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 $8.00

IMPORTANT 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. 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 78, for further instructions in a replevin case or contact an attorney.

Filing fees for Replevin:

Claims less than $1,000 - $130.00

Claims $1,001 to $2,500 - $260.00

Claims $2,501 to $15,000 - $385.00

Claims $ 15, 001 to $50, 000 - $ 485.00

To issue summons: $10.00 per defendant for each summons

To issue and prepare summons: $ 17.00 per defendant for each summons

Copies from the Court file $1.00 per page

Oath fee $ 3.50 per party sworn in

Notary Fee $ 10.00 party if sworn in by a notary

Writ of Replevin preparation fee $7.00

Cash, Local Check, Money Order, Cashier's Check, Visa, MasterCard, Discover, American Express **(A service charge will be added when using credit or debit card)**

THIS PACKET CONTAINS THE FOLLOWING FORMS:

- Civil Cover Sheet
- Designation Of Email Address for A Party Not Represented By An Attorney
- Request To Be Excused from Email Service
- Notice Of Change of Address Or Designation Email Address
- Replevin Complaint (type or print neatly)
- Replevin Order to Show Cause (complete everything with the exception of any dates or times)
- Summons/Notice to Appear (names only) & Request for the Clerk to Prepare and Issue Summons
- Affidavit for Restraining Order & Restraining Order (complete your name and reason you believe the property sought in the replevin action may be removed, etc.)
- Request for Alias or Pluries (complete only if Sheriff's Office cannot locate defendant with the first address provided)
- Notice of Voluntary Dismissal of Replevin (complete only if you wish to dismiss the case)
- Satisfaction of Judgment (complete only if money judgment is received and subsequently paid by defendant)
- Blank Motion Form
- Writ of Replevin
- Civil Case Management Plan & Civil Case Management Order
- Notice of Final Service

FILING YOUR COMPLAINT

Please type or print the complaint.

The person filing the case is the Plaintiff and the Defendant is the person you are suing who is in possession of property/goods you are seeking to recover.

Replevin actions are filed in the county and state where the property is located.

You can sue an individual, a business, or a corporation. You have the burden of investigating to determine whether you are filing against the correct parties.

- Individual – you will need the exact name and address of the person. If the defendant is married and you feel the spouse is also responsible list them as a defendant as well. Avoid using Mr. and Mrs.
- Corporation – Obtain the name and address of an officer of the corporation; the president, vice-president, etc. or in the absence of any of these, the name and address of the business agent residing in this state, or the name of the resident agent for the business in this state.
- Business – You will need the name and address of the person that owns the business.

It is important to style your case correctly: (example)

- Bill Jones d/b/a Book World
- Bill Jones and Joe Smith, a partnership d/b/a Book World
- Book World Inc., a Florida Corporation, d/b/a The Book Store by serving Bill Jones
- Book World Inc., by serving John Davis, registered agent

This Information can be found from the Florida Secretary of State, Division of Corporations, Tallahassee, Florida. The website for the secretary of state is www.sunbiz.org.

Upon payment of the filing fee, the deputy clerk will assign a case number and judge. You will be notified of the court date by e-mail. It is the plaintiff's responsibility to follow the progress of the case and take action to move the case forward. **It is the plaintiff(s) responsibility to provide the service packet to the Sheriff's office for service on the defendant(s).**

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

- The clerk will prepare the service packet with summons for the plaintiff to deliver to the Santa Rosa County Sheriff's office for service on the defendant(s). The sheriff charges a service fee of $40.00 (per defendant) for this service.
  The physical location of the Santa Rosa County Sheriff's Office-Civil Processing Division is 5755 E. Milton Rd. 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.

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.

HAVING YOUR COMPLAINT SERVED ON THE DEFENDANT:

A copy of the complaint must be legally served on each defendant by the Sheriff or process server in the county where the defendant resides. Once the case is filed you will receive by email the appropriate documents notifying you of a replevin order to show cause date before the assigned Judge. It is your responsibility to immediately contact the Clerk's office for instructions as to the paperwork that is required for service on the defendant(s). Should you pick up paperwork from the Clerk's office there will be a charge of $1.00 per page from the Court file to print the required paperwork if you do not provide it. The service of this matter is time sensitive.

If the defendant is not served the case will not move forward. The lawsuit, summons and replevin order to show cause must be served by the Sheriff's Office. The Sheriff's Office charges $40.00 (per defendant) to serve the complaint on the defendant(s).

If you do not receive notification of service of the complaint within 2 weeks from the Sheriff's Office, you should call the Clerk's Office to check on the return of service. THE CLERK'S OFFICE WILL NOT CALL YOU. If the action is returned un-served, you will need to find a better address or place where the person can be served. Request in writing (form included) an Alias Order to Show Cause and Replevin Notice to Appear.

ORDER TO SHOW CAUSE HEARING /REPLEVIN FINAL HEARING

A date for this hearing will be scheduled when the case is filed and is usually within 2 months from the date you file your case, however the date assigned is dependent entirely upon the Judge's docket. Arrive on time and give yourself ample time to find parking and to find your way to the appropriate courtroom. At this hearing the Judge will listen to both sides, review the evidence and determine who will have possession of the property. Should the Judge rule for the plaintiff, a Writ of Replevin will be signed, and you should have it served by the Sheriff. The cost for this service will be $90.00, made payable to the Santa Rosa County Sheriff's Office.

You may also be awarded a Final Judgment for costs. You may want to research the methods of collecting on your judgment by searching the Florida Statutes, Chapter 55 or contacting an attorney.

AFFIDAVIT FOR RESTRAINING ORDER & RESTRAINING ORDER

This can only be used if the person(s) in possession of the property sought is an individual. This form is not applicable if you are suing a business or corporation. You should only use this form if you have reason to believe the property you seek to recover will be destroyed, concealed, removed from the court's jurisdiction, etc.

SATISFACTION OF JUDGMENT

If the defendant pays the judgment in full, you are required to file and record a satisfaction of judgment. The cost for recording this satisfaction to remove the judgment against the defendant is $10.00 made payable by cashier's check or money order to the Clerk of the Court.

NOTICE OF DISMISSAL

Should you at any time wish to dismiss the case against the defendant, you should file a Notice of Voluntary Dismissal of Replevin. You must also send a copy of the dismissal to the defendant.

FILING

CHECKLIST

Forms to Use Filing the Case with the Court:

- Civil Cover Sheet
- Form 2.602, Designation of Email Address for A Party Not Represented By An Attorney, if you agree to provide an email address for service of court documents. OR Form 2.601
- 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.
- 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.
- Replevin Complaint (provide the original for the Court)
- Attachments (if any) Example: bill of sale, title, photographs, etc. The replevin complaint should include a complete accurate description of the property sought (provide the original for the Court)
- Replevin Order to Show Cause (provide the original for the Court)
- Replevin Summons/Notice to Appear (provide the original for the Court) OR Request for Clerk to Prepare and Issue Summons
- Affidavit For Restraining Order & Restraining Order (provide the original for the Court). Use only for individuals, not applicable for business or corporation.

Forms to Use during the pendancy of the Case as appropriate:

- Request for Alias or Pluries Order to Show Cause & Final Hearing (provide the original for the Court). Use only if the Sheriff's Office cannot locate defendant with the 1st address provided.
- Blank Motion form
- Writ of Replevin
- Notice of Dismissal (provide the original for the Court and mail a copy to each defendant). Use only if you wish to dismiss the case.
- Satisfaction of Judgment (provide the original for the Court and mail a copy to each defendant). Use if money judgment is received and subsequently paid by defendant.
- Case Management Plan
- Case Management Order
- Notice of Final Service

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

CIVIL COVER SHEET COUNTY COURT

I. CASE STYLE

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim rounded to the nearest dollar

$ _____

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

☐ County ☐ Replevins ☐ Other civil (non-monetary)
☐ Civil ($8,001 to $15,000) ☐ Evictions

IV. REMEDIES SOUGHT (check all that apply):

☐ monetary (rent or other damages); ☐ nonmonetary declaratory or injunctive relief (possession)

V. NUMBER OF CAUSES OF ACTION: ☐ 1 (just possession); ☐ 2 (Also claiming money damages)

(specify) ____Possession of Premises
_____ Money Damages for rent or other damages

VI. IS THIS ACTION A CLASS ACTION LAWSUIT? ☐ yes ☐ no

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

☐ no ☐ yes If "yes," list all related cases by name, case number, and court.

_____

_____

VIII. IS JURY TRIAL DEMANDED IN COMPLAINT? ☐ yes ☐ no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of Judicial Administration 2.425.

Signature _____ Date: _____

_____ Fla. Bar # _____
Attorney or party (type or print name)

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

_____
Plaintiff

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 hereof has been furnished to: {insert defendant name and address}

_____,

by ☐ hand delivery, ☐ mail, ☐ fax and mail, or ☐ email on this _____ day of _____, 20___.

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

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

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 hereof has been furnished to: {insert defendant name and address}

_____,

by ☐ hand delivery, ☐ mail, ☐ fax and mail, or ☐ email on this _____ day of _____, 20___.

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

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

_____
Plaintiff

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 hereof has been furnished to: {insert defendant name and address}

_____,

by ☐ hand delivery, ☐ mail, ☐ fax and mail, or ☐ email on this _____ day of _____, 20___.

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

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

REPLEVIN COMPLAINT

PLAINTIFF(S) SUES DEFENDANT(S) AND ALLEGES:

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

2. *The description of the property is:*

_____
_____
_____
_____

To the best of plaintiff's knowledge, information, and belief, the value of the property is :
$_____

3. Plaintiff(s) is/are entitled to the possession of the property under a security agreement dated_____, 20___, a copy of the agreement being attached.

4. To plaintiff's best knowledge, information, and belief, the property is located at

_____
_____

5. The property is wrongfully detained by defendant(s). Defendant(s) came into possession of the property by (method of possession)

_____
_____
_____
_____

To Plaintiff's best knowledge, information, and belief, defendant(s) detains the property because (give reasons)

_____
_____
_____
_____

6. The property has not been taken for any tax, assessment, or fine pursuant to law.

7. The property has not been taken under an execution or attachment against plaintiff's property.

WHEREFORE PLAINTIFF(S) demands judgment for possession of the property.

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

_____
Phone Number: _____

Sworn to and subscribed before me on_____ {insert date}.

JASON D. ENGLISH, ESQ.,

SANTA ROSA CLERK OF COURTS & COMPTROLLER,

_____

BY: DEPUTY CLERK OR NOTARY

NOTICE: THIS DOCUMENT REQUIRES AN OFFICIAL COURT SUMMONS WITH SIGNATURE AND THE OFFICIAL COURT SEAL AFFIXED THERETO

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

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 {insert address of property}_____
_____,
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 32583, 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.

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, the 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, on {insert date} _____

_____

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

_____
Plaintiff

Vs. Case No. _____

_____
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. Milton, Florida 32583, in the chambers of Honorable Judge _____, on _____, 20____, at _____ AM / PM CST for an Order to Show Cause Hearing. 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 _____

JASON D. ENGLISH, ESQ.,

SANTA ROSA CLERK OF COURTS & COMPTROLLER,

_____

BY DEPUTY CLERK

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

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

REQUEST FOR THE CLERK TO PREPARE AND ISSUE SUMMONS

Plaintiff, _____
Hereby requests for the clerk's office to issue and prepare a Replevin summons on the defendant

_____
The service address for defendant is _____

_____
{insert the address}

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

_____
Phone Number: _____

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

AFFIDAVIT FOR RESTRAINING ORDER

Before me, the undersigned authority, duly authorized to administer oaths and take acknowledgments in the state and county aforesaid, personally appeared.

_____ who having been sworn and cautioned upon his oath, deposes, and says:

1. He is the plaintiff in the above-entitled cause.

2. Upon his personal knowledge he has reason to believe and does believe that the property which is the subject of this action is in danger of destruction, concealment, removal from the state, removal from the jurisdiction of this Court, or transfer to an innocent purchaser because_____
_____
_____
_____

FURTHER AFFIDAVIT SAYETH NOT.

Plaintiff's Signature _____

Sworn to and subscribed before me on _____{insert date}.

JASON D. ENGLISH, ESQ.,

SANTA ROSA COUNTY CLERK OF COURTS & COMPTROLLER,

By: _____

DEPUTY CLERK OR NOTARY

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

RESTRAINING ORDER

The Plaintiff having made affidavit that reasonably tends to establish that defendant(s) engaging in conduct that will place the property claimed in this cause in danger of destruction, concealment, removal from the state, removal from the jurisdiction of this Court, or transfer the same to an innocent purchaser it is.

ORDERED AND ADJUDGED that defendant is prohibited from doing any such acts pending notice of, and hearing on, the SHOW CAUSE ORDER herein before made.

DONE and ORDERED at Milton, Santa Rosa County, Florida
On _____ {insert date}.

_____
COUNTY JUDGE

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

REQUEST FOR ALIAS OR PLURIES ORDER TO SHOW CAUSE
& REPLEVIN FINAL HEARING

I hereby request the Clerk of the Court to issue an Alias or Pluries Order to Show Cause and Replevin Final Hearing to be served on the Defendant, _____

at the following address: _____

_____

and forward to the Sheriff for service or process server for service.

Dated on _____{insert date}.

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

_____
Phone Number: _____

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

NOTICE OF VOLUNTARY DISMISSAL OF REPLEVIN

Comes now,_____ and gives notice that this cause is hereby voluntarily dismissed.

Date: _____

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

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to: {insert defendant name and address}

_____,

by ☐ hand delivery, ☐ mail, ☐ fax and mail, or ☐ email on this _____ day of _____, 20___.

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

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

SATISFACTION OF JUDGMENT

The undersigned, the owner and holder of that certain Final Judgment rendered in the above captioned civil action, dated _____ and recorded in Santa Rosa County, Florida in Official Records Book _____, Page _____, does hereby acknowledge that all sums due under it have been fully paid and that said Final Judgment is hereby satisfied and is canceled and satisfied of record.

Dated this _____ day of _____, 20____.

_____ _____
Plaintiff Signature Printed Name

STATE OF FLORIDA

COUNTY OF SANTA ROSA

The foregoing instrument was acknowledged before me this _____day of _____, 20____, by _____, who ☐ is personally known to me or ☐ produced _____as identification, and who ☐ did take an oath.

_____
Deputy Clerk OR Notary Public

BLANK MOTION FORM

This replevin packet is as a self-help guide only and does not contain forms or instructions for more complex instances that might arise during a replevin 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, they may create that motion or pleading.

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

_____
Plaintiff

Vs. Case No. _____

_____
Defendant(s)

MOTION FOR _____
[insert appropriate title based on request]

Plaintiff prays this Honorable Court,

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

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to: {insert defendant name and address}

_____,

by ☐ hand delivery, ☐ mail, ☐ fax and mail, or ☐ email on this _____ day of _____, 20___.

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

Form to Use After the Hearing Before the Judge

At the hearing the Judge will listen to both sides, review the evidence and determine who will have possession of the property. Should the Judge rule for the plaintiff, an order or final judgment authorizing a writ of replevin to be issued by the clerk, will be signed by the Judge.

Once you have received by email that order or final judgment authorizing such, complete the writ of replevin and deliver to the Clerk's office for execution.

Complete the writ of replevin legibly and accurately. The clerk is not responsible for errors in the plaintiff prepared writ of replevin.

If you prepare the writ of replevin the clerk will charge $2.00 to execute and seal the writ of replevin.

If you elect to have the clerk prepare and execute the writ of replevin the fee is $ 9.00.

The executed and Court sealed writ of replevin must be served by the Sheriff. The cost for this service will be $90.00 made payable to the Santa Rosa County Sheriff's Office by cashier's check, order money or business check. The Sheriff's Offices does not accept personal checks.

The plaintiff must take the issued writ of replevin to the sheriff's office with their required fee, or the plaintiff.

> The physical location of the Santa Rosa County Sheriff's Office-Civil Processing Division is 5755 E. Milton Rd. 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.

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

_____
Plaintiff,

Vs. CASE NO. _____

_____
Defendant,

WRIT OF REPLEVIN

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

YOU ARE COMMANDED, to replevy the goods and chattels in possession of the Defendant _____ described as follows:_____
_____
_____
_____

and to dispose of it according to law.

JASON D. ENGLISH, ESQ.,

CLERK OF COURTS & COMPTROLLER,

_____
BY DEPUTY CLERK

On _____

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

XXXXXXXXXXXXXXXX,
Plaintiff,
v.
XXXXXXXXXXXXXXXX,
Defendant.
_____/

Case No.: XXXXXX
Division:

ORDER TO PLAINTIFF REGARDING REQUIRED REPORTING

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

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

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

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

/S/ Judge name

_____

JUDGE

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

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

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

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

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

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

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

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

IT IS HEREBY ORDERED:

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

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

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

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

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

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

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

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

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

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

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

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

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

8. All judges are directed to strictly comply with Florida Rules of General Practice and Judicial Administration 2.545(a), (b), and (e), which respectively require

judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage and to control the progress of the case thereafter until it is determined, and to apply a firm continuance policy allowing continuances only for good cause shown.

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

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

11. This Order is effective January 1, 2025.

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

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

Copies to:

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

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IN THE COUNTY COURT 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:

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

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

PLAINTIFF(S)
Plaintiff(s), V.

DEFENDANT(S)
Defendant(s).
_____/

CIVIL CASE MANAGEMENT ORDER – GENERAL TRACK

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

Case Deadlines and Events:		
Deadline or Event	**Party (if applicable)**	**Date**
Deadline for service of complaints: 120 days after the complaint is filed		**Fillable field**
Deadline for service under extensions: 180 days after the complaint is filed		**Fillable field**
Deadline for addition of new parties: 210 days after the complaint is filed		**Fillable field**
Deadline to complete fact discovery: 420 days after the complaint is filed	Plaintiff(s):	**Fillable field**
	Defendant(s):	**Fillable field**
Deadline to complete expert discovery: 450 days after the complaint is filed	Plaintiff(s):	**Fillable field**
	Defendant(s):	**Fillable field**
Deadline for filing and service of motions for summary judgment: 120 days before trial. A motion for summary judgment must comply with rule 1.510(b) and be resolved no later than 30 days before trial.		

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

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

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

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

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

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

COUNTY JUDGE

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

Copies:

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

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.		

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

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

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

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

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

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

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

Copies:

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

(INCLUDING ALL CIVIL LAWSUITS IN THE AMOUNT OF $8,001-$50,000 EXCLUDING COSTS, INTEREST, AND FEES.)

_____

Plaintiff(s)
Vs Case No:_____

_____

Defendant(s)

NOTICE OF FINAL SERVICE

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

_____.

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

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

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

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

Date:_____

Plaintiff(s) Printed Name:_____

Plaintiff(s) Signature: _____

Mail to: Santa Rosa County Clerk Of Courts

Attn:Civil Division

4025 Avalon Blvd.

Milton, Fl. 32583