PAWN SHOP REPLEVIN 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 $ 5.00

FILING FOR (RETURN STOLEN PROPERTY) REPLEVIN ACTION AGAINST A PAWNBROKER IN SANTA ROSA COUNTY, FLORIDA

INFORMATION ON FILING A REPLEVIN ACTION IN SANTA ROSA COUNTY

Replevins are filed in the county and state where the goods to be recovered are located.

VALUE OF GOODS: $8,000.00 - $50, 000.00

*****NOTICE*****

Information or forms provided by the Clerk of Court should be considered as basic. information only and may not be applicable to every situation. The information is not. intended to be used as legal advice but as basic and general information only. It does not explain all your options and/or rights.

Specific guidance as to how to proceed with filing a lawsuit or answering a lawsuit and legal questions about your situation should be directed to a qualified attorney.

Because of the complexity, at times, of this type of case, you should research Florida Statutes, Chapter 539.001, for further instructions in a replevin case action against a pawnbroker or contact an attorney.

NOTICE TO CLERK OF COURTS AND TO SHERIFF:

Pursuant to Section 539.001(15), filing fees and service fees shall be waived. Waiver does not require the filing of an affidavit of insolvency.

INFORMATION AND PROCEDURES FOR FILING A REPLEVIN ACTION IN SANTA ROSA COUNTY

A Pawn Shop Replevin is filing a suit to recover goods located in Santa Rosa County, Florida. Pawn Shop Replevin Actions must be filed in the County and State where the goods are located.

Claimant(s)/Plaintiff(s) must know the name of pawn shop and address where the goods are located.

Claimant(s)/Plaintiff(s) must provide a copy of notification to the pawnbroker by certified mail, return receipt requested, or in person evidenced by signed receipt, of the Claimant(s)/Plaintiff(s) claim to the purchased or pledged goods in the possession of the pawnbroker.

Claimant(s)/Plaintiff(s) notice to the pawnbroker must contain a complete and accurate description of the purchase or pledged goods and must be accompanied by a legible copy of the law enforcement agency's report of the misappropriation of said purchased or pledged goods.

Claimant(s)/Plaintiff(s) notice must have allowed for ten days after the pawnbroker's receipt of notice for resolution of the disposition of the purchase or pledged goods by the parties before the claimant of the pawned goods can file a petition for the return of the property.

Plaintiff(s) present to Clerk your ID or Driver's License.

Plaintiff(s) must pay the filing fee as to amount of claim, summons fee, with $3.50 oath fee. **(WAIVED PURSUANT TO STATUTE)**

Plaintiff(s) must pay a fee of $40.00 per service by: Money Order, Cashier's Check, or Business Check made payable to Santa Rosa County Sheriff's Department. **(WAIVED PURSUANT TO STATUTE)**

When a Writ of Replevin is issued Plaintiff must pay $90.00 by Money Order, Cashier's Check, Or Business Check made payable to Santa Rosa County Sheriff's Department for the enforcement of the writ of Replevin. **(WAIVED PURSUANT TO STATUTE)**

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

CASE NO._____

_____

Plaintiff,

-vs-

_____

Defendant/Pawnbroker.

STATEMENT OF CLAIM FOR RETURN OF PROPERTY

Plaintiff, sues defendant, and says:

1. This is an action for the return of stolen or misappropriated property pursuant to section 539.001, Florida Statutes.

2. Plaintiff is the owner of the following described property:

_____

_____

_____

(Attach a separate sheet if not enough space is available above.)

3. The above-described property was stolen or otherwise misappropriated from plaintiff on or about the _____day of _____, 20 _____A copy of the law enforcement report outlining the theft/misappropriation is attached hereto and incorporated into this statement of claim.

4. The above-described property is currently in the possession of defendant and is located at a pawnshop as defined in section 539.001, Florida Statutes, the address of which is _____.

5. Plaintiff has complied with the procedural requirements of section 539.001, Florida Statutes. Specifically, plaintiff notified the pawnbroker of plaintiff's claim to the property: by certified mail, return receipt requested, OR in person evidenced by a signed receipt. The notice contains a complete and accurate description of the purchased or pledged goods and was accompanied by a legible copy of the aforementioned police report regarding the theft or misappropriation of the property. No resolution between plaintiff and defendant pawnbroker could be reached within 10 days after the delivery of the notice.

WHEREFORE, the plaintiff demands judgment for the return of the property. Plaintiff further asks this court to award plaintiff the costs of this action, including reasonable attorneys' fees as the Court deems appropriate.

_____

Plaintiff (signature)

_____

Plaintiff's Name

_____

_____

Address (City, State, Zip Code)

_____

Telephone number

_____

Email Address

State of Florida

County of Santa Rosa

The foregoing instrument was acknowledged before me on _____, by,_____ who is personally known to me or has produced as identification and who DID, DID NOT (circle one) take an oath.

WITNESS my hand and official seal, on _____

_____

Notary Public or Deputy Clerk of Courts

State of Florida Note to Clerk of Court and to Sheriff: Pursuant to Section 539.001(15) filing fees and service fees shall be waived. Waiver does not require the filing of an application for insolvency.

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

CASE NO._____

_____

Plaintiff,

-vs-

_____

Defendant/Pawnbroker.

STATEMENT OF CLAIM FOR RETURN OF STOLEN PROPERTY.

Statement Pertaining to the Facts of Your Claim. Include: Who, What, When, and Where.

List Items to be Recovered: Give Description and Value of Each.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Plaintiff's signature Plaintiff's Printed Name

IN THE COUNTY COURT

IN AND FOR SANTA ROSA COUNTY, FLORIDA

CASE NO. _____

_____

Plaintiff(s)

Vs

_____

Defendant(s)/Pawnbroker

REPLEVIN ORDER TO SHOW CAUSE

THE STATE OF FLORIDA:

To Each Sheriff of the State:

YOU ARE COMMANDED to serve this order on defendant,_____, by personal service as provided by law, if possible, or, if you are unable to personally serve defendant within the time specified, by placing a copy of this order with a copy of the summons on the claimed property located at_____, Santa Rosa County, Florida, at least five (5) days before the hearing scheduled below, excluding the day of service and intermediate Saturdays, Sundays, and legal holidays. Non-personal service as provided in this order shall be effective to afford notice to defendant of this order, but for no other purpose.

Defendant shall show cause before the Honorable Judge _____on _____ at _____A.M. /P.M. in the SANTA ROSA COUNTY COURTHOUSE, located at 4025 Avalon Blvd., in Judge's chambers at Milton, Florida, why the property claimed by plaintiff in the complaint filed in this action should not be taken from the possession of defendant and delivered to plaintiff.

PLEASE DRESS APPROPRIATELY: NO SHORTS, TANK TOPS, HALTER TOPS, OR FLIP FLOPS.

Defendant may file affidavits, appear personally or with an attorney and present testimony at the time of the hearing, or, on a finding by the court pursuant to section 78.067(2), Florida Statutes (1979), that plaintiff is entitled to possession of the property described in the complaint pending final adjudication of the claims of the parties, file with the court a written undertaking executed by a surety approved by the court in an amount equal to the value of the property to stay an order authorizing the delivery of the property to plaintiff.

If defendant fails to appear as ordered, defendant shall be deemed to have waived the right to a hearing. The court may thereupon order the clerk to issue a writ of replevin.

ORDERED at Milton, Santa Rosa County, Florida, this _____day of _____, 20____.

_____

COUNTY COURT JUDGE

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:
Court Administration, ADA 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 NUMBER: _____

_____

_____

_____
Defendant(s)

REPLEVIN SUMMONS / NOTICE TO APPEAR

THE STATE OF FLORIDA to defendant(s):
_____
_____
_____

You are notified that the above-named Plaintiff has filed a Replevin Complaint against you for wrongfully withholding property of the value of $_____ as shown by the Replevin complaint, with court costs, and you are required to appear in person or by attorney at the Santa Rosa County Courthouse, 4025 Avalon Blvd., in the chambers of Honorable Judge _____, Milton, Florida, On the _____day of _____20____, at _____AM / PM for an Order to Show Cause Hearing Before the Honorable Judge_____

If you fail to appear on that date, in person or by attorney, a Judgment for Replevin will be entered against you and Writ of Replevin issued.

Please dress appropriately: no shorts, tank tops, halter tops or flip-flops!

Dated at Milton, Santa Rosa County, Florida, on the _____day of _____, 20____.

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.

Notice: Additional Requirement

Service of Pleadings and Documents

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

RULE 2.516. SERVICE OF PLEADINGS AND DOCUMENTS

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

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

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

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

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

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

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

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

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

_____
Plaintiff

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 _____, 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

CASE NO: _____
v. 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 _____ County, and to:

_____

_____

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

Plaintiff Signature: _____

Name: _____

Address: _____

_____

Telephone No. _____

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

_____
Plaintiff

CASE NO: _____
v. 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:

_____

_____

(insert name(s) and address(es)

Plaintiff Signature: _____

Name: _____

Address: _____

_____

Telephone No. _____

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

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

_____
Plaintiff

CASE NO: _____

vs.

_____

_____
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 Clerk of Courts

Attn: Civil Division

4025 Avalon Blvd

Milton, FL 32583

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	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:

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

Plaintiff
CASE NO: _____
vs.

_____
Defendant(s)

CIVIL CASE MANAGEMENT PLAN

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

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

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

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

2. **Case Deadlines and Events:**

Deadline or Event	Party (if applicable)	Date
Deadlines for service of complaints, service under extensions, and the addition of new parties.		
Deadlines to complete fact and expert discovery	Plaintiff(s):	
	Defendant(s):	
Deadlines for all objections to pleadings and pretrial motions to be resolved		
Deadline for mediation to have occurred		
Projected date of **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 **COUNTY OR 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

COUNTY OR 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 **COUNTY OR CIRCUIT** COURT IN AND FOR **SANTA ROSA** COUNTY, FLORIDA

PLAINTIFF(S)
Plaintiff(s), V.

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

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.		

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: