SMALL CLAIMS PACKET

Santa Rosa County Courthouse

4025 Avalon Blvd. Milton, Fl. 32583

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

Price $ 10.00

Updated 2026

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY

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

Because the law does change, the forms and information about them may have become outdated.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

FILING FEE: Claim amount $1.00 - $ 99.99 filing fee is $55.00

Claim amount $100.00 - $ 500.00 filing fee is $80.00

Claim amount $500.01 - $ 2,500.00 filing fee is $175.00

Claim amount $2,500.01 - $ 8,000.00 filing fee is $300.00

SUMMONS FEES: There is a $10.00 fee to issue any summons (including alias and pluries) per defendant, if you utilize the summons provided in this packet. If you choose to provide the summons you will need four copies.

The fee will be $17.00 if you choose not to use the summons in the packet and wish for the clerk to perform this service for you.

OATH FEES: $3.50 for each plaintiff filing the action (I.D. required)

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

Filing fees may be paid by the following: Cash, Cashier's Check, Money Order, Business Check, Personal Check from a local Bank, or Major Credit Card. If using a credit or debit card, the vendor will charge a service fee.

COPIES REQUIRED: One set of originals for filing and one set of copies *per defendant* for service, along with two blank postage paid envelopes per plaintiff.

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 most 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.

INFORMATION ON FILING A SMALL CLAIMS CASE

Small Claims Court is for filing suit to collect money owed to you, to decide a dispute between two parties, where the dollar amount involved is greater than $0 but no greater than $8,000.00, excluding costs, interest, and attorney fees.

Please refer to Section 34.01(1) (c), Florida Statues, for a description of which causes of action are under the jurisdiction of Chapter 34, Florida Statutes, and to the Florida Small Claims Rules.

Other than specifically indicated in these procedures or provided for in Florida Small Claims Rule 7.050(c), the Clerk's Office cannot help you or provide you with assistance in preparation of any forms except for providing ministerial assistance as provided for in Small Claims Rule 7.050(c). Any further advice or assistance must come from private counsel. The Clerk's Office CANNOT recommend an attorney for you. If you do not have private counsel, you may contact the Florida Bar's Lawyer Referral Service, which offers limited consultations for a minimal fee, at 1-800-434-8135. The services of an attorney can be obtained by either party. The prevailing party may be awarded attorney fees.

You can sue an individual, a partnership, or a corporation. If you sue a corporation, state that it is a corporation and has the proper name. *The proper place to sue is where the transaction occurred, where the other person lives or where you were to be paid.*
If your lawsuit is to repossess personal property sold by you but unpaid, or something loaned and not returned**, then the correct lawsuit to file is a "Replevin" not a small claims action.**

A Small Claims Pretrial Conference will be conducted upon successful service of the defendant(s). If mediation at the pretrial conference is unsuccessful, the case will be set for further mediation to be heard later or be set for hearing with the Judge. If you want a jury trial, the plaintiff must request it at the time of filing, and the defendant must request it at the pretrial conference. If a counterclaim needs to be filed by the Defendant in the action, this must be done at least five (5) days prior to the Pretrial Conference. A filing fee of $295.00 is required to file a counterclaim exceeding $2500.00, but less than $8000.00.

Should you win the lawsuit and be awarded a final judgment, the court cannot collect money damages for you. You may wish to consult with an attorney for advice on how to collect a judgment.

If the Defendant pays you before the small claims pretrial date or the mediation session, file with the Clerk's Office the notice of voluntary dismissal. If the Defendant pays you before the trial or before

Judgment is entered, file the notice of voluntary dismissal. If the defendant pays you in full after Judgment, you **MUST** file a Satisfaction of Judgment with the Court.

Additional Information:

- If you are suing a business, or corporation, you must have the exact legal name for your suit. This information may be obtained from the county occupational license Office or by contacting the Florida Division of Corporation by checking their website at www.sunbiz.org.
- You must also have the correct address where the person or corporation can be served before you file a suit.

***The Clerk cannot supply this information for you. ***

All parties are asked to notify the court clerk should your e-mail, mailing address, or telephone number change. It is your responsibility to keep up with the progression of your case and monitor your email and/or regular mail for court correspondence.

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

FILING THE SMALL CLAIMS CASE

- (1) original (1) copy per defendant of 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
  If after the case is filed and your mailing address or email address ***changes*** fill out and submit Form 2.603 Notice of Change of mailing Address or Designated Email Address
- (1) original (1) copy per defendant of Civil Cover Sheet
- (1) original (1) copy per defendant of either the Statement of Claim OR (if your lawsuit is because of an automobile collision), Statement of Claim Auto Negligence
- Provide (1) original (1) copy per defendant, of any documents on which the claim is based, such as cancelled checks, contracts, letters, estimates, etc.
- (1) original (1) copy per defendant of the worksheet for small claims
- If a written document is to be used as evidence, provide the Clerk with one (1) copy for the court file and (1) copy for each party being sued.
- (1) original (3) copies per defendant of the summons/notice to appear for pre-trial conference.
- If you wish for the clerk's office to prepare the summons for you complete the form "Request for the Clerk to Prepare and Issue Summons" form
  There is a fee of $17.00 per defendant for this service.
- (1) original (2) copies per defendant of "authorization of corporate officer" form, if applicable.
  If the plaintiff filing the action is a corporation and the corporation wishes for an officer of the corporation to represent the corporation's interest they should complete the authorization of corporate officer.
- One postage paid, self-addressed business size envelopes. It will be used to mail the plaintiff the summons to provide information on the small claims pretrial date scheduled.

SERVICE INFORMATION

- If you are suing an individual:
  Obtain the proper name and street address of the individual. If the spouse will be included in the lawsuit, obtain the proper name and street address of the spouse.
  First names must be used and any alias names, if known.
- If you are suing a corporation:
  You must know the correct name of the corporation and the state in which it is incorporated.
  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 the state.
  To find this information, which will be necessary to perfect service on the corporation, you may contact:

  Florida Division of Corporations 2415
  N. Monroe St. Suite 810 Tallahassee,
  Florida 32303 Phone: (850) 245-6000
  Website: https://dos.fl.gov/sunbiz

- If you are suing a partnership:
  Obtain the names and addresses of all partners.
  A fictitious name cannot be sued because it is not an entity. It is the plaintiff's responsibility to investigate to determine status by calling the Secretary of State, Division of Corporations; the Occupational License Section of the Tax Collector's Office; or the licensing department of the city where the principle place of business is located. The website for the division is www.sunbiz.org . The path to obtain the information is Document Searches > Fictitious Names.
  If the name is not registered, the law will not allow the opposing party to defend the action until

the name is registered. Conversely, if you are doing business under a fictitious name, you must be registered under the fictitious name statute before you can maintain a suit in any court in this state.

- There is a $10.00 summons issuance fee for each summons issued, or $17.00 summons issuance fee if the deputy clerk prepares the summons as well as issues the summons. If the Statement of Claim lists multiple defendants, a summons issuance fee will be required for each defendant.
- Service may be performed either by the Sheriff's office or by certified process server. If service is to be performed outside of Santa Rosa County, the plaintiff must contact the Sheriff of that county to obtain service and fee information. If the plaintiff opts to have a Certified Process Server serve the summons, the plaintiff must contact the Certified Process Server to arrange service and obtain fee information.
- Certified mail fees are charged per person at the current United States Postal Service rates and due to the Clerk's office when applicable. Service by certified mail is optional and may only be used for service *on persons within the state of Florida.*
    A. Persons are not obligated to sign for Certified mail, and often such mail is returned "Unclaimed or Undeliverable". The plaintiff must monitor the case for return of service on the certified mail. If the defendant does not sign for the certified mail, the defendant is not considered by the court as served. A new pretrial date will need to be set and the plaintiff must have summonses issued.

Once ALL defendants have been successfully served, the Clerk will need a return of service for each defendant as well as a Notice of Final Service. This Notice is located toward the end of this packet.

PRETRIAL CONFERENCE, SETTLEMENT AND JUDGMENT

If the Defendant(s) pays you before the pre-trial conference hearing, or the scheduled trial date, or before the judgment is entered, you should notify the Clerk's office immediately, and then file the "Notice of Voluntary Dismissal" form as well as a "Notification of Cancellation of the Pretrial Conference" form. Mail a copy to the Defendant(s).

- This hearing will be scheduled at the Santa Rosa County Courthouse at 4025 Avalon Blvd., Milton, Florida 32583. Plaintiff(s) will be notified by mail. Defendant(s) will be notified by service of summons.
- DO NOT BRING WITNESSES to the scheduled Pre-Trial Conference. The purpose of Pre-Trial is to encourage the parties to resolve their dispute and avoid trial. At the Pretrial Conference, your case may be scheduled for trial, hearing or continued for you to participate in Mediation.
- If a claim is made that the lawsuit was filed in the wrong location - the issue of venue – that may be raised at the Pretrial Conference.
- If the plaintiff does not appear for the Pre-Trial Conference, the case may be dismissed.
- If the defendant does not appear for the Pre-Trial Conference, the Court may enter a default judgment.
- If the plaintiff does not provide a proposed Final Judgment, the assigned Judge may not enter a Final Judgment, which may delay the progress of the case.
- The plaintiff must provide the proposed Final Judgment.
- If the Court enters a judgment, by motion of the plaintiff, the court may enter an order requiring the defendant(s) to complete the Florida Small Claims Rules Form 7.343 (Fact Information

Sheet). The purpose of this order is to identify any assets that might levied upon by the Judgment creditor (plaintiff).

- If the court enters the Judgment, the plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at www.santarosaclerk.com . If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

MEDIATION EXPLANATION

- At the pre-trial conference hearing you will be offered mediation. Mediation is a process in which the parties meet in a non-courtroom setting with a professionally trained volunteer mediator. The mediator will impartially assist the plaintiff(s) and defendant(s) in reaching an agreement of mutual benefit and satisfaction to resolve the suit. Be prepared to present any information that will support your side of the suit. Mediated settlements eliminate the uncertainty of a Judge's decision and allow the parties more control over the outcome of their cases. Mediation can save you both time and money. A successfully mediated case means that you will not have to return to court later for a trial. Mediation can also save the costs to both sides associated with collection proceedings.
- If an agreement is reached during the mediation process, a written form will be prepared by the mediator at the time of the Pre-Trial Conference setting forth the parties' mutual understanding. Both parties will sign the agreement form, and each party will receive a copy. Mediated agreements are binding and have the approval of the presiding judge.
- If mediation is declined or unsuccessful, the mediation team will forward the result of the hearing to the Judge for review and appropriate action. All parties will be notified by e-mail or if excused by the court, by mail, of the action taken by the Judge.

TRIAL

- If the parties cannot reach an agreement, a specific time will be scheduled for the trial and you will be notified of that date.
- Bring with you any witnesses who have personal knowledge of the facts of your case to the courtroom on the date of the trial. Also, bring all documents, papers, etc., relating to your claim.
- If you are not sure that your witness(es) will attend, witness subpoenas may be necessary to require attendance. **The fee for preparing the subpoena will be $7.00. You must attach a witness fee to the subpoena of $5.00 plus .06 cents per mile to and from the Court (money order or cashier's check made payable to the witness.) Sheriff's fee is $40.00 to serve the subpoena. (most Florida Counties.**) These charges are recoverable as costs if the plaintiff is the successful litigant.
- If the plaintiff is suing for damages because of an automobile accident, you must obtain an estimate of the repair of the damage.
- At the trial, the Judge will listen to both sides of the story, go through all the evidence, and decide on who will win the suit. The Judge's office will provide a copy of the Judge or order via email through the Florida E-Filing Portal , or by mail if a party has been excused from the requirement for email service of documents.
- If either party is unsatisfied with the court's decision, the party may refer to Small Claims Rule 7.230 and the Florida Rules of Appellate Procedure.
- Any further assistance or legal advice must come from a private attorney. The clerk's office cannot recommend an attorney for you.

AFTER JUDGMENT

When you receive your Final Judgment, you can do certain things to collect your money. Refer to "How to Collect a Judgment in Florida" which is on the clerk's website at www.santarosaclerk.com. The Court is not a collection agency. If the Defendant(s) pays you in full after the Judgment, you must get a "Satisfaction of Judgment" from the Clerk, fill it out and file it with the Clerk, and have it recorded. The plaintiff can find the satisfaction of judgment form as well on the clerk's website www.santarosaclerk.com

Recording fees are $10.00 for the first page and $8.50 for each additional page per document. After having the document recorded, mail a copy to the Defendant(s).

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

_____

_____

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

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

_____
Phone Number: _____

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

_____

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

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

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

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

_____

_____

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

CERTIFICATE OF SERVICE

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

_____

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

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

FORM 1.997. INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET

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I. Case Style. Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of plaintiff(s) and defendant(s).

II. Amount of Claim. Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.

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

Circuit Civil

(A) Condominium - all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.
(B) Contracts and indebtedness - all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations. (C) Eminent domain - all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.
(D) Auto negligence - all matters arising out of a party's allegedly negligent operation of a motor vehicle.
(E) Negligence—other - all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.
(F) Business governance - all matters relating to the management, administration, or control of a company.
(G) Business torts - all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.
(H) Environmental/Toxic tort - all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.
(I) Third party indemnification - all matters relating to liability transferred to a third party in a financial relationship.
(J) Construction defect - all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.
(K) Mass tort - all matters relating to a civil action involving numerous plaintiffs against one or more defendants.
(L) Negligent security - all matters involving injury to a person or property allegedly resulting from insufficient security.
(M) Nursing home negligence - all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.
(N) Premises liability—commercial - all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

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

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

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

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

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

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

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

(V) Professional malpractice - all professional malpractice lawsuits.

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

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

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

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

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

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

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

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

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

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

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

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

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

(AK) Securities litigation - all matters relating to the financial interest or instruments of a company or corporation.
(AL) Trade secrets - all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.
(AM) Trust litigation – all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.

County Civil

(AN) Civil – all matters involving claims ranging from $8,001 through $30,000 in damages, exclusive of interest, costs, and attorney fees.
(AO) Real property/Mortgage foreclosure – all matters involving claims up to $30,000 relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property up to $30,000, including foreclosures associated with condominium associations or condominium units.
(AP) Replevins – all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to $30,000.
(AQ) Evictions – all matters involving the recovery of possession of leased land or rental property by process of law.
(AR) Other Civil (non-monetary) – includes all other non-monetary county civil matters that were not described in the other county civil categories.

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

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

VI. Class Action. Place an "X" in the appropriate box.

VII. Related Cases. Place an "X" in the appropriate box.

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

IX. Sexual Abuse. Place an "X" on the appropriate line.

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

FORM 1.997. CIVIL COVER SHEET

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

I. CASE STYLE

Santa Rosa Circuit Court

_____
Plaintiff(s)

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

CIRCUIT CIVIL / not applicable to county civil cases or small claims cases

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

_____Homestead residential foreclosure
_____Non-homestead residential foreclosure
_____Other real property actions

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

COUNTY CIVIL

_____Civil
_____Replevins
_____Evictions
_____Other civil (non-monetary)

IV. REMEDIES SOUGHT (check all that apply):

_____Monetary;
_____Nonmonetary declaratory or injunctive relief;
_____Punitive

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

_____
_____
_____
_____
_____

VI. IS THIS CASE A CLASS ACTION LAWSUIT?

_____yes
_____no

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

_____no

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

_____

_____

_____

VIII. IS JURY TRIAL DEMANDED IN COMPLAINT?

_____yes

_____no

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

Signature _____Fla. Bar # _____

Attorney or party (Bar # if attorney)

_____

(type or print name)

Date:_____

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

Case # _____

Plaintiff(s) _____

Address: _____

Telephone # _____

VS

Defendant(s) _____

Address: _____

Telephone # _____

STATEMENT OF CLAIM

Plaintiff(s) claims the amount of $_____ as being due from the defendant(s) together with $_____ for interest plus court cost of $_____ which all totals $_____, and alleges that the basis of this suit is:

_____Money due plaintiff upon accounts stated and agreed to between them
_____Money loaned by plaintiff to defendant.
_____Goods, wares, and merchandise sold by plaintiff to defendant.
_____Rent due plaintiff for certain premises in Santa Rosa County, Florida.
_____Plaintiff further states the suit is bases on a written instrument.
_____Money due plaintiff for worthless check given by defendant.
_____Money due plaintiff for labor and materials furnished to defendant.
_____Defective goods, workmanship, or services furnished by plaintiff to defendant.
Describe defects, list of goods:

_____

_____Damages due to auto collision.
Describe defendant's negligent act which caused collision:

_____

_____ Other

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing by the defendant(s) to said plaintiff(s) exclusive of all set-offs and just grounds of defense:

Sworn and subscribed before me on this date. _____

_____

_____ _____

Plaintiff(s) Deputy Clerk or Notary

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 or DEPUTY CLERK
Name: _____
Commission No. _____
My Commission Expires: _____

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

WORKSHEET FOR SMALL

CLAIMS

Case # _____

Plaintiff:

_____

Address:

_____

_____

Telephone #_____

Defendant:

_____

Address:

_____

_____

Telephone # _____

STATEMENT FOR CAUSE OF ACTION: Brief statement pertaining to the facts of your claim. Include information such as who, what, where and when the action occurred.

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

Case # _____

Plaintiff(s) _____
Address: _____
Telephone # _____

VS

Defendant(s) _____
Address: _____
Telephone # _____

STATEMENT OF CLAIM AUTO NEGLIGENCE

The plaintiff(s) sues the defendant(s) and says: on or about _____, in the vicinity of _____, on a public highway in Santa Rosa County, Florida, plaintiff's motor vehicle, being operated by _____, collided with defendant's motor vehicle being operated by _____, and the collision with the plaintiff's vehicle was caused by the negligent and careless operation of defendant's vehicle whereby plaintiff's vehicle was damaged and depreciated in value.

WHEREFORE, Plaintiff(s) demands judgment in the sum of $_____ and Court Costs in the amount of $_____.

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing by the defendant(s) to said plaintiff(s) exclusive of all set-offs and just grounds of defense:

Sworn and subscribed before me on this date. _____

_____

_____ _____

Plaintiff(s) Deputy Clerk or Notary

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 or DEPUTY CLERK
Name: _____
Commission No. _____
My Commission Expires: _____

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

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

SMALL CLAIMS DIVISION

_____

Plaintiff(s)

VS Case No:_____

_____

Defendant(s)

SUMMONS/NOTICE TO APPEAR FOR PRE-TRIAL CONFERENCE

STATE OF FLORIDA - NOTICE TO PLAINTIFF(S) AND DEFENDANT(S):

ARE HEREBY NOTIFIED that you or your attorney are required to appear in person or by an attorney at the **Santa Rosa County Courthouse**, located at 4025 Avalon Blvd., Milton, Florida 32583, on _____, 20____ at _____: _____ a.m. CST for a PRE-TRIAL CONFERENCE before a Judge of this Court.

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

IMPORTANT--READ CAREFULLY: THE CASE WILL NOT BE TRIED AT THAT TIME

DO NOT BRING WITNESSES APPEAR IN PERSON OR BY ATTORNEY

The defendant(s) must appear in court on the date specified to avoid a Default Judgment. The Plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the Plaintiff(s) or the Defendant(s) shall not excuse the personal appearance of a party or its attorney at the PRE-TRIAL CONFERENCE. The date and time of the Pre-Trial Conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation, or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pre-Trial Conference.

The purpose of the Pre-Trial Conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for Trial if the case cannot be resolved at the Pre-Trial Conference. You or your attorney should be prepared to confer with the court and

To briefly explain the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the Court. The Court may or may not approve a payment plan and withhold Judgment or Execution or Levy.

RIGHT TO VENUE. The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the Defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: 1) Where the contract was entered into; 2) If the suit is on an unsecured promissory note, where the note is signed or where the maker resides; 3) If the suit is to recover property or to foreclose a lien, where the property is located; 4) Where the event giving rise to the suit occurred; 5) Where any one or more of the defendant(s) sued resides; 6) Any location agreed to in a contract; 7) In an action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the Defendant(s), believe the Plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court seven (7) days prior to your first court date and send a copy to the Plaintiff(s) or Plaintiff(s) attorney, if any.

A copy of the Statement of Claim shall be served with this summons.

If you desire to file any counterclaim or off-set to Plaintiff's said claim, it must be filed in this Court by you or your attorney in writing at least five (5) days prior to

The above date. You should also serve a copy to the Plaintiff(s), by mail.

Dated at Milton, Santa Rosa County, Florida on:_____

JASON D. ENGLISH, ESQ.,

CLERK OF COURTS & COMPTROLLER,

BY: _____
Deputy Clerk of Santa Rosa County

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
SMALL CLAIMS DIVISION

_____
Plaintiff,
vs. CASE NO. _____

_____
Defendant.

REQUEST FOR THE CLERK TO PREPARE AND ISSUE SUMMONS

Plaintiff,_____
Does hereby request for the clerk's office to issue and prepare summons on the defendant(s)_____
_____
The service address for defendant(s) is _____
_____
_____

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

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

Mailing Address:	Clerk of Courts, Attn. Civil
Santa Rosa County Courthouse:	4025 Avalon Blvd. Milton, Fl. 32583

CORPORATION FILING SUITS
SMALL CLAIMS DIVISION

Pursuant to Small Claims Rules 7.050 (a) (2) party not represented by an attorney to sign.

A party, individual, or corporation who or which has no attorney handling such cause shall sign that party's statement of claim or other paper and state that party's address and telephone number, including area code. However, if the trial court in its discretion determines that the plaintiff is engaged in the business of collecting claims and holds such claim being sued upon by purchase, assignment, or management arrangement in the operation of such business, the court may require that corporation to provide counsel in the prosecution of the cause. A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation, or any employee authorized in writing by an officer of the corporation.

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

FORM 7.350 FLORIDA SMALL CLAIMS RULES
CORPORATE AUTHORIZATION TO ALLOW EMPLOYEE TO REPRESENT CORPORATION AT ANY STATE OF LAWSUIT

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

AUTHORIZATION OF CORPORATE OFFICER

_____
is an employee of

_____
(Name of Corporation that is a party to this action)

This individual has authority to represent the corporation at any stage of the trial court proceedings, including mediation. The undersigned giving the authority is an officer of the corporation.

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

Dated: _____

Signing Authority:_____
Print Name:_____
Print Title:_____
(President, Vice President, Secretary, Treasurer)
Address:_____
_____
Phone No:_____

CERTIFICATE OF SERVICE

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

_____

_____

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

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

_____
Phone Number: _____

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

NOTICE OF VOLUNTARY DISMISSAL OF SMALL CLAIMS

COMES NOW Plaintiff(s)_____ and hereby files this Notice of Voluntary Dismissal of Small Claims and states as follows:

_____ The Defendant(s) has/have paid the Plaintiff(s) in full, and the Plaintiff(s) request the court dismiss this action.

_____ The Plaintiff(s) and the Defendant(s) have reached an agreement and/or settlement and the Plaintiff(s) request the court dismiss this action.

_____The Defendant(s) has complied fully with the order of the court after mediation, as duly recorded in the said court and a copy thereof having been recorded in Official Records book number _____ and page _____, of the Public Records of Santa Rosa County, Florida, do hereby acknowledge full payment and satisfaction thereof and hereby consent that the same shall be satisfied of record.

Date: _____

Plaintiff(s) Signature: _____

Mail to: Santa Rosa County Clerk of Courts
Attn: Civil Division
4025 Avalon Blvd. Milton, Fl. 32583

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

NOTICE OF CANCELLATION OF PRETRIAL CONFERENCE

Plaintiff, _____
Hereby request the clerk's office to cancel the upcoming small claims Pre-Trial Conference.

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

PLAINTIFF'S MOTION TO CONTINUE

Plaintiff, _____, files this motion to continue the hearing currently scheduled for _____, and as grounds therefore, states as follows:

There is currently scheduled before the Court a hearing that I am unable to attend for the following reason(s) and request that the Court reschedule the hearing.

_____
_____
_____

Plaintiff's signature_____
Plaintiff's printed name_____
Plaintiff's address_____
_____
E-mail address_____
Phone No._____
Date_____

CERTIFICATE OF SERVICE

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

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

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

If the Defendant has been successfully served and fails to respond or appear at the Pre-Trial Conference, the following forms will be filed with the Clerk:

- Non-Military Affidavit
- Motion for Default on Small Claims
- Small Claims Default Entered by Clerk – The Clerk will verify that defendant did not attend the Pre-Trial and issue this document.
- Motion for Default Final Judgment – Small Claims
- Final Judgment Against _____{insert the named of defendant(s)} –
  After you file this with the Clerk, the Clerk will file this with the Judge to await ruling on the matter.

  The process of review by the Judge will take some time and will not necessarily be returned the same day or even week.

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 IN AND FOR SANTA ROSA COUNTY, FLORIDA
SMALL CLAIMS DIVISION

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

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

Name: _____
Address: _____
_____
Telephone No. _____

Sworn and subscribed before me on _____ [date], by
_____ [name], who ☐ is personally known to me ☐ produced
_____ [document] as identification and who took an oath.

NOTARY PUBLIC-STATE OF FLORIDA or DEPUTY CLERK
Name: _____
Commission No. _____
My Commission Expires: _____

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

MOTION FOR DEFAULT ON SMALL CLAIMS

Plaintiff(s),_____moves for entry of a default by the Clerk against the

Defendant(s)_____

for failure to serve any paper on the undersigned or file any paper as required by law, nor appear at the scheduled Pretrial conference on _____{insert date of PT}, after proper service was effected.

Dated _____

_____
Plaintiff

CERTIFICATE OF SERVICE

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

_____

_____

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

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

SMALL CLAIMS DEFAULT ENTERED BY CLERK

A default is entered in this action against the defendant(s) named in the foregoing motion for failure to serve or file any paper as required by law, nor appear at the scheduled Pretrial conference on _____.

Dated _____

Jason D. English, Esq., Clerk of Courts & Comptroller,

BY: _____
DEPUTY CLERK

CERTIFICATE OF SERVICE

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

_____

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

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

MOTION FOR DEFAULT FINAL JUDGMENT – SMALL CLAIMS

COMES NOW Pro Se Plaintiff, moves this Court for entry of a Default Final Judgment and states:

Defendant(s), _____ was served with a Summons and Statement of Claim in the action.

1) Having failed to appear before the Court for Pre-trial Conference, a default was entered.
2) The amount in controversy stems from details within Statement of Claim and Defendant(s) owes Plaintiff.
3) The court costs and service fees are $ _____

Signature of Plaintiff(s)_____ Date:_____

Print Name: _____
Address: _____
City, State, Zip: _____
Telephone No: _____

CERTIFICATE OF SERVICE

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

_____

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

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

FINAL JUDGMENT AGAINST

_____
{insert name(s) of defendant}

It is adjudged that the plaintiff(s)_____,
recover from the defendant(s) _____,
the sum of $_____ on principal, along with $_____ as prejudgment interest, and $_____ for attorneys' fees, with costs of $_____, for a total of $_____ all of which shall bear interest at the rate of _____% per year as provided by the Florida Statute, for all of which let execution issue.

ORDERED at Milton, Florida on _____.

_____
County Court Judge

Copies furnished to:
PLAINTIFF(S)
Address:_____
_____
DEFENDANT(S)
Address: _____
_____

If a judgment has been entered against the Defendant and the Defendant has not paid, the plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at www.santarosaclerk.com . If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

If the course of action chosen by the Plaintiff finds it appropriate,
The following can be filed with the Clerk:
Motion for Fact Information Sheet
Order to Complete Small Claims Rules Form 7.343, The blank Fact information sheet should be filed along with this as an attachment. – Once you file these documents with the Clerk, the Clerk will submit them to the Judge for consideration.
This process of review by the Judge will take some time and you will not get an answer the same day, or possibly the same week.

Enforcing Your Small Claims Judgment / Fact Information Sheet

If the defendant has failed to complete and return the Fact Information Sheet as directed by the Court in the Final Judgment, there are steps you can take to compel the defendant to comply.

This procedure involves requesting the Court to order the defendant to appear and give his/her reasons why he/she should not be held in contempt of court for failure to abide by the Court's order to complete and return the Fact Information Sheet. If the defendant cannot give good reasons or fails to appear for the hearing, the plaintiff may file a Motion for Contempt requesting that the Court issue an Order of Contempt/Warrant of Attachment.

Please note that this procedure is available only to compel the defendant to complete the Fact Information Sheet. The Court cannot compel the defendant to pay nor imprison for failure to pay. This process should only be pursued if there is reason to believe the defendant has assets that can be attached.

The individual steps of the process are:

Prepare the Motion for Rule to Show Cause by completing all the blanks in the form, including the party names and case number.

1. Submit the original Motion for Rule to Show Cause to the Clerk and Comptroller along with the Rule to Show Cause. The Court will review the documents and, if appropriate, sign the Rule to Show Cause. The Court will complete the Rule to Show Cause by inserting the date and time of the hearing.

2. If the Court issues the Rule to Show Cause, obtain a certified copy from the Clerk and Comptroller and have it personally served on the defendant either by the sheriff or by a certified process server. The Affidavit of Service must be filed with the Clerk of the Circuit Court and County Comptroller prior to the hearing.

3. You must appear at the hearing at the date and time specified by the Court. If the defendant provides a completed copy of the Fact Information Sheet or pays the Judgment prior to the hearing, call the Judge's office to cancel the hearing.

4. If the defendant was personally served and fails to appear at the hearing, the Court may consider a Motion for Contempt. If appropriate, the Court may issue an Order of Contempt and Warrant of Attachment directing the sheriff to attach and hold the defendant.

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 IN AND FOR SANTA ROSA COUNTY, FLORIDA
SMALL CLAIMS DIVISION

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

MOTION FOR FACT INFORMATION SHEET

The Plaintiff(s) move the Court to enter an Order requiring the Defendant to provide a Fact Information Sheet and as ground as follows:

1. A Final Judgment in the amount of $_____, was entered against the Defendant _____on _____.
2. The Defendant has not paid or otherwise satisfied the judgment.
3. Florida Rule of Civil Procedure 1.560 provides that the Court at the request of the Judgment creditor shall order the judgment debtor or debtors to complete a Fact Information Sheet.

Wherefore, the Plaintiff(s) request the court to enter an order requiring the Defendant to complete Florida Small Claims Rules of Civil Procedure Form 7.343 (Fact Information Sheet) and return it to the Plaintiff within 45 days of the date of the order.

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

CERTIFICATE OF SERVICE

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

_____

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

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

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

ORDER TO COMPLETE SMALL CLAIMS RULES FORM 7.343

It is ORDERED and ADJUDGED that the defendant(s)_____.
Shall complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet) and return it to the Plaintiff's attorney, or to the Plaintiff if the Plaintiff is not represented by an attorney, within 45 days from the date of the final judgment/order to complete small claims fact information sheet, unless the Final Judgment is satisfied, or a Motion for New Trial or Notice of Appeal is filed.
Jurisdiction of this case is retained to enter further orders that are proper to compel the defendant(s) to complete Form 7.343 and return to the plaintiff or the plaintiff's attorney.

ORDER at Milton, Florida on _____.

_____
County Court Judge

Copies furnished to:
PLAINTIFF(S)
Address:_____

_____
DEFENDANT(S)
Address: _____

_____

FORM 7.343. FACT INFORMATION SHEET

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

FACT INFORMATION SHEET — INDIVIDUAL

Full Legal Name:_____
Nicknames or Aliases: _____
Residence Address: _____
_____
Mailing Address (if different):_____
_____
Telephone Numbers: (Home)_____ (Business) _____
Name of Employer:_____
Address of Employer:_____
_____
Position or Job Description:_____
_____
Rate of Pay: $_____per _____ Average Paycheck: $_____ per_____
Average Commissions or Bonuses: $_____ per Commissions or
bonuses are based on _____
_____
Other Personal Income: $_____ from _____
(Explain details on the back of this sheet or an additional sheet if necessary.)
Social Security Number: _____ Birthdate:_____
Driver License Number:_____ Issuing State: _____
Marital Status:_____ Spouse's Name:_____
Spouse's Address (if different): _____
_____
Spouse's Social Security Number:_____ Birthdate:_____
Spouse's Employer:_____
_____
Spouse's Average Paycheck or Income: $_____ per _____
Other Family Income: $_____per _____ (Explain details on back of this sheet or an additional sheet if necessary.)
Names and Ages of All Your Children (and addresses if not living with you): _____
_____
_____
_____

Child Support or Alimony Paid: $_____ per _____

Names of Others You Live With: _____

_____

_____

Who is Head of Your Household? You_____ Spouse_____

Other Person_____

Checking Account at: _____ Account #_____

Savings Account at:_____ Account #_____

(Describe all other accounts or investments you may have, including stocks, mutual funds, savings bonds, or annuities, on the back of this sheet or an additional sheet if necessary.)

For Real Estate (land) You Own or Are Buying:

Address:_____

All Names on Title: _____

Mortgage Owed to: _____

Balance Owed:_____

Monthly Payment: $_____

(Attach a copy of the deed or mortgage or list the legal description of the property on the back of this sheet or an additional sheet if necessary. Also provide the same information on any other property you own or are buying.)

For All Motor Vehicles You Own or Are Buying:

Year/Make/Model:_____ Color:_____

Vehicle ID # (VIN): Tag No:_____ Mileage:_____

Names on Title:_____ Present Value: $_____

Loan Owed to:_____

Balance on Loan: $_____

Monthly Payment: $ _____ (List all other automobiles, as well as other vehicles, such as boats, motorcycles, bicycles, or aircraft, on the back of this sheet or an additional sheet if necessary.)

Have you given, sold, loaned, or transferred any real or personal property worth more than $100 to any person in the last year? If your answer is "yes," describe the property and sale price, and give the name and address of the person who received the property.

Does anyone owe you money? Amount Owed: $_____

Name and Address of Person Owing Money:_____

_____

Reason money is owed:_____

_____

_____

_____

_____

_____

_____

_____

Please attach copies of the following:

1. Your last pay stub.
2. Your last 3 statements for each bank, savings, credit union, or other financial account.
3. Your motor vehicle registrations and titles.
4. Any deeds or titles to any real or personal property you own or are buying, or leases to property you are renting.
5. Your last 2 income tax returns filed.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

_____
Judgment Debtor

STATE OF FLORIDA
COUNTY OF _____
The foregoing instrument was acknowledged before me on ____(date)__,
by _____, who is personally known to me or has produced
_____
as identification and who ___did/did not _____take an oath.
WITNESS my hand and official seal, on (date)_____

_____
Notary Public
State of Florida
My Commission expires: _____

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

MOTION FOR RULE TO SHOW CAUSE

COMES NOW the plaintiff and moves this Court to issue a Rule to the Defendant,

_____, to show cause why he/she should not be in contempt of this Court and would state:

1. Final Judgment in the amount of $ _____was entered on _____
   Ans same has not been paid (nor any part thereof).
2. A copy of the Final Judgment/order to complete small claims rules form 7.343 was duly served upon said Defendant on _____
   directing him/her to complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet)
   And return it to the Plaintiff within forth-five (45) days from the date of the order to complete small claims rules form 7.343.
3. The Defendant has failed to complete and return the Fact Information Sheet within forty-five (45) Days as required by the order of this Court.
4. Plaintiff has reason to believe that the Defendant has assets sufficient to satisfy said Judgment herein and is failing to complete the form to avoid exposing his assets to satisfaction of this Judgment.

WHEREFORE, the Plaintiff moves the Court to issue to the Defendant_____
A Rule to Show Cause why he/she should not be held in contempt of this Court for his/her failure to comply with said Final Judgment and to set a time and date for a hearing on said Rule to Show Cause.

_____
Plaintiff

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

RULE TO SHOW CAUSE

TO: _____
_____
_____

THIS CAUSE having come on to be heard upon Plaintiff's Motion for a Rule to Show Cause why you should not be held in contempt of this Court, and the Court being advised in the premises, it is

ORDERED AND ADJUDGED that you, _____ appeared before this Court on the _____day of _____, a.m./p.m. at the Santa Rosa County Courthouse_____ to show cause why you should not be held in contempt of this Court for failure to comply with the Final Judgment/order to complete small claims rules form 7.343 entered by this Court in that you failed to complete and deliver to the Plaintiff, Florida Small Claims Rule 7.343 (Fact Information Sheet), copy attached, as directed by Final Judgment/order to complete small claims rules form 7.343.

DONE AND ORDERED in Chambers at Santa Rosa County, Florida, this _____ day of _____, 20 _____.

_____
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
SMALL CLAIMS DIVISION

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

MOTION FOR CONTEMPT

COMES NOW the Plaintiff and moves this Court to adjudge the Defendant,
_____
_____, to be in contempt of the Court, and would state:

1. The Final Judgment in the amount of $ _____was entered on _____ and same has not been paid (nor any part thereof).
2. The Final Judgment/order to complete small claims rules form 7.343 herein ordered the Defendant to complete Florida Small Claims Rules form 7.343 (Fact Information Sheet) and return it to the Plaintiff within forty-five (45) days.
3. A Rule to Show Cause was entered by the Court on _____ directing the Defendant to appear before this Court on _____ day of _____,20__ at _____a.m./p.m. to show cause why he/she should not be held in contempt for failure to comply with the Final Judgment entered by this Court.
4 At the time and date set forth in the Rule to Show Cause, said Defendant failed to appear.
5. Plaintiff has reason to believe that said defendant has assets sufficient to satisfy said Judgment Herein and is failing to complete the form to avoid exposing his/her assets to satisfaction of this Judgment.

WHEREFORE, Plaintiff moves this Court to hold the
Defendant_____
In contempt od court for failure to comply with a lawful Order of this Court.

_____
Plaintiff

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to Defendant by delivery/mail/fax/email this _____ day of _____, 20_____.

_____
Plaintiff

Jason D. English|Esq, Clerk of Court & Comptroller

By: _____ Date: _____
Deputy Clerk

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

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

ORDER OF CONTEMPT AND WARRANT OF ATTACHMENT

THIS CAUSE having come on to be heard upon Plaintiff's Motion for Contempt and the Rule to Show Cause issued herein and the Court being fully advised in the premises, the Court finds that the Defendant_____failed to comply with the Order of the Court duly and properly served upon said Defendant in ample time for his/her compliance therein, it is why you should not be held in contempt of this Court, and the Court being advised in the premises, it is

ORDERED AND ADJUDGED that defendant _____ is in willful contempt of this Court for failure to comply with the Orders of this Court.

IT IS FURTHER ORDERED AND ADJUDGED that said defendant_____ be confined in the Santa Rosa County Jail until he/she purge himself/herself of said contempt by completing the Fact Information Sheet, copy attached, by serving _____ days in said Jail, or until further Order of this Court.

IT IS FURTHER ORDERED AND ADJUDGED that the several Sheriffs of this State attach said Defendant _____, and hold said Defendant under bond in the amount of $ _____ to appear before this Court on this _____day of 20____.

DONE AND ORDERED in Chambers at Santa Rosa County, Florida, this _____ day of _____, 20 _____.

_____
JUDGE

Jason D. English, Esq., Clerk of Courts & Comptroller,

By: _____ Date: _____
Deputy Clerk

If the Plaintiff and Defendant have reached an agreement at mediation and the Judge has signed an Order approving said agreement, but the Defendant fails to follow through with all payments or otherwise stipulated requirements, the Plaintiff will file the following:

- Non- Military Affidavit
- Affidavit on Non-Compliance
- Blank Motion Form – Plaintiff will use this form to File a Motion for Final Judgment. Plaintiff should outline in detail all payments made by the Defendant as well as the balance remaining owed to the Plaintiff.

If the Defendant has otherwise not conformed to the Court Order, the Affidavit of Non-Compliance might still be used. Some research as to what the Plaintiff's options for collection are should be conducted or the Plaintiff might consider getting legal advice. The Blank Motion Form can be used to Motion to Court for specific other methods to bring the Defendant into Compliance.

The plaintiff may obtain an information sheet describing how to collect a judgment from the Clerk of Court's website at www.santarosaclerk.com. If the document does not effectively address all the plaintiff(s) questions regarding collecting a judgment, you must contact an attorney for guidance.

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 IN AND FOR SANTA ROSA COUNTY, FLORIDA
SMALL CLAIMS DIVISION

_____
Plaintiff(s)

VS Case No:_____

_____
Defendant(s)

AFFIDAVIT OF NON-COMPLIANCE

I, (full legal name) _____, being sworn, certify, that the defendant(s),_____, has failed to comply with the Court's Order dated _____by doing the following:

_____
_____
_____
_____
_____
_____
_____

☐ Check here if you are attaching additional pages to continue these facts.

Every statement made in this affidavit is true and correct. I understand that the statements made in this affidavit are being made under penalty of perjury, punishable as provided in Section 837.02, Florida Statutes and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

_____
Signature of Plaintiff(s) Date signed:_____

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 or DEPUTY CLERK

Name: _____

Commission No. _____
My Commission Expires: _____

CERTIFICATE OF SERVICE

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

_____

_____

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

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

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

_____
Plaintiff(s)

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 on _____, by ☐e-mail, ☐delivery, ☐mail [choose one] to: Clerk of court for Santa Rosa County, and

_____

_____

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

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

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

<PLAINTIFF'S NAME>,
Plaintiff,

vs. **Case No.:**
Division:

<DEFENDANT'S NAME>
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 Amended Administrative Order No. 2024-25, it is hereby

ORDERED and ADJUDGED that the Plaintiff **shall** complete the following matters:

1. Review and become familiar with First Judicial Circuit Amended Administrative Order No. 2024-25; and

2. Within five (5) days of service of the complaint on the last of all named Defendants file a Notice of Final Service ("Notice") with the Court that includes the following:

   a. a statement that the last of all named Defendants to be served has been served;

   b. the date of said service;

   c. a proposal as to whether the case should be designated as complex under Florida Rule of Civil Procedure 1.201, streamlined, or general as defined in Florida Rule of Civil Procedure 1.200;

   d. a statement as to whether the Defendant concurs with the proposed case designation; and

3. Upon filing the Notice required in paragraph 2, the Plaintiff shall also serve a copy of the Notice to the **assigned** judge's judicial assistant via the Proposed Documents function of the ePortal.

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 <DATE> in Chambers at <COUNTY>, Florida.

/s/ J. Scott Duncan
J. Scott Duncan
ADMINISTRATIVE JUDGE
Santa Rosa County

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

(INCLUDING ALL CIVIL LAWSUITS IN THE AMOUNT OF $0-$8,000.00 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: _____ Santa
Mail to : Santa Rosa County Clerk of Courts
Attn: Civil Division
4025 Avalon Blvd.
Milton, Fl. 32583

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

.

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

Defendant's Counsel
Address:_____
_____
Phone:_____
Fax:_____
E-Mail:_____
Fla Bar #: _____

Plaintiff (if unrepresented)
Address:_____
Phone:_____

Defendant (if unrepresented)
Address:_____
Phone:_____

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

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

PLAINTIFF(S)
Plaintiff(s),

V.

DEFENDANT(S)
Defendant(s).
_____/

CIVIL CASE MANAGEMENT ORDER – GENERAL TRACK

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

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

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

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

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

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

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

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

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

COUNTY JUDGE

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

Copies:

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

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

PLAINTIFF(S)
Plaintiff(s),

V.

DEFENDANT(S)
Defendant(s).
_____/

CIVIL CASE MANAGEMENT ORDER – STREAMLINED TRACK

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

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

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

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

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

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

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

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

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

COUNTY JUDGE

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

Copies: