, and telephone number. Check your email account, spam folders, and junk mail often.

- **Blank Motion Form** - this ejectment packet does not contain forms or instructions for more complex instances that might arise during an ejectment proceeding. Should there arise an instance that is not covered in this packet our recommendation is for the plaintiff to seek the consultation of a qualified legal expert. If the plaintiff desires or needs to file a motion or pleading with the court, that this packet does not have a form for: utilizing the blank motion form is an option for creating the motion or pleading.

- **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**
    - **Civil Case Management Order**

Quick Reference Guide
To Completing Forms Prior to Filing

Complaint for Ejectment (Form #1)

- Fill in parties' names in the space provided (the Plaintiff is the party initiating this action and the Defendant is the party against whom the case is initiated.)
- Read each line and fill in the appropriate response.
- Date and sign in the space provide and print or type your name, address, and telephone number.
- Attach a chain of title to the complaint. A ***chain of title*** is a record of successive conveyances, or other forms of alienation, affecting a particular parcel of land, arranged consecutively, from the government or original source of title down to the present holder.

Civil Cover Sheet (Form #2)

- Fill in names of Plaintiff(s) and Defendant(s).
- Select "Other Real Property Actions" under Real Property/Mortgage Foreclosure for the appropriate money amount.
- Check the appropriate box to indicate whether a jury is being demanded in the complaint.
- Date and sign the cover sheet.

Non - Military Affidavit (Form #3)

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and select and/or fill in the appropriate response.
- **Date and sign in the presence of a Notary Public**

Summons: Personal Service of an Individual (Form #4)

- Fill in names of Plaintiff(s) and Defendant(s).
- Provide the name and address of the party being served (Defendant)
- Provide the name and address of the serving party (Plaintiff).
- Once completed, the **Clerk** will date and sign for issuance.
  OR
- Form #4-A Request for Clerk to Prepare and Issue Summons.

Form 2.602, Designation of Email Address for A Party Not Represented By An Attorney,
OR
Form 2.601, Request To Be Excused from Email Service

Motion for Clerk's Default (Form #5)

- Fill in names of Plaintiff(s) and Defendant(s).
- Fill in the name of the party a default will be entered against (Defendant).
- Sign in the space provided and print or type your name, address, and telephone number.
- Once completed, the **Clerk** will date and sign for issuance.

Notice of Hearing (Form #6)

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and fill in the appropriate response with the hearing information obtained from the judge's assistant.
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address, and telephone number.

Motion for Default Final Judgment (Form #7)

- Fill in names of Plaintiff(s) and Defendant(s)
- Fill in the name of the party you are requesting a default against (Defendant)
- Fill in the date of the default entered by the Clerk, if available.
- Sign in the space provided and print or type your name, address, and telephone number.

Final Judgment for Ejectment (Form #8)

- Fill in names of Plaintiff(s) and Defendant(s)
- Reach each line and fill in the appropriate response.
- Fill in the name and address of all parties that will receive a copy.
- Once completed the **Judge** will sign and date this form.

Writ of Possession (Form #9)

- Fill in the names of the Plaintiff(s) and Defendant(s).
- Completed the property description.
- Fill in the name of the party receiving possession (Plaintiff)
- Once completed the **Clerk** will date, sign and seal for issuance.

Disclosure from Non-lawyer (Form #10)

- Read each line and select and/or fill in the appropriate response.
- Both persons should sign in the space provided.

Notice of Voluntary Dismissal (Form #11)

- Fill in the names of Plaintiff(s) and Defendant(s)
- Fill in the name of the person dismissing the action (Plaintiff).
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address, and telephone number.

Blank Motion Form (Form #12)

- Fill in the names of the Plaintiff and Defendant. Fill in the case number.
- Finish the document title to be what Motion you are filing
- Explain what motion you seek and why specifically and briefly.

Notice of Final Service (Form #13)

Civil Case Management Plan (Form #14)

Civil Case Management Order (Form #15)

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

_____
Plaintiff

v.

CASE NO:_____
DIVISION:_____

_____
Defendant

COMPLAINT FOR EJECTMENT

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

1. This is an action to recover possession of real property located in Santa Rosa County, Florida.

2. The Defendant(s) is in possession of the following real property located in Santa Rosa County.

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

Check the appropriate box(es):
☐ The Defendant is an acquaintance of the Plaintiff and have been residing at the above-described property belonging to the Plaintiff since
☐ The Defendant is presently residing at said property without the consent of the Plaintiff and against the Plaintiff's wishes.
☐ The Plaintiff has repeatedly requested the Defendant to leave the premises and the Defendant has refused to do so.
☐ Other:_____
_____

3. The Plaintiff is the owner of the real property located at _____
_____
in Santa Rosa County, Florida, to which Plaintiff claims title as shown by the attached statement of Plaintiff's chain of title.

4. Defendant(s) refuses to deliver possession of the property of Plaintiff(s) or pay Plaintiff(s) the profits from it.

WHEREFORE, Plaintiff(s) respectfully requests that the Court will find that Defendant(s) wrongfully holds possession of the property and grant final judgment in favor of Plaintiff(s) against Defendants(s) for possession of the property and damages against Defendant(s).

Signature:_____
Print Name:_____
Date: _____
Phone:_____

FORM 1.997. CIVIL COVER SHEET

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

I. CASE STYLE

Santa Rosa Circuit Court

Plaintiff _____ Case No: _____

_____

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

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

_____
Plaintiff

CASE NO:_____
v. DIVISION:_____

_____
Defendant

NON - MILITARY AFFIDAVIT

On this day personally appeared before me, the undersigned authority,
_____,
who, after being first duly sworn, says:
Defendant, _____, is known by Affiant not to be in the military service or any governmental agency or branch subject to the provisions of the Soldiers' and Sailors' Civil Relief Act.
DATED: _____

_____
Signature of Affiant

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

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: _____

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

_____
Plaintiff

CASE NO:_____
v. DIVISION:_____

_____
Defendant

SUMMONS:
Personal Service on a Natural Person

TO DEFENDANT(S):

_____
Defendant Name

_____

_____
Defendant Address

IMPORTANT

A lawsuit has been filed against you. You have 20 calendar days after this summons is served on you to file a written response to the attached Complaint with the Clerk of this Court. A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be filed if you want the Court to hear your side of the case. If you do not file your response on time, you may lose the case, and your wages, money, and property may thereafter be taken without further warning from the Court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the Court you must also mail or take a copy of your written response to the "Plaintiff / Plaintiff's Attorney" named below.

IMPORTANTE

Usled ha sido demandado legalmente. Tiene 20 dias, contados a partir del recibo de esta notificacion, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefonica no lo protegera. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el numero del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podria ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen ostros requisitos legales. Si lo desea, puede usted consultar a un abogado immediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guia telefonica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, debera usted enviar por correo o entregar una copia de su respuesta a la persona denominada abojo como "Plaintiff/ Plaintiff's Attorney" (Demandate o Abogado del Demandante).

IMPORTANT

Des poursuites judiciaries ont ete entreprises contre vous. avez 20 jours consecutifs a partir de la date1' assignation de cet'te citation pour deposer une response ecrite a la plainte ce-jointe aupres de ce Tribunal. Un simple coup de telephone est insuffisant pour vous protegar. Vous etes oblige de deposer votre response ecrite, avec mention du numero de dossier ci-dessus et du nom des parties nommees ici, si vous souhaitez que le Tribunal enlende votre cause. Si vous ne deposez pas votre response ecrite daus le relni requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent etre saisis par in suite, sans aucun preavis ulterieur du Tribunal. ll y a d'autres obligation juridiques et vous pouvez requerir les services immediats d'un avocat. Si vous ne connaissez pas d'anocat, vous pourriez telephoner a un service de reference d'avocats ou a un bureau d'assistance juridique (figurant a l'annuaire de telephones).
Si vous choisissez, de deposer vous-meme une response ecrite, il vous faudra egalement, en meme temps que cette formalite, faire parvenir ou expedier une copie de votre response ecrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou a son avocat) ci-dessous.

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.

Date: _____

JASON D ENGLISH, ESQ
CLERK OF COURTS & COMPTROLLER,

_____

BY DEPUTY CLERK

Plaintiffs' / Plaintiffs' Attorney:
_____
_____
_____
_____

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

_____
[insert name of Plaintiff(s)]
Plaintiff,
vs.

_____
[insert name of Defendant(s)]
Defendant.

CASE NO. _____
[insert case number assigned by Clerk of the Court]

REQUEST FOR THE CLERK TO PREPARE AND ISSUE SUMMONS

Plaintiff, _____
Hereby requests 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 CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT IN AND FOR
SANTA ROSA COUNTY, FLORIDA

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

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

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

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

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

Designated e-mail address: _____

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

Certificate of Service

I certify that a copy 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: _____
_____

_____
Signature of Plaintiff(s)

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

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

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

☐ I do not have an e-mail account.

☐ I do not have regular access to the internet.

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

_____

_____.

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

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

Certificate of Service

I certify that a copy 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: _____
_____

_____
Signature of Plaintiff(s)

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 CIRCUIT COURT IN AND FOR
SANTA ROSA COUNTY, FLORIDA

_____
Plaintiff

CASE NO: _____

vs.

_____

_____
Defendant(s)

NOTICE OF FINAL SERVICE

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

_____.

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 Bvld.

Milton, FL 32583

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

_____
Plaintiff

v.

CASE NO:_____
DIVISION:_____

_____
Defendant

MOTION FOR CLERK'S DEFAULT

Plaintiff(s) asks the clerk to enter a default against_____
_____,
Defendant(s), for failing to respond as required by law to Plaintiff's Complaint for Ejectment from Real Estate.

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

DEFAULT

A default is entered in this action against the Defendant(s) for ejectment for failure to respond as required by law.

DATED:_____

JASON D. ENGLISH, ESQ
CLERK OF CIRCUIT COURT

By:_____ Deputy Clerk

Certificate of Service

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: _____
_____

_____
Signature of Plaintiff(s)

IN THE CIRCUIT 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 the _____ day of _____, 20____ at _____ am/pm CST at the Santa Rosa County Courthouse located at 4025 Avalon Blvd., Milton, Fl 32583 on the following issues:

_____

_____

_____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 [√ one only] ☐ mailed, ☐ faxed, ☐ e-mailed, or ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant:_____
Address: _____

_____

_____
Signature of Plaintiff(s)

IN THE CIRCUIT 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 - EJECTMENT

Plaintiff(s) asks the court to enter a Default Final Judgment against _____,

Defendant(s), for ejectment, and says:

1. Plaintiff(s) filed a Complaint for Ejectment from Real Estate against Defendant(s).

2. Defendant(s) has failed to timely file an answer and a Default has been created by the Clerk of this Court on the _____ day of _____, 20___.

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

DATE: _____

_____
Signature of Plaintiff(s)
Print Name: _____
Address: _____
City, State, Zip: _____
Telephone No: _____

Certificate of Service

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: _____
_____

_____
Signature of Plaintiff(s)

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

FINAL JUDGMENT FOR EJECTMENT

This cause having come before the Court on Complaint for Ejectment 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. legal description)

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

It is **ORDERED AND ADJUDGED** that the Plaintiff(s), _____, Recover judgment against 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_____.

_____
Circuit Court Judge

Cc:
Plaintiff_____
Address:_____
_____
City, State, Zip:_____

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

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

WRIT OF POSSESSION

The State of Florida
To the Sheriff of Santa Rosa County, Florida:

You are Commanded To remove all persons from the following described property in **Santa Rosa County, Florida:**

_____
_____
_____

and to put plaintiff(s) in possession of it.

WITNESS my hand and the seal of this court on _____.

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

BY_____
Deputy Clerk

Contact Person: Name: _____

Address: _____

Phone:_____

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

NON-LAWYERS WHO ASSIST OTHERS IN COMPLETING FORMS

If a nonlawyer will help you in completing forms in this booklet, that person must provide you a copy of the disclosure on the bottom of this page before beginning. Both you and the nonlawyer helping you must sign the disclosure form. You should receive a copy to keep and the nonlawyer helping you should keep a copy. This disclaimer does not act as or constitute a waiver, disclaimer, or limitation of liability.

Anyone assisting you in completing these forms also must put their name, address, and telephone number on the bottom of the last page of the form. A space is provided on each form for this purpose.

DISCLOSURE

_____ told me that he/she is not a lawyer and may not give legal advice or represent me in court.

_____ told me that he/she may only help me fill out a form approved by the Supreme Court of Florida. _____ may only help me by asking questions to fill in the form. _____ may also tell me how to file the form. _____ told me that he/she is not an attorney and cannot tell me what my rights or remedies are or how to testify in court.

☐ I can read English

☐ I cannot read English, but this disclosure was read to me (fill in BOTH blanks) by

{NAME}_____ in {Language}_____,
which I understand.

_____
SIGNATURE

_____
SIGNATURE

IN THE CIRCUIT 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 EJECTMENT

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

_____
Signature of Plaintiff(s)

Certificate of Service

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: _____
_____

_____
Signature of Plaintiff(s)

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

_____
Plaintiff(s)
Vs. Case No. _____

_____
Defendant(s)

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

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

_____

_____

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

Certificate of Service

I certify that a copy 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: _____
_____

_____
Signature of Plaintiff(s)

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT 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,

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

Certificate of Service

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_____.

Opposing Party:_____

Address: _____

_____

_____

Signature of Filer

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.

<u>AMENDED</u> 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 CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT 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	Defendant's Counsel
Address:_____	Address:_____
Phone:_____	Phone:_____
Fax:_____	Fax:_____
E-Mail:_____	E-Mail:_____
Fla Bar #:_____	Fla Bar #: _____
Plaintiff (if unrepresented)	Defendant (if unrepresented)
Address:_____	Address:_____
Phone:_____	Phone:_____

IN THE **CIRCUIT** 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

CIRCUIT 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 **CIRCUIT** 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

CIRCUIT 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: