

Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet # 59

Revised 09/2014

UNLAWFUL DETAINER

NON-REFUNDABLE

(20 PAGES)

\$10.00

SELF SERVICE CENTER SERVICES

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist *pro se* (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Attorney Consultation*	\$15.00/15 minutes
Attorney Consultation*	\$30.00/30 minutes
Attorney Consultation*	\$60.00/60 minutes
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature
Copies prior to filing	\$.15/page
Single Forms	\$1.00/page
Fax Services	\$1.00/page
Community Resource Referral- pamphlets	NO FEE

* Attorneys do not provide legal advice - will assist on procedural matters/filling out legal forms

****FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE****

You may file and obtain information at the following locations:

Palm Beach County Courthouse
205 N. Dixie Highway, Rm #2.2200
West Palm Beach, Florida 33401
561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

The Self Service Information Line

Unified Family Court Dept. (for information regarding an existing case)

Visit us at our web site

Legal Aid Society (if you can't afford an attorney)

Lawyer Referral Service of the PBC Bar Association

(561) 355-7048

(561) 355-6511

www.mypalmbeachclerk.com

(561) 655-8944

(561) 687-3266

Revised 05/2013

UNLAWFUL DETAINER

Packet # 59

When should this form be used?

- You have an individual (s) residing at your residence without your consent.
- The individual (s) may have had permission or consent to reside there initially, but consent has been withdrawn. As a result you have been turned out or deprived of possession.
- No more than 3 years have passed since consent was withdrawn.
- No question of title, but only right of possession and damages is involved in this action.

<u>The Petitioner Should complete and file the following forms:</u> (see instruction on each form)	Page
✓ Civil Cover Sheet	7
✓ Complaint for Unlawful Detainer	8
✓ Affidavit of Military Status	10
✓ Motion for Default	12
✓ Sheriff Information Sheet	13

These forms should be completed and filed, IF APPLICABLE

✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310 (04/13)	17
✓ Notice of Change of Address, (09/14) (<i>Must be filed whenever you change your address</i>)	20

Fees:

Filing fee	\$ 185.00*
Summons Issue fee <i>-per summons-</i>	\$ 10.00*
Sheriff Service fee <i>-per defendant-</i> (payable to <u>PBSO</u> by check or money order)	\$ 40.00
Writ of Possession (Service fee \$ 40 and Enforcement fee \$50) payable to PBSO	\$ 90.00

* Fees may be paid by cash, credit card, your personal check or money order payable to Sharon R. Bock, Clerk & Comptroller, Palm Beach County.

If you do not have the money to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk, fill it out, and the clerk will determine whether you are eligible to have filing fees deferred.

READ THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING

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

INSTRUCTIONS FOR FILING

- The forms should be typed or printed in black ink.
- Some of the forms must be signed before a notary or deputy clerk.

FILING THE ORIGINAL AND COPIES WITH THE CLERK & COMPTROLLER'S COUNTY CIVIL DIVISION in Person or by Mail

- File the originals and 2 copies *per Defendant* of the:
 - Civil Cover Sheet
 - Complaint for Unlawful Detainer with any attachments
 - Affidavit of Military Status
- Each *original* form should have all pages clipped together before filing (copies may be stapled together).
- If you want your copies stamped with the date of filing, make sure you give the Clerk your copies. (If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)
- Provide 1 manila envelope pre-addressed and stamped with extra postage for each defendant(s) on your case and 1 *self*-addressed (YOUR name and address) stamped envelope.
- **Your case number will be assigned by the clerk.**
- The clerk will issue a 5-day summons (summons residential eviction) for each Defendant, for a fee of \$10.00 per defendant (payable to Sharon R. Bock, Clerk & Comptroller, PBC), to be served upon the tenant(s)/defendant(s); a copy of the 5-day summons will also be mailed to the defendant(s) IF you provided pre-addressed envelopes with extra postage as instructed before.
- If you include the \$40.00 service fee, *per defendant, payable to PBSO*, the Clerk will forward the 5 day summons to the Palm Beach County Sheriff's Office for service. **If you have any questions concerning the service of the summons, please contact the Sheriff's Civil Office at 561-355-2760*****

PROCEDURE FOR SERVICE OF THE 5-DAY SUMMONS (*the 5-day summons may be posted at the property by the Deputy Sheriff*)

- The defendant(s), after service of the 5-day summons, will have 5 days (excluding the day of service, Saturday, Sunday & legal holidays) to file a written response to your complaint for possession.

NO REPOSE:

If the defendant fails to answer, file the original Motion for Default and 1 copy *for each party*. If filing your Motion for Default by mail, please make sure your case number and division are on the forms and mail to: Clerk & Comptroller, County Civil Division, P.O. Box 3406, West Palm Beach, Florida 33402-3406.

WITH RESPONSE:

- If the Defendant(s) files an answer to the 5-day summons, the Judge will review the response and determine whether the case should be set for a hearing; if so, the Parties will be contacted by mail.
- If the Defendant's answer includes a Counterclaim, the Plaintiff has 5 days to respond after service of the Counterclaim.
- Any party may demand a jury trial in any pleading or by separate paper served no later than 5 days after the last pleading.
- At trial, the Plaintiff may present evidence about the monthly rental value of the premises and if judgment is in Plaintiff's favor, the Plaintiff can recover damages; however, Plaintiff can not recover any more than rental value unless it is found that Defendant's detainer was "willful and knowingly wrongful."

If the Judge grants a Final Judgment for Possession and the Defendant does not vacate the premises, the next step is to have a Palm Beach County Sheriff's Deputy remove the Defendant from the property. This requires a Writ of Possession:

TO OBTAIN A WRIT OF POSSESSION

- Complete and file :
 - The Sheriff Information Sheet
 - Check or money order in the amount of \$ 90.00 (Service fee \$40 and Enforcement fee \$50) to PBSO -Palm Beach County Sheriff's Office.
 - You may contact the County Civil Division at 561-355-2500
 - In Person, go to the Clerk & Comptroller's County Civil Office.
 - By mail, send the completed Sheriff Information Sheet and the \$90.00 fee to:
County Civil Department, P.O. Box 3406, West Palm Beach, FL 33402.
MAKE SURE YOUR CASE NUMBER IS ON THE CHECK. Include a self-addressed stamped envelope.

The Writ of Possession will be prepared by the Clerk immediately after entry of the Final Judgment for Possession ***IF*** the plaintiff includes the \$90.00 fee to the Sheriff AND the completed Sheriff Information Sheet.

The Sheriff's Department will post a notice on the property giving the defendant 24 hours to vacate the premises. You may contact the Palm Beach County Sheriff's Office at (561) 355-2763 for additional information on service of the Writ of Possession.

CAUTION:

Forms are to be completed in block letters or typed; NO EXCEPTIONS!! Names must be the same on all forms completed by the parties (no full names on one document and initials on another). This packet may not contain all the forms you may need to file in your case. Additional forms are available in the Clerk & Comptroller's Self Service Center at each courthouse location. The Clerk & Comptroller's Clerks can not suggest specific information to be included in the blanks on your forms or fill out forms for you.

*****NOTE: IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE*****

It is your responsibility to file any change to your address on the attached form.

ADDITIONAL INFORMATION:

Affidavit of Military Status: All Unlawful Detainer complaints must include an Affidavit of Military Status. This affidavit states facts showing that the defaulting party is/is not in the military service. This can be via admission of the Defendant or letters from the various military services denying knowledge of the party. If the Defendant is in the military service, this must be indicated.

In accordance with the Service Members Civil Relief Act, 50 U.S.C. §521, unless based on facts admissible in evidence, an affidavit of non-military service must have attached to it a statement from the Department of Defense or from each branch of the armed services that the defendant is not in military service. Such a statement is available from the following website, at no charge:

**Defense Manpower Data Center
1600 Wilson Boulevard Suite 400, Arlington, VA 22209-2593
<https://www.dmdc.osd.mil/appj/scra/>**

The Defense Manpower Data Center allows Military Verification of non-military status for defense Branches of Armed Services by providing the public with free access to the above website. There is no PIN # or PASSWORD required; **however, you must know the defendant's Social Security Number to use this website.** Documentation is provided electronically in a form with the seal of the Department of Defense and the signature of the Center's Director.

If you **DO NOT** have a Social Security Number you will need to contact each Branch listed below individually for the information you are requesting. Requests for such certificates should contain the defendant's full name, social security number and date of birth. If the social security number or birth date is not known, this fact should be noted. A statement of why the information is needed and a self-addressed stamped envelope should also be included. Unless otherwise noted below, the fee for your request is \$5.20 per defendant payable to each Branch. The fees and request must be sent to each Branch individually. The following are acceptable forms of payment: certified cashier's check or personal check, or postal money order made payable to the Department of Treasury, unless otherwise specified.

COAST GUARD: USCG Commander, Personnel Service Center, Attn: PSD-MR, 4200 Wilson Blvd., Suite 1100, Arlington VA 22203, Phone (1-800) 772-8724, NOTE: All requests must be in writing.
<http://www.uscg.mil/locator/>.

AIR FORCE: HQ AFPC/DPDXIDL, Attn: World Wide Locator, 550 C Street, West, Suite 50, Randolph AFB, TX 78150-4752, Phone: (210) 565-2660, NOTE: Requests will be taken by phone.
<http://www.afpc.af.mil/library/airforcelocator.asp>.

ARMY: Army World Wide Locator Service, Enlisted Records and Evaluation Center, ATTN: Locator, 8899 East 56th Street, Fort Benjamin Harrison, IN 46249-5301. NOTE: All requests must be in writing.

MARINE CORPS: CMC HQ (MMSB-17), 2008 Elliot Road, Room 201, Quantico, VA 22134, Phone (703)784-3941 NOTE: All requests must be in writing

NAVY: Bureau of Naval Personnel, PERS-312E, 5720 Integrity Drive, Millington, TN 38055-3120, Phone: (1-866) 827-5672 NOTE: Requests will be taken by phone. www.npc.navy.mil.

PUBLIC HEALTH SERVICE: Attn: Director, Division of Commissioned Corps Officer Support, http://dcp.psc.gov/ad_search.asp NOTE: Please direct all inquiries to the website.

IN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN

AND FOR PALM BEACH COUNTY, FLORIDA

CASE NUMBER: _____

DIVISION: _____

IN RE: THE MATTER OF:

PLANTIFF

v.

DEFENDANT

_____ /

COUNTY & SMALL CLAIMS CIVIL COVER SHEET

I. TYPE OF CASE (Place an x in one box only. If the case fits more than one type of case, select the most definitive.)

TORTS

- Auto negligence*
- Professional malpractice*
- Products liability*
- Other negligence*

OTHER CIVIL

- Challenge to proposed constitutional amendment*
- Condominium*
- Contracts*
- Civil Replevin*
- Eviction*
- Foreclosure*
- Arbitration/Foreign Judgment*
- Personal Injury Protection (PIP) (claims up to \$5,000)*
- Persona/Injury Protection (PIP) (claims from \$5,000.01-\$15,000.00)*
- Real property: Mortgage foreclosure*
- Wage Dispute (claims up to \$5,000)*
- Wage Dispute (claims from \$5,000.01-\$15,000.00)*
- Other County Civil _____*
- Small Claims other than Wage Dispute and PIP*

II. IS JURY TRIAL DEMANDED IN COMPLAINT?

- Yes
- No

III. CLAIMS/PARTIES

Has there been a previous case filed in Palm Beach County/15th Judicial Circuit which involved the same claim against the same adverse party and which was voluntarily or involuntarily dismissed?

- Yes. Please provide the appropriate case number(s) _____.
- No

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature _____
Attorney or party

Fla. Bar# _____
(Bar # if attorney)

(type or print name)

Date _____

IN THE COUNTY OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No. _____

Plaintiff(s)

-vs-

Defendant(s)

COMPLAINT FOR UNLAWFUL DETAINER

Plaintiff(s) _____
_____ sues

Defendant _____
_____ and alleges:

1. This is an action to recover possession of real property unlawfully detained in Palm Beach County, Florida.
2. Plaintiff(s) is entitled to possession of the following real property in Palm Beach County located at:

3. Defendant(s) has unlawfully held possession after the expiration of his/her right and without the Plaintiff's consent.
4. As a result, the Plaintiff(s) has been turned out of the property or deprived of possession of the property.

5. The Plaintiff is entitled to summary procedure under Florida Statute s. 51.011 as provided by Florida Statute 82.04.

WHEREFORE, Plaintiff(s) respectfully requests that this Court grant judgment for possession of the property and damages against the Defendant(s) and all others in possession and for such other relief as the Court deems just and appropriate.

Signature: _____
Name [print]: _____
Address: _____
City, State, Zip Code _____
Telephone: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

___ Personally known

___ Produced identification

Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in all blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city},
_____, {state} _____, {phone} _____,
, helped {name} _____,
who is the petitioner, fill out this form.

IN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No: _____

Division: _____

Plaintiff(s),

-VS-

Defendant(s).

AFFIDAVIT OF MILITARY STATUS

STATE OF FLORIDA
COUNTY OF PALM BEACH

_____ [Name of affiant], being first duly sworn according to law by the undersigned authority, states to the Court as follows:

1. Affiant is the _____ [specify, e.g. attorney of record for the _____ (specify moving party, e.g., Plaintiff in the above-entitled action)].
2. CHOOSE ONE OF THE FOLLOWING:

___ a. State facts showing that the defaulting party is NOT in the military service, such as an admission by the defaulting party or letters from the various military services denying knowledge of the party:

- OR -

_____ b. {Name} _____ [specify defaulting party, e.g., Defendant], IS a person in the military of the United States in that () he or () she is _____ [specify, e.g., a member of the Army of the United States or a member of the United States Navy or a member of the Marine Corps or a member of the Coast Guard or an officer of the Public Health Service detailed by proper authority for duty with the _____ (specify, either: Army or Navy) or a person being trained or educated under the supervisor of the United States for induction into _____ (specify either; the Army of the United States or the United States Navy or the Marine Corps or the Coast Guard)].

3. All of the statements made herein are within the personal knowledge of affiant, are true and correct, and are made in support of the application by _____ [specify moving party, e.g., Plaintiff] for entry of a default judgment against _____ [specify party moved against].

Signature of Affiant

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name of person acknowledging) who is personally known to me or who has produced as identification _____, and who did (did not) take an oath.

NOTARY PUBLIC OR DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

___ Personally known

___ Produced identification

Type of identification produced: _____

IN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No: _____

Division: _____

Plaintiff(s),

Vs.

Defendant(s).

MOTION FOR DEFAULT

Plaintiff moves for entry of default by the clerk against Defendant, _____
_____, for failure to serve any
paper on the undersigned or file any paper as required by law.

Dated: _____.

Signature

DEFAULT

A default is entered in this action against the Defendant named in the foregoing motion for failure to serve or file any paper as required by law.

Dated: _____.

Sharon R. Bock, Clerk & Comptroller

by: _____
as Deputy Clerk

SHERIFF INFORMATION SHEET

Case No: _____

Plaintiff(s)

-vs-

Defendant(s)

The following information is required in order to make arrangements with the proper person regarding the changing of locks and the acceptance of possession of the premises.

_____ 1. Plaintiff will meet the Deputy Sheriff on the premises and change own locks.

Phone Numbers: Home: () _____
Work: () _____
Cell: () _____

_____ 2. Plaintiff's Agent, _____, will meet the Deputy Sheriff on the premises, change the locks and accept possession on behalf of the Plaintiff.

Phone Numbers: Home: () _____
Work: () _____
Cell: () _____

ADDITIONAL INFORMATION:



THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service **MUST** register with the 15th Judicial Circuit's online services system at **www.15thcircuit.com/html/onlineservices**. You will NOT receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

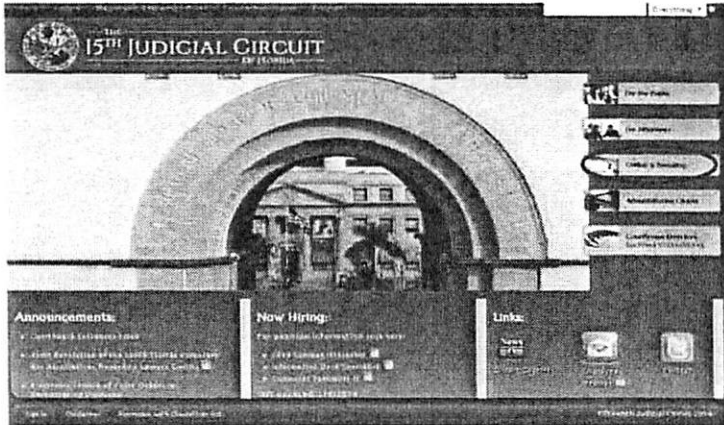
Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

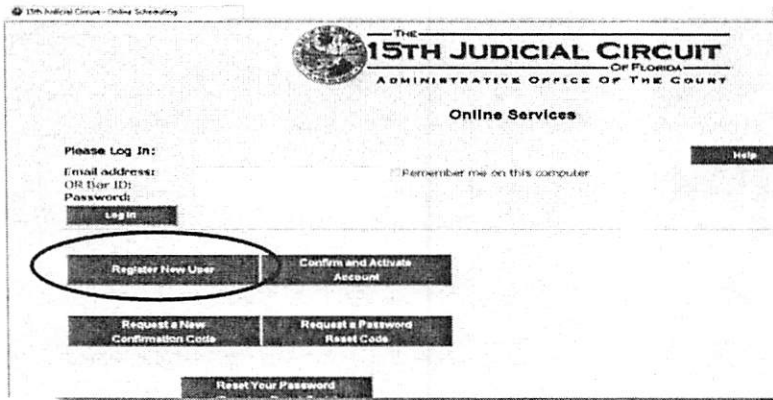


THE
15TH JUDICIAL CIRCUIT
 OF FLORIDA
 ADMINISTRATIVE OFFICE OF THE COURT

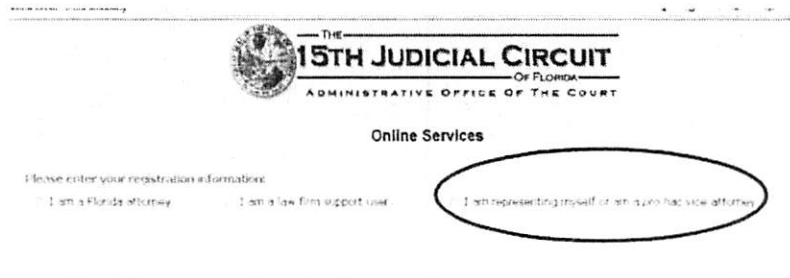
Instructions for E-Service Registration For Self Represented Litigants



- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application



This will take you to the Log In Screen.
 First time users click on "Register New User".



Select the "Pro se/ Pro hac vice" button

Enter the information requested in the fields provided.

NOTE:

The e-mail address listed here is for logging into Court e-service applications. This address is NOT FOR USE as an e-service email address unless you want it to be.

Simply type the code in the space provided and press the green submit button.

The account has now been created.
A confirmation email will be sent to registered login email address.

IMPORTANT:

The user MUST accept and login within 24 hours.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

Plaintiff/Petitioner

v.

Defendant/Respondent.

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS AND
DIRECTIONS TO PROVIDE E-MAIL ADDRESS TO COURT ADMINISTRATION**

I, (full legal name) _____, being sworn, certify that my
current mailing address is: {Street} _____

{City} _____, {State} _____, {Zip} _____

{Telephone No.} _____ {Fax No.} _____

I designate as my current e-mail address(es) (up to 3 different email address): _____

1. I understand that in order to receive court orders from participating judicial divisions in the Fifteenth Judicial Circuit/Palm Beach County, I must register my email address with Court Administration by going to www.15thcircuit.com/html/onlineservices.
2. I further understand that simply listing an email address on this form will NOT inform the judge or case manager of my email address and that I MUST register on line with the Court's online e-registration system.
3. Once registered, I agree to accept email service of court orders or documents sent by the court.
4. By completing this form I am authorizing participating Judicial Divisions and the Court of the Clerk, of the Fifteenth Judicial Circuit Court of Florida to send copies of orders/judgment, notices or other written communications to me by e-mail and not through regular U.S. Mail.
5. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.
6. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

I certify that a copy of this document was {check all used}: () e-mailed () mailed () faxed () hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-Mail Address(es): _____

Dated: _____

Signature of Party

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk]

_____ Personally Known
_____ Produced Identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in all blanks] This form was prepared for the: {choose only one} () Petitioner () Respondent

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{street} _____

{city} _____, {state} _____ {telephone number} _____

INSTRUCTIONS FOR NOTICE OF CHANGE OF ADDRESS

When should this form be used?

This form should be used when you make any changes to your mailing/e-mailing address at anytime during the course of the case.

This form should be typed or printed in black ink. You should file the original with the clerk of the circuit court in the county where the petition was filed and keep a copy for your records.

What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “bold underline” in these instructions are defined there. For further information, see chapter 742, Florida Statutes.

Special notes...

It is the party’s responsibility to timely update their address. If you do not update your address timely, you may not receive documents filed in your case.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: _____
Division: _____

Plaintiff/Petitioner,

V.

Defendant/Respondent.

NOTICE OF CHANGE ADDRESS

Please be advised that the undersigned has changed their mailing address to:

Address: _____

City: _____

State: _____

Zip code: _____

Phone Number: _____

Please be advised that the undersigned has changed his/her email address to the following:

Email Address: _____

Signature

Printed Name

CERTIFICATE OF SERVICE

I certify that a copy of this document was mailed to the person listed below by U.S. Mail on the following date: _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

E-Mail: _____

Signature