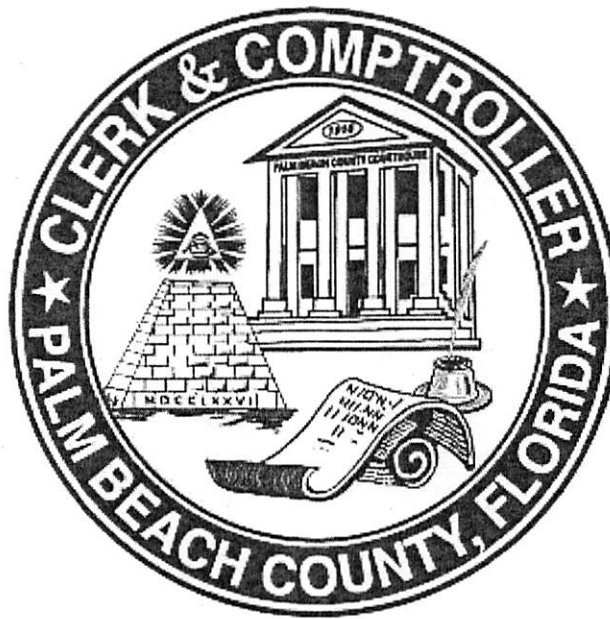


Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet #47

Revised 01/2015

LANDLORD TENANT EVICTION
FOR FAILURE TO PAY RENT
-POSSESSION ONLY-
(RESIDENTIAL PROPERTY)

NON-REFUNDABLE

(40 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

LANDLORD TENANT EVICTION FOR FAILURE TO PAY RENT - POSSESSION ONLY - RESIDENTIAL PROPERTY

Packet # 47

When should this form be used?

This form should be used if only eviction of the Tenant is sought.

<u>The Landlord Should complete and file the following forms:</u> (see instruction on each form)		Page
✓ Civil Cover Sheet		7
✓ Notice from Landlord to Tenant – Termination for Failure to pay Rent, form 1.		9
✓ Complaint for Eviction, form 5 (Eviction Only)		11
✓ Summons Residential Eviction (5 days)		13
✓ Nonmilitary Affidavit, form 81		20
✓ Final Judgment – Eviction, form 66		22
✓ Sheriff Information Sheet		24

These forms should be completed and filed, IF APPLICABLE

✓ Motion for Clerk's Default –Residential Eviction, form 76	26
✓ Motion for Default Final Judgment (residential eviction), form 78	28
✓ Writ of Possession, form 11	30
✓ Notice of Intention to Impose Claim on Security Deposit, form 12	32
✓ Notice of Voluntary Dismissal	33
✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310 (04/13)	37
✓ Notice of Change of Address, (09/14) (<i>Must be filed whenever you change your address</i>)	40

Fees:

Filing fee	\$ 185.00*
Summons Issue fee – <i>per</i> summons-	\$ 10.00*
Sheriff Service fee – <i>per</i> defendant- (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.
- ☐ Complete and deliver a *copy* of the "Notice from Landlord to Tenant" (form 1) to the Tenant. Keep the Original for filing with the Clerk.
- ☐ Where it says Plaintiff, insert name of Landlord, where it says Defendant, insert name of Tenant.
- ☐ Wait three (3) days (not including day of service or post, Sundays, Saturdays, or legal holidays).

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
 - "Notice from Landlord to Tenant" (form 1),
 - Complaint for Eviction (form 5) with any attachments
 - Nonmilitary Affidavit (form 81).
- Plus**
- **1 Original** and 2 copies of the Summons Residential Eviction *per defendant*, you must file the English summons with the foreign summons.
 - Pay the filing fee, the summons issuance fee and the service summons fee.
- ☐ 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 -Summons Residential Eviction- 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.
- ☐ If the defendant(s) file(s) a response within the required time, the Judge will review the response and determine whether the case should be set for a hearing and/or instruct the defendant to deposit the rent money due into the Court Registry.
- ☐ If a hearing is set, the parties will be notified of the court date by regular mail.

NO RESPONSE AFTER SERVICE OF THE 5-DAY SUMMONS

- ☐ If the defendant fails to file a written response within the required time, you should file the Motion for Clerk's Default-Residential Eviction (form 76). After the Clerk enters the Clerk's Default, the next step is for you to file with the Clerk the Motion for Default Final Judgment (residential eviction) (form 78) that includes the date the clerk entered the Clerk's Default. You should send to the Judge a copy of the Motion for Default Judgment along with the original and 1 copy *for each party* of the Final Judgment – Eviction (form 66). Do not file the proposed Final Judgment (form 66) with the Clerk as the Clerk will not accept unsigned orders (Final Judgments).
- ☐ You should provide to the Clerk 1 pre-addressed stamped envelope *for each party* on your case and one stamped envelope for yourself each time you file any motion.

If the Judge grants you a Final Judgment as to count I Only for Possession, the next step is to have a Palm Beach County's Sheriff Deputy remove the defendant(s)/tenant(s) from the property. This requires a Writ of Possession:

TO OBTAIN A WRIT OF POSSESSION

- ☐ Complete and file :
 - The Writ of Possession (form 11)
 - The Sheriff Information Sheet
 - \$ 90.00 (Service fee \$40 and Enforcement fee \$50) check payable to PBSO -Palm Beach County Sheriff's Office.

To: County Civil Department, in person or by mail to P.O. Box 3406, West Palm Beach, FL 33402. **MAKE SURE YOUR CASE NUMBER IS ON THE CHECK AND INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE.**

- ☐ **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

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 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.

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

ADDITIONAL INFORMATION:

Affidavit of Military Status: All Eviction 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)*
- ☐ *Personal 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)

Date _____

(type or print name)
Revised 12/2012

FORM 1

**NOTICE FROM LANDLORD TO TENANT--TERMINATION
FOR FAILURE TO PAY RENT**

INSTRUCTIONS

This notice may be delivered by mail or by delivering a copy to the dwelling unit, or, if the Tenant is absent from the dwelling unit, by leaving a copy thereof at the dwelling unit.

If the Tenant fails to pay rent when due and the default continues for three (3) days (excluding Saturday, Sunday, and legal holidays) after delivery of written demand by the Landlord for payment of the rent or possession of the premises, the Landlord may terminate the rental agreement. This written demand is a prerequisite to an action to evict the Tenant or recover past due rent. Your written rental agreement may have allowed for a longer period than three days and should be reviewed.

SOURCE: Section 83.56(3) and (4), Florida Statutes (2007).

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

**NOTICE FROM LANDLORD TO TENANT--TERMINATION
FOR FAILURE TO PAY RENT**

To:	Tenant's Name
	Address
	City, State, Zip Code
From:	
Date:	

You are hereby notified that you are indebted to me in the sum of \$_____ [insert amount owed by Tenant] for the rent and use of the premises located at _____, Florida [insert address of premises, including county], now occupied by you and that I demand payment of the rent or possession of the premises within three days (excluding Saturday, Sunday and legal holidays) from the date of delivery of this notice to-wit: on or before the _____ day of _____, 20____ [insert the date which is three days from the delivery of this notice, excluding the date of delivery, Saturday, Sunday and legal holidays].

Signature

Name of Landlord/Property Manager
[Circle one]

Address [street address where Tenant can deliver rent]

City, State, Zip Code

Phone Number

Hand Delivered On _____

Posted On _____

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar
The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

FORM 5

COMPLAINT FOR LANDLORD TO EVICT TENANTS

INSTRUCTIONS

Form 5 should be used if only eviction of the Tenant is sought. Form 5A should be used to evict the Tenant and recover damages (past due rent).

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

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

Plaintiff,
vs. CASE NO. _____

Defendant.
/

COMPLAINT FOR EVICTION

Plaintiff, _____, sues
Defendant, _____ and alleges:

1. This is an action to evict a Tenant from real property in Palm Beach County, Florida.
2. Plaintiff owns the following described real property in the County: *[insert legal or street description of property including, if applicable, unit number]*. _____.
3. Defendant has possession of the property under a (oral/written) agreement to pay rent of \$ _____ payable _____ [i.e., weekly, monthly, etc.]. A copy of the written agreement, if any, is attached as Exhibit "A."
4. Defendant failed to pay the rent due _____, 20 _____.
5. Plaintiff served Defendant with a notice on _____, 20 _____, to pay the rent or deliver possession but Defendant refuses to do either. A copy of the notice is attached as Exhibit "B."

WHEREFORE, Plaintiff demands judgment for possession of the property against Defendant.

Signature

Name of Landlord/Property Manager

Address

City, State, Zip Code

Phone Number

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar
The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

EVICTIION SUMMONS/RESIDENTIAL

- Complete and file **1 Original** and 2 copies of the Summons Residential Eviction **per defendant**.
- You must file the English summons **with** the foreign summons attached and filled out (in English) also.

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

Case No. _____

Plaintiff(s)

v.

Defendant(s)

EVICTION SUMMONS/RESIDENTIAL

TO DEFENDANT(S): _____

PLEASE READ CAREFULLY

YOU ARE BEING SUED BY: _____

to require you to move out of the place where you are living for the reasons given in the attached complaint.

You are entitled to a trial to determine whether you can be required to move, but you **MUST** do **ALL** of the things listed below. You must do them **within 5 days** (not including Saturday, Sunday, or any legal holiday) after the date these papers were given to you or to a person who lives with you or were posted at your home.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. You must write down the reason(s) in **English** why you think you should not be forced to move. The written reason(s) must be given to the clerk of the court at **any one** of the following Palm Beach County Courthouses:

- 205 North Dixie Highway, Suite 2.2200, West Palm Beach, FL 33401
- 200 W. Atlantic Ave., Delray Beach, FL 33444
- 3188 PGA Blvd., Palm Beach Gardens, FL 33410
- 2950 State Road 15, Room S-100, Belle Glade, FL 33430

2. You must mail or give a copy of your written reason(s) to: _____

Plaintiff/Plaintiff's Attorney, whose address is: _____

3. **You must** pay to the clerk of the court the amount of rent that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over. If you believe that the amount claimed in the complaint is incorrect, you should file with the clerk of the court a motion to have the court determine the amount to be paid. If you file a motion, you must attach to the motion any documents supporting your position and mail or give a copy of the motion to the plaintiff/plaintiff's attorney.

4. IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT YOUR HOME, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. If the attached complaint also contains a claim for money damages (such as unpaid rent), you must respond to that claim separately. You must write down the reasons why you believe that you do not owe the money claimed. The written reasons must be given to the clerk of the court at the address specified in paragraph (1) above, and you must mail or give a copy of your written reasons to the plaintiff/plaintiff's attorney at the address specified in paragraph (2) above. This must be done within 20 days after the date these papers were given to you or to a person who lives with you. This obligation is separate from the requirement of answering the claim for eviction within 5 working days after these papers were given to you or to a person who lives with you or were posted at your home.

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 Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 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.

IF YOU HAVE TROUBLE SPEAKING OR UNDERSTANDING ENGLISH, YOU MUST BRING WITH YOU SOMEONE WHO IS FLUENT WITH BOTH ENGLISH AND YOUR OWN LANGUAGE AND WHO HAS THE ABILITY TO TRANSLATE AND INTERPRET BOTH LANGUAGES.

THE STATE OF FLORIDA: To Each Sheriff of the State: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

DATED on _____

SHARON R. BOCK, CLERK

BY: _____
As Deputy Clerk

EN LOS TRIBUNALES DE CONDADO/CIRCUITO EN Y DEL
CONDADO DE PALM BEACH , FLORIDA

CAUSA NO. _____

Demandante(s),

v.

Demandado(s). _____/

NOTIFICACION DE DESALOJO/RESIDENCIAL

AL DEMANDADO O LOS DEMANDADOS:

SIRVASE LEER CON CUIDADO

USTED ESTA SIENDO DEMANDADO POR: _____

para exigirle que desaloje el lugar donde reside por los motivos que se expresan en la demanda adjunta. Usted tiene derecho a llevar la causa a juicio para determinar si se le puede exigir que se mude, pero ES NECESARIO que haga TODO lo que se le pide a continuación en un plazo de 5 días (no incluidos los sábados, domingos, ni días feriados) a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se colocaron en su casa.

USTED DEBERA HACER LO SIGUIENTE:

1. Deberá escribir en inglés el (los) motivo(s) por el (los) cual(es) cree que no se le debe obligar a mudarse. El (Los) motivo(s) deberá(n) entregarse por escrito al secretario del tribunal en cualquiera de los siguientes tribunales del Condado de Palm Beach:

- 205 North Dixie Highway, Suite 2.2200, West Palm Beach, FL 33401
- 200 W. Atlantic Ave., Delray Beach, FL 33444
- 3188 PGA Blvd., Palm Beach Gardens, FL 33410
- 2950 State Road 15, Room S-100, Belle Glade, FL 33430

2. Deberá enviar por correo o darle su(s) motivo(s) por escrito a: _____

Demandante/Abogado del Demandante _____
Dirección.

3. **Deberá pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, así como cualquier alquiler pagadero hasta que concluya el litigio. Si usted considera que el monto reclamado en la demanda es incorrecto, deberá presentarle al secretario del tribunal una moción para que el tribunal determine el monto que deba pagarse. Si usted presenta una moción, deberá adjuntarle a ésta cualesquiera documentos que respalden su posición, y enviar por correo o entregar una copia de la misma al demandante/abogado del demandante.**

4. **SI USTED NO LLEVA A CABO LAS ACCIONES QUE SE ESPECIFICAN ANTERIORMENTE EN UN PLAZO DE 5 DIAS LABORABLES A PARTIR DE LA FECHA EN QUE ESTOS DOCUMENTOS SE LE ENTREGARON A USTED O A UNA PERSONA QUE VIVE CON USTED, O SE COLOCARON EN SU CASA, SE LE PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO AVISO**

5. Si la demanda adjunta también incluye una reclamación por daños y perjuicios pecuniarios (tales como el incumplimiento de pago del alquiler), usted deberá responder a dicha reclamación por separado. Deberá exponer por escrito los motivos por los cuales considera que usted no debe la suma reclamada, y entregarlos al secretario del tribunal en la dirección que se especifica en el párrafo (1) anterior, así como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la dirección que se especifica en el párrafo (2) anterior. Esto deberá llevarse a cabo en un plazo de 20 días a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted. Esta obligación es aparte del requisito de responder a la demanda de desalojo en un plazo de 5 días a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se colocaron en su casa.

Si usted es una persona minusválida que necesita algún servicio especial para poder participar en este procedimiento, usted tiene derecho, sin cargo para usted, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene una discapacidad del oído o de la voz, llame al 711.

Si usted tiene dificultad en hablar o entender el idioma inglés, debe traer con usted una persona que hable bien inglés y el idioma que usted habla, y que sea capaz de traducir e interpretar ambos idiomas.

NAN TRIBINAL KONTE /SIKWI, NAN E POU KONTE PALM BEACH, FLORIDA

NIMEWO KA A. _____

Moun ki pote plent lan(yo),

kont

Akize a (yo).
_____ /

SITASYON POU METE MOUN DEYÒ NAN KAY

POU AKIZE A (YO):

TANPRI LI AVÈK ATANSYON

GEN YON PWOSÈ KONT OU PA: _____

Ki mande w pou w sòti kote ou abite kounye a la pou rezon sa yo ke yo bay nan konplent ki atache a.

Ou gen dwa a yon jijman pou detèmine si yo ka mande w pou w sòti, men ou DWE fè TOUT bagay ki nan lis anba a. Ou dwe fè yo **nan espas 5 jou** (Samdi, Dimanch, ou jou fèt legal pa ladan l) aprè dat ke yo ba w papyè sa yo, oubyen yon moun ki abite avèk ou, oubyen yo te plake yo sou pòt kay ou.

MEN BAGAY KE OU DWE FÈ YO:

1. **Ou dwe ekri rezon an (yo) pouki ou panse ke yo pa dwe fòse w sòti ann anglè.** Ou dwe bay rezon sa yo pa ekri a Sekretè Tribinal ki nan nenpòt nan adrès nou bay pi ba la a, ki nan Tribinal Konte Palm Beach:

- 205 North Dixie Highway, Suite 2.2200, West Palm Beach, FL 33401
- 200 W. Atlantic Ave., Delray Beach, FL 33444
- 3188 PGA Blvd., Palm Beach Gardens, FL 33410
- 2950 State Road 15, Room S-100, Belle Glade, FL 33430

2. **Ou dwe poste ou bay yon kopi rezon pa ekri a (yo) a:** _____
_____ Avoka Moun ki pote plent lan (yo), ki nan adrès: _____

3. **Ou dwe peye Sekretè Tribinal la valè kòb lwaye ke konplent yo atache a di ou dwe ak nenpòt lòt lajan lwaye ke ou vin dwe jis lè pwosè a fini. Si ou kwè ke valè lajan yo mande nan konplent lan pa korèk, ou dwe ranpli yon mosyon nan sekretarya Tribinal la pou Tribinal la ka detèmine ki valè ou dwe peye. Si w ranpli yon mosyon, ou dwe atache nan mosyon an nenpòt dokiman ki sipòte pozisyon w lan, epi voye pa lapòs oubyen bay yon kopi mosyon an a Akoka Moun ki pote plent lan (yo).**

4. **SI OU PA FÈ TOUT BAGAY YO ESPESIFYE ANLÈ A NAN ESPAS 5 JOU KOTE BIWO OUVÈ APRÈ DAT KE TE YO FIN BA W PAPYE SA YO, OUBYEN A YON MOUN KI ABITE NAN MENM KAY AVÈK OU, OUBYEN YO TE PLAQUE YO SOU PÒT KAY OU, YO KA METE OU DEYÒ SAN YON JIJMAN, OUBYEN SAN YON LÒT NOTIS.**

5. Si konplent ki atache a gen ladan l tou reklamasyon pou peye lajan pou (tankou lajan lwaye ou pa peye), ou dwe reponn reklamasyon sa separe. Ou dwe ekri rezon an (yo) pouki ou kwè ke ou pa dwe lajan yo mande a. Ou dwe bay rezon sa yo pa ekri a Sekretè Tribinal la nan adrès ki espesifye nan paragraf (1) anlè a, epi ou dwe voye pa lapòs oubyen bay yon kopi rezon pa ekri ou a (yo) a Avoka Moun ki pote plent lan (yo) nan adrès ki espesifye nan paragraf (2) anlè a. Sa dwe fèt nan espas 20 jou aprè dat yo te ba w papye sa yo, oubyen yon moun ki abite avèk ou. Obligasyon sa li separe de demand pou reponn a reklamasyon pou sòti nan kay la nan espas 5 jou kote biwo ouvè aprè yo te ba w paye yo, oubyen yon moun ki abite avèk ou, oubyen yo te plake yo sou pòt kay ou.

“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte, Tammy Anton, kòòdonatè pwogram Lwa pou Ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan Tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”

SI OU GEN PWOBLÈM PALE OU KONPRANN ANGLÈ, OU DWE VINI AK YON MOUN KI PALE NI ANGLÈ BYEN AK LANG OU PALE A, E KI KA TRADWI E ENTÈPRETE TOU DE LANG YO.

FORM 81

NONMILITARY AFFIDAVIT

The Tenant will have five days, after service, to file a written response to a Complaint for eviction, and 20 days, after service, to file a written response to a complaint for back rent and damages. If the Tenant fails to file a written response in that time the Landlord is entitled to a judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's default should be obtained by delivering to the Clerk of the Court an executed Motion-for Clerk's Default. Form 76 should be used to obtain a Clerk's default when the Tenant has failed to respond to an eviction complaint and Form 77 should be used to obtain a Clerk's default when the Tenant has failed to respond to a complaint for back rent and damages. In order to be entitled to a default, Form 81, Nonmilitary Affidavit, must be filed with the Clerk.

Second, based on the Clerk's default, a default final judgment should be obtained from the judge handling the case. The default final judgment is obtained by delivering to the Court a Motion for Default Final judgment-Residential Eviction (Form 78) and/or a Motion for Default Final judgment - Damages (Residential Eviction) (Form 79) with an Affidavit of Damages (Form 80). If the Landlord is seeking a Default Final judgment - Damages (Residential Eviction), a copy of the motion and affidavit must be served on the Defendant. The forms provide a certificate of service to be completed establishing proper service of the motion and affidavit.

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

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

CASE NO. _____

Plaintiff,
vs.

Defendant.

NONMILITARY 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 _____, by _____
_____, who _____ is personally known to me _____ produced _____
as identification and who took an oath.

NOTARY PUBLIC-STATE OF FLORIDA

Name: _____

Commission No. _____

My Commission Expires: _____

I CERTIFY that I _____ mailed, _____ faxed and mailed, or _____ hand delivered a copy of this motion and
attached affidavit to the Defendant at _____
[insert address at which Tenant was served and fax number if sent by fax].

Name _____

Address _____

Fax No. _____

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar
The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

FORM 66
FINAL JUDGMENT - EVICTION

- File original plus one copy per party on your case (Plaintiff, defendant(s) and attorney if any)
- Provide one stamped envelope per party on your case (Plaintiff, defendant(s) and attorney if any)

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

CASE NO. _____

Plaintiff,

vs.

Defendant.

FINAL JUDGMENT - EVICTION

THIS ACTION came before the Court upon Plaintiff's Complaint for Eviction. On the evidence presented, it is

ADJUDGED that Plaintiff _____ [insert Landlord's name], recover from Defendant _____ [insert Tenant's name], possession of the real property described as follows:

[insert legal or street description of rental premises including, if applicable, unit number]

and \$ _____ as court costs, WHICH LET WRITS OF POSSESSION AND EXECUTION NOW ISSUE.

ORDERED in PALM BEACH COUNTY, FLORIDA on _____ 20____

County Judge

cc:

Landlord

Tenant

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of: _____

Name: _____

Address: _____

Telephone Number: _____

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:

FORM 76

MOTION FOR CLERK'S DEFAULT - RESIDENTIAL EVICTION

The Tenant will have five days, after service, to file a written response to a Complaint for eviction, and 20 days, after service, to file a written response to a complaint for back rent and damages. If the Tenant fails to file a written response in that time the Landlord is entitled to a judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's default should be obtained by delivering to the Clerk of the Court an executed Motion-for Clerk's Default. Form 76 should be used to obtain a Clerk's default when the Tenant has failed to respond to an eviction complaint and Form 77 should be used to obtain a Clerk's default when the Tenant has failed to respond to a complaint for back rent and damages. In order to be entitled to a default, Form 81, Nonmilitary Affidavit, must be filed with the Clerk.

Second, based on the Clerk's default, a default final judgment should be obtained from the judge handling the case. The default final judgment is obtained by delivering to the Court a Motion for Default Final judgment-Residential Eviction (Form 78) and/or a Motion for Default Final judgment - Damages (Residential Eviction) (Form 79) with an Affidavit of Damages (Form 80). If the Landlord is seeking a Default Final judgment - Damages (Residential Eviction), a copy of the motion and affidavit must be served on the Defendant. The forms provide a certificate of service to be completed establishing proper service of the motion and affidavit.

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

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

CASE NO. _____

Plaintiff,

vs.

**MOTION FOR CLERK'S DEFAULT -
RESIDENTIAL EVICTION**

Defendant.

Plaintiff asks the Clerk to enter a default against _____,
Defendant, for failing to respond as required by law to Plaintiff's Complaint for residential eviction.

Name: _____

Address: _____

Telephone No. _____

DEFAULT - RESIDENTIAL EVICTION

A default is entered in this action against the Defendant for eviction for failure to respond as required by law.

DATE: _____

CLERK OF THE COURT

By: _____
Deputy Clerk

cc: _____
Name of Landlord

Name and address of Tenant

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

FORM 78

**MOTION FOR DEFAULT FINAL JUDGMENT
(RESIDENTIAL EVICTION)**

The Tenant will have five days, after service, to file a written response to a Complaint for eviction, and 20 days, after service, to file a written response to a complaint for back rent and damages. If the Tenant fails to file a written response in that time the Landlord is entitled to a judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's default should be obtained by delivering to the Clerk of the Court an executed Motion-for Clerk's Default. Form 76 should be used to obtain a Clerk's default when the Tenant has failed to respond to an eviction complaint and Form 77 should be used to obtain a Clerk's default when the Tenant has failed to respond to a complaint for back rent and damages. In order to be entitled to a default, Form 81, Nonmilitary Affidavit, must be filed with the Clerk.

Second, based on the Clerk's default, a default final judgment should be obtained from the judge handling the case. The default final judgment is obtained by delivering to the Court a Motion for Default Final judgment-Residential Eviction (Form 78) and/or a Motion for Default Final judgment - Damages (Residential Eviction) (Form 79) with an Affidavit of Damages (Form 80). If the Landlord is seeking a Default Final judgment - Damages (Residential Eviction), a copy of the motion and affidavit must be served on the Defendant. The forms provide a certificate of service to be completed establishing proper service of the motion and affidavit.

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

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

CASE NO. _____

Plaintiff,

vs.

**MOTION FOR DEFAULT FINAL
JUDGMENT - RESIDENTIAL EVICTION**

Defendant.

Plaintiff asks the Clerk to enter a default against _____,
Defendant, for failing to respond as required by law to Plaintiff's Complaint for damages.

1. Plaintiff filed a Complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on _____ [date].

WHEREFORE, Plaintiff asks this Court to enter a Final judgment For Residential
Eviction against Defendant.

Name: _____
Address: _____

Telephone No. _____

cc: _____
Tenant

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

FORM 11

WRIT OF POSSESSION

This document should be delivered to the Clerk of the Court after the Court enters the final judgment evicting the Tenant. The Clerk will sign this Writ. After the Clerk signs this Writ, it must be delivered to the Sheriff to be served upon the Tenant and who, if necessary, will forcibly evict the Tenant after 24 hours from the time of service.

If requested by the Landlord to do so, the Sheriff shall stand by to keep the peace while the Landlord changes the locks and removes personal property from the premises. When such a request is made; the Sheriff may charge a reasonable hourly rate, and the person requesting the Sheriff to stand by to keep the peace shall be responsible for paying the reasonable hourly rate set by the Sheriff.

SOURCE: Section 83.62, Florida Statutes (2007)

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

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

CASE NO. _____

Plaintiff,

vs.

WRIT OF POSSESSION

Defendant.
_____ /

**STATE OF FLORIDA
TO THE SHERIFF OF PALM BEACH COUNTY, FLORIDA:**

YOU ARE COMMANDED to remove all persons from the following
described property in Palm Beach County, Florida:

and to put _____
in possession of it.

DATED this ____ day of _____, 20____.

(SEAL)

Clerk, County Court

By: _____
Deputy Clerk

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed

with the assistance of: _____

Name: _____

Address: _____

Telephone Number: _____

FORM 12

NOTICE OF INTENTION TO IMPOSE CLAIM ON SECURITY DEPOSIT

A Landlord must return a Tenant's security deposit, together with interest if otherwise required, to the Tenant no more than 15 days after the Tenant leaves the leased property. The Landlord may claim all or a portion of the security deposit only after giving the Tenant written notice, by certified mail to the Tenant's last known mailing address, of the Landlord's intention to keep the deposit and the reason for keeping it. The Landlord's notice must be sent within 30 days of the date Tenant vacates the leased property. If the Landlord does not send the notice within the 30-day period the Landlord cannot keep the security deposit. If the Tenant does not object to the notice within 15 days after receipt of the Landlord's notice of intention to impose a claim on the deposit, the Landlord may then keep the amount stated in the notice and must send the rest of the deposit to the Tenant within 30 days after the date of the notice.

SOURCE: Section 83.49(3) Florida Statutes (2007)

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

NOTICE OF INTENTION TO IMPOSE CLAIM ON SECURITY DEPOSIT

To: _____
Tenant's Name

Address

City, State, Zip Code

Date: _____

This is a notice of my intention to impose a claim for damage in the amount of \$ _____
Upon your security deposit due to _____

[Damage done to premises or other reason for claiming security deposit]. This notice is sent to you as required by §83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to _____
_____ [Landlord's address].

Landlord's Name

Address

Phone Number _____

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of: _____
Name: _____
Address: _____
Telephone Number: _____

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

Case No: _____

Division: _____

Plaintiff(s)

-vs-

Defendant(s)

NOTICE OF VOLUNTARY DISMISSAL

No property having been seized or placed into the custody of the Court, the plaintiff,
_____, hereby dismisses this action.

I certify that a copy here of has been furnished to: _____

by _____ mail or by _____ hand delivery, this _____ day of _____, 20____.

Signature: _____

Name *[print]*: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____



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/online services**. 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.

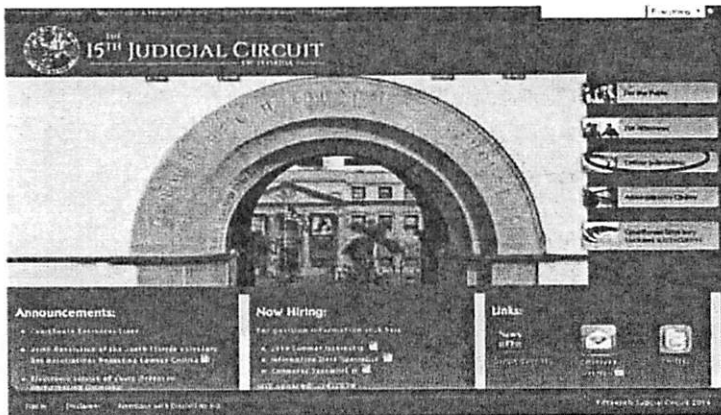
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach 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.

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

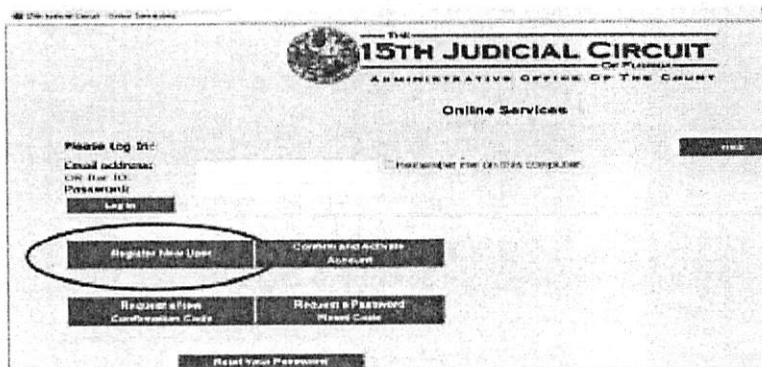


THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

Instructions for E-Service Registration For Self Represented Litigants

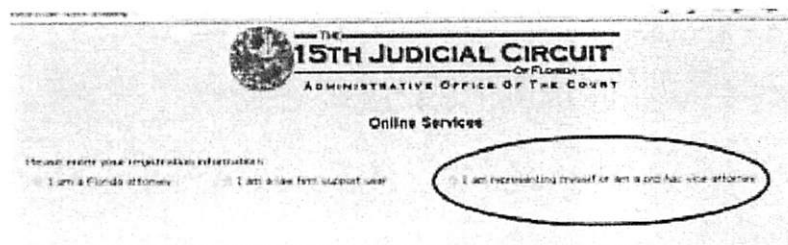


- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Applications



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)

Self Service Center Packet # 47, Page 36

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.

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)

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} _____

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)

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