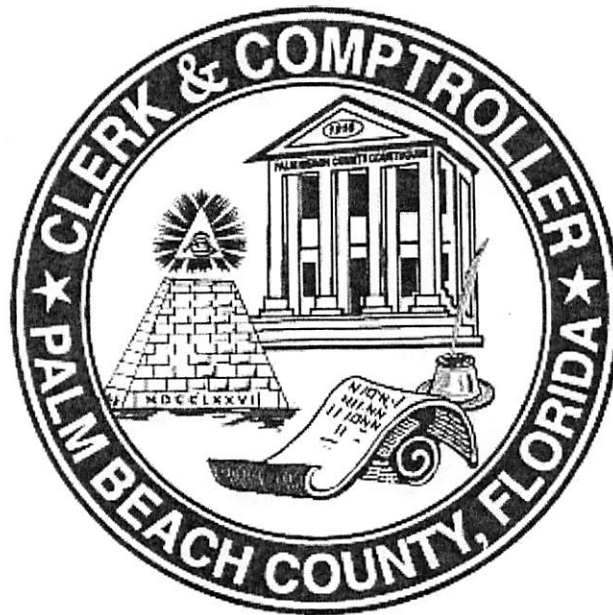


**Sharon R. Bock**  
**CLERK & COMPTROLLER**  
**SELF SERVICE CENTER**

**Your Guide Through The Courts**



**Packet #49**

*Revised 01/2015*

**COMPLAINT FOR EJECTMENT**

**NON-REFUNDABLE**

**(40 PAGES)**

**\$ 10.00**

# Self Service Center

## General Information

**You should read this General Information thoroughly before taking any steps to file your case or represent yourself in court. This is not intended as a substitute for legal advice from an attorney. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation. If you have questions or concerns regarding these forms, commentary, instructions and appendices, the use of these forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you may call the Lawyer Referral Service at 561-687-3266.**

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.

**“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 Germaine English, 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.”**

## **SELF SERVICE CENTER SERVICES**

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	NO FEE

Information is available at the following locations:

Palm Beach County Courthouse  
205 N. Dixie Hwy.  
West Palm Beach, Florida 33401

North County Courthouse  
3188 PGA Blvd  
Palm Beach Gardens, Florida 33410

South County Courthouse  
200 W. Atlantic Ave.  
Delray Beach, Florida 33444

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

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

Revised 04/2013

# COMPLAINT FOR EJECTMENT

#49

## When should this form be used?

- This form should be used to remove a person or persons who occupy real property *with you*, but **do not hold title to that property.**
- The individuals(s) occupying the property **are not tenants.**
- The Plaintiff is the owner of the real property.

**The filing fee is \$401.00, and the summons issue fee is \$10.00 *per Defendant*, and may be paid by cash, MasterCard, Visa, your personal check or money order payable to *Sharon R. Bock, Clerk & Comptroller, Palm Beach County***

**In addition, a separate \$40.00 fee *per Defendant* is required for service of the summons, *payable to PBSO (Palm Beach County Sheriff's Office)* by check or money order**

## Forms that are in your packet:

- ✓ Civil Cover Sheet (Form 1.997), *pages 14 - 15*
- ✓ Verified Complaint for Ejectment from Real Estate, *pages 16 - 17*
- ✓ Affidavit of Military Status, *pages 18 - 19*
- ✓ Summons: Personal Service on an Individual, *pages 20-23*
- ✓ Process Service Memorandum 12.910(b), *page 24*
- ✓ Motion for Default, *page 25*
- ✓ Notice of Hearing, *pages 26-27*
- ✓ Writ of Possession, *page 28*
- ✓ Sheriff Information Sheet, *page 29*
- ✓ Final Judgment for Ejectment, *page 30*
- ✓ Final Disposition Form (Form 1.998), *pages 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), *page 37-38*
- ✓ Notice of Change of Address, (09/14) (Must be filed whenever you change your address), *page 40*

**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.**

#### **Step One** **COMPLETING THE ORIGINAL DOCUMENTS**

**The person who is seeking possession of the premises & removal of the Defendant must file the following forms:**

- ☐ Civil Cover Sheet
- ☐ Verified Complaint for Ejectment from Real Estate
- ☐ Affidavit of Military Status
- ☐ Summons: Personal Service on an Individual
- ☐ Process Service Memorandum
- ☐ Final Disposition Form (Form 1.998)
- ☐ Notice of Confidential Information within Court Filing, Fla. R. Jud. Admin. 2.420(d)(2)

**Plaintiff should retain the following forms for AFTER service of the Defendant(s):**

- ☐ Motion for Default (*if the defendant does not file a response within 20 after receiving the summons*)
- ☐ Notice of Hearing
- ☐ Final Judgment for Ejectment
- ☐ Writ of Possession
- ☐ Sheriff Information Sheet

**This form should be completed, IF APPLICABLE**

- ☐ Disclosure from Nonlawyer
- ☐ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310 (04/13)
- ☐ Notice of Change of Address, (09/14) (*Must be filed whenever you change your address*)

**Step Two**  
**MAKE COPIES**

- ☐ Make (2) two sets of copies of all the documents you will file with the clerk: one set of copies is for the defendant(s) and one set is for your records)

**Step Three**  
**FILING YOUR ORIGINAL DOCUMENTS WITH THE**  
**CLERK & COMPTROLLER'S CIRCUIT CIVIL DIVISION in Person or by Mail**

- ☐ The petitioner should file the originals with the Clerk & Comptroller's office and pay the filing fee and the summons issuance 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)

**Step Four**  
**SERVICE UPON THE RESPONDENT**

**WITH A SUMMONS** If a summons is issued, there is a \$10.00 clerk's fee and a fee for the sheriff to serve the summons.

- ☐ The Clerk will handle the service of your petition only if the other person resides in Palm Beach County. The fee for this service is \$40.00 *payable to PBSO* (Palm Beach County Sheriff's Office).

**Step Five**  
**AFTER SERVICE OF THE OTHER PARTY**

After the other party (defendant) has been served with a summons, he/she has 20 consecutive calendar days (from the date the Sheriff served him/her) to file a response to the petition. If the Respondent does not answer the complaint within 20 consecutive days, you may file a Motion for Default. The Clerk then will enter a default against the defendant.

If you have any question concerning the service of the summons,  
please contact the Sheriff's Civil Office at 561-355-2760

**Step Six**  
**REQUESTING A HEARING**

- ☐ Once proper service of the Complaint for Ejectment has been effectuated on the Defendant and the Defendant has had the legally required time to respond, contact the Judicial Assistant for the Judge that is assigned to your case to set a hearing.

- ☐ Call the Uniform Motion Calendar Suspension Date Phone Line for unavailable dates at #561-355-6860. Once you know the dates the Judge presiding over your case is unavailable, call the Judge's Judicial Assistant to set up a hearing date & time to have your case heard before the Court.
- ☐ After receiving a hearing date & time, complete the Notice of Hearing form and make 2 copies: file the original, send one copy to the Defendant and keep one copy for your records.

### Step Seven

### TO OBTAIN A WRIT OF POSSESSION FROM THE CLERK & COMPTROLLER'S CIRCUIT CIVIL DIVISION In Person or By Mail

- ☐ If the judge grants your petition, he/she will sign the Final Judgment for Ejectment.
- ☐ If the defendant(s) refuses to leave the property, you may request a Writ of Possession to have a Deputy Sheriff remove the defendant(s) from the property.
- ☐ Complete the Writ of Possession form and the Sheriff Information Sheet form, make copies and mail or bring the original and copies to the clerk for issuance of the Writ of Possession.

Once you have the original Writ of Possession, you may mail or submit the original in person with a check for \$90.00 (Service fee \$ 40 and Enforcement fee \$50) to: Palm Beach County Sheriff's Office  
Juvenile Building, Room 1.1100  
205 N. Dixie Hwy.  
West Palm Beach, FL 33401  
Tel: 561-355-2763, press option 1

### **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\*\*\***

### **GUIDE TO COMPLETING FORMS**

#### **★ Civil Cover Sheet**

Plaintiff must file this cover sheet with first paperwork filed in the action or proceeding (except small claims cases or other county court cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

- 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. 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.

- (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.
- (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. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).



- (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. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).
- (T) Nonhomestead 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. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).
- (U) Other real property actions - all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).
- (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.

- III. 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.
- IV. 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.
- V. Class Action.** Place an "X" in the appropriate box.
- VI. Related Cases.** Place an "X" in the appropriate box.
- VII. Is Jury Trial Demanded In Complaint?**  
Check the appropriate box to indicate whether a jury trial is being demanded in the complaint.

**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.

★ **Verified Complaint for Ejectment from Real Estate**

- Fill in parties' names in the space provided (the plaintiff is the party initiating this action).
- Read each line and select and/or fill in the appropriate response.
- Print or type your name, address and telephone number.
- Do not sign unless it is before a NOTARY or DEPUTY CLERK.

\*\*\*a chain of title showing ownership of the property by the Plaintiff MUST be attached to this form; to obtain a copy of this public record document, contact the Clerk & Comptroller's Photocopy Department @ 561-355-2976, visit our website @ [www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com), or go to Room #4.2500 at the Main Courthouse: 205 N. Dixie Hwy., West Palm Beach, Florida 33401

★ **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](http://www.npc.navy.mil).

**PUBLIC HEALTH SERVICE:** Attn: Director, Division of Commissioned Corps Officer Support, [http://dcp.psc.gov/ad\\_search.asp](http://dcp.psc.gov/ad_search.asp) NOTE: Please direct all inquiries to the website.

★ **Summons: Personal Service on an Individual**

- This form should be used to obtain personal service on the other party when you begin your lawsuit. Service is required for all documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Generally, there are two ways to effect service:
  - (1) Personal service
  - (2) Constructive service (with constructive service, however, the relief a court may grant may be limited)The law requires that certain documents be served by personal service if personal service is possible. Personal service means that a summons (this form) and a copy of the forms you are filing with the court that must be personally served are delivered by a deputy sheriff or private process server directly to the other party, or to someone over the age of fifteen with whom the other party lives. Personal service is required for all petitions, including petitions for modification. You cannot serve these papers on the other party yourself or by mail or hand delivery. Personal service must be made by the Sheriff's Department in the county where the other party lives or works or by a private process server certified in the county where the other party lives or works.

- Fill in parties' names in the space provided
- Provide the name and address of the party being served.
- Provide the name and address of the serving party.
- Once completed, the clerk will date, sign and seal for issuance: there is a \$10.00 fee per summons/defendant for this service



### **Process Service Memorandum**

- You should use this form to give the sheriff's department (or private process server) instructions for serving the other party in your case with the Summons: Personal Service on an Individual, and other papers to be served. On this form, you can tell the Sheriff's Department the best times to find the person at work and/or at home. You can also include a map to the other person's home or work place to help the sheriff find the person and deliver the summons. Do not forget to attach to the summons a copy of your initial petition and any other papers you want personally served on the other party.
- Fill in parties name in the space provided.
- Read each line and select and or fill in the appropriate response.
- Sign in the space provided and print or type your name, address and telephone number.



### **Motion for Default**

- If the other party has failed to file or serve any documents within 20 days after the date of service of your Complaint for Ejectment, you may ask the Clerk & Comptroller to enter a default against him or her by filling out this form and filing it with the court. Generally, a default allows you to obtain an earlier final hearing to finish your case. Once the default is signed by the clerk, you can request a trial or final hearing in your case.
- Fill in parties' name in the space provided
- Read each line and select and or fill in the appropriate response.
- Sign in the space provided and print or type your name, address and telephone number.



### **Notice of Hearing**

- To set a hearing date and time, you should contact the Judge's Judicial Assistant.
- Fill in parties' name in the space provided (the petitioner is the party initiating this action)
- Read each line and select and or fill in the appropriate response.
- Provide the name and address of the party being served.
- Sign in the space provided and print or type your name, address and telephone number.



### **Writ of Possession**

This form is to have a Deputy Sheriff physically remove the Defendant from your property.

- Fill in parties name in the space provided
- Complete the property description as stated in the Final Judgment for Possession and put the plaintiff's name in possession of it.
- Provide the form to the Clerk to complete and sign.



### **Sheriff Information Sheet**

- Provide the case number in the space provided
- Provide parties' name in the space provided
- Read each line and select and/or fill in the appropriate responses.



### **Final Judgment for Ejectment**

- Provide to court for review and approval.

**Special notes...**

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of Disclosure from Nonlawyer, Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

If you do not have the money to pay the filing fee at the time of filing, 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 waived.

***You may file in one of the following locations:***

**Clerk & Comptroller  
Circuit Civil Department  
205 North Dixie Highway, RM 3.2300  
West Palm Beach, Florida 33401**

**Clerk & Comptroller  
South County Courthouse  
200 W Atlantic Avenue  
Delray Beach, Florida 33444**

**Clerk & Comptroller  
North County Courthouse  
3188 PGA Boulevard  
Palm Beach Gardens, Florida 33410**

**Clerk & Comptroller  
West County Courthouse  
2950 State Road 15, Rm. #S-100  
Belle Glade, Florida 33430**

***REMEMBER!***

***BRING OR SEND PRE-ADDRESSED STAMPED ENVELOPES WITH YOUR PAPERS  
(PRINT NAME AND ADDRESS)***

***FOR EACH PARTY ON YOUR CASE:***

***Petitioner, Respondent, and/or Attorney (if applicable)***

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

***If you need further assistance:***

***The Self Service Information Line  
Circuit Civil Department (for information regarding an existing case)  
Visit us at our web site***

***(561) 355-7048  
(561) 355-2986  
www.mypalmbeachclerk.com  
revised 06/2008***

## FORM 1.997. CIVIL COVER SHEET

The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075. (See instructions for completion.)

### I. CASE STYLE

(Name of Court)

Plaintiff \_\_\_\_\_

Case #: \_\_\_\_\_

Judge: \_\_\_\_\_

vs.

Defendant \_\_\_\_\_

### II. 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 in both the main category and subcategory boxes.

- |  |  |
|--|--|
| <input type="checkbox"/> Condominium                                 | <input type="checkbox"/> Homestead residential foreclosure \$0 - \$50,000          |
| <input type="checkbox"/> Contracts and indebtedness                  | <input type="checkbox"/> Homestead residential foreclosure \$50,001 - \$249,999    |
| <input type="checkbox"/> Eminent domain                              | <input type="checkbox"/> Homestead residential foreclosure \$250,000 or more       |
| <input type="checkbox"/> Auto negligence                             | <input type="checkbox"/> Nonhomestead residential foreclosure \$0 - \$50,000       |
| <input type="checkbox"/> Negligence—other                            | <input type="checkbox"/> Nonhomestead residential foreclosure \$50,001 - \$249,999 |
| <input type="checkbox"/> Business governance                         | <input type="checkbox"/> Nonhomestead residential foreclosure \$250,000 or more    |
| <input type="checkbox"/> Business torts                              | <input type="checkbox"/> Other real property actions \$0 - \$50,000                |
| <input type="checkbox"/> Environmental/Toxic tort                    | <input type="checkbox"/> Other real property actions \$50,001 - \$249,999          |
| <input type="checkbox"/> Third party indemnification                 | <input type="checkbox"/> Other real property actions \$250,000 or more             |
| <input type="checkbox"/> Construction defect                         | <input type="checkbox"/> Professional malpractice                                  |
| <input type="checkbox"/> Mass tort                                   | <input type="checkbox"/> Malpractice—business                                      |
| <input type="checkbox"/> Negligent security                          | <input type="checkbox"/> Malpractice—medical                                       |
| <input type="checkbox"/> Nursing home negligence                     | <input type="checkbox"/> Malpractice—other professional                            |
| <input type="checkbox"/> Premises liability—commercial               | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Premises liability—residential              | <input type="checkbox"/> Antitrust/Trade regulation                                |
| <input type="checkbox"/> Products liability                          | <input type="checkbox"/> Business transactions                                     |
| <input type="checkbox"/> Real property/Mortgage foreclosure          |  |
| <input type="checkbox"/> Commercial foreclosure \$0 - \$50,000       |  |
| <input type="checkbox"/> Commercial foreclosure \$50,001 - \$249,999 |  |

- |  |  |
|--|--|
| <input type="checkbox"/> Commercial foreclosure \$250,000 or more    | <input type="checkbox"/> Constitutional challenge—statute or ordinance |
| <input type="checkbox"/> Constitutional challenge—proposed amendment | <input type="checkbox"/> Libel/Slander                                 |
| <input type="checkbox"/> Corporate trusts                            | <input type="checkbox"/> Shareholder derivative action                 |
| <input type="checkbox"/> Discrimination—employment or other          | <input type="checkbox"/> Securities litigation                         |
| <input type="checkbox"/> Insurance claims                            | <input type="checkbox"/> Trade secrets                                 |
| <input type="checkbox"/> Intellectual property                       | <input type="checkbox"/> Trust litigation                              |

**III. REMEDIES SOUGHT (check all that apply):**

- ☐ monetary;  
☐ nonmonetary declaratory or injunctive relief;  
☐ punitive

**IV. NUMBER OF CAUSES OF ACTION: [ ]**

(specify) \_\_\_\_\_  
 \_\_\_\_\_

**V. IS THIS CASE A CLASS ACTION LAWSUIT?**

- ☐ yes  
☐ no

**VI. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. 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.

Signature \_\_\_\_\_  
 Attorney or party

Fla. Bar # \_\_\_\_\_  
 (Bar # if attorney)

\_\_\_\_\_  
 (type or print name)

\_\_\_\_\_  
 Date

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

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

Vs.

\_\_\_\_\_  
Defendant(s)

VERIFIED COMPLAINT FOR EJECTMENT FROM REAL ESTATE

COMES NOW, the Plaintiff, \_\_\_\_\_, sues Defendant(s),  
\_\_\_\_\_ and states as follows:

1. This is an action to recover possession of real property located in Palm Beach County, Florida.
2. This is an action for ejectment.
3. Defendant(s) \_\_\_\_\_, is (are) in possession of the following real property in the County (describe property, i.e. legal description):  
\_\_\_\_\_  
\_\_\_\_\_
4. The Defendant(s) are acquaintances of the Plaintiff, and have been residing at the above described property belonging to the Plaintiff since \_\_\_\_\_.
5. The Defendant(s) are presently residing at said property without the consent of the Plaintiff and against the Plaintiff's wishes.
6. The Defendant(s) have no legal right to possession of said property.
7. The Plaintiff is the owner of the real property located at: \_\_\_\_\_ in Palm Beach County, to which Plaintiff claims title as shown by the **attached** statement of Plaintiff's chain of title.
8. Defendant(s) refuses to deliver possession of the property to Plaintiff or pay Plaintiff the profits from it.



9. The Plaintiff has repeatedly requested the Defendant(s) to leave the premises and the Defendant(s) have refused to do so.

**WHEREFORE** Plaintiff demands judgment for possession of the property and damages against Defendant.

☐ A statement of Plaintiff's chain of title must be attached.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Print Name

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

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: \_\_\_\_\_

**IN THE CIRCUIT 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: \_\_\_\_\_

*Affidavit of Military Status – Circuit Civil*

(rev. 06/2008)

A LAWSUIT HAS BEEN FILED AGAINST YOU. YOU HAVE 20 CALENDAR DAYS AFTER THIS SUMMONS IS SERVED ON YOU TO FILE A WRITTEN RESPONSE TO THE ATTACHED COMPLAINT WITH THE CLERK OF THIS COURT. A PHONE CALL WILL NOT PROTECT YOU. YOUR WRITTEN RESPONSE, INCLUDING THE CASE NUMBER GIVEN ABOVE AND THE NAMES OF THE PARTIES, MUST BE FILED IF YOU WANT THE COURT TO HEAR YOUR SIDE OF THE CASE. IF YOU DO NOT FILE YOUR RESPONSE ON TIME, YOU MAY LOSE THE CASE, AND YOUR WAGES, MONEY, AND PROPERTY MAY THEREAFTER BE TAKEN WITHOUT FURTHER WARNING FROM THE COURT. THERE ARE OTHER LEGAL REQUIREMENTS. YOU MAY WANT TO CALL AN ATTORNEY RIGHT AWAY. IF YOU DO NOT KNOW AN ATTORNEY, YOU MAY CALL AN ATTORNEY REFERRAL SERVICE OR A LEGAL AID OFFICE (LISTED IN THE PHONE BOOK).

IMPORTANT

_____	_____
_____	_____
_____	_____
_____	_____

TO DEFENDANT(S):  
SUMMONS  
(PERSONAL SERVICE ON A NATURAL PERSON)  
ALTERNATE ADDRESS:

DEFENDANT(S). \_\_\_\_\_

-VS-

PLAINTIFF(S). \_\_\_\_\_

CASE NO: \_\_\_\_\_  
DIVISION: \_\_\_\_\_

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

IF YOU CHOOSE TO FILE A WRITTEN RESPONSE YOURSELF, AT THE SAME TIME YOU FILE YOUR WRITTEN RESPONSE TO THE COURT YOU MUST ALSO MAIL OR TAKE A COPY OF YOUR WRITTEN RESPONSE TO THE PLAINTIFF OR PLAINTIFF(S) ATTORNEY NAMED BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**“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.”**

**IMPORTANTE**

USTED HA SIDO DEMANDADO LEGALMENTE. TIENE 20 DIAS CONTADOS A PARTIR DEL RECIBO DE ESTA NOTIFICACION PARA CONTESTAR POR ESCRITO LA DEMANDA ADJUNTA Y PRESENTARLA ANTE ESTE TRIBUNAL. UNA LLAMADA TELEFONICA NO LO PROTEGERA. SI USTED DESEA QUE EL TRIBUNAL CONSIDERE SU DEFENSA, DEBE PRESENTAR SU RESPUESTA POR ESCRITO, INCLUYENDO EL NUMERO DEL CASO Y LOS NOMBRES DE LAS PARTES INTERESADAS. SI USTED NO CONTESTA LA DEMANDA A TIEMPO, PUDIESE PERDER EL CASO Y PODRIA SER DESPOJADO DE SUS INGRESOS Y PROPIEDADES O PRIVADO DE SUS DERECHOS, SIN PREVIO AVISO DEL TRIBUNAL. EXISTEN OTROS REQUISITOS LEGALES. SI LO DESEA, PUEDE USTED CONSULTAR A UN ABOGADO INMEDIATAMENTE. SI NO CONOCE A UN ABOGADO, PUEDE LLAMAR A UNA DE LAS OFICINAS DE ASISTENCIA LEGAL QUE APARECEN EN LA GUIA TELEFONICA.

SI DESEA RESPONDER A LA DEMANDA POR SU CUENTA, AL MISMO TIEMPO EN QUE PRESENTA SU RESPUESTA ANTE EL TRIBUNAL, DEBERA USTED ENVIAR POR CORREO O ENTREGAR UNA COPIA DE SU RESPUESTA A LA PERSONA DENOMINADO ABAJO COMO PLAINTIFF/PLAINTIFF(S) ATTORNEY (DEMANDANTE O ABOGADO DEL DEMANDANTE):

**“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, 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 discapacidad del oído o de la voz, llame al 711.”**

**IMPORTANT**

DES POURSUITES JUDICIAIRES ONT ETE ENTREPRISES CONTRE VOUS. VOUS AVEZ 20 JOURS CONSECUTIFS A PARTIR DE LA DATE DE L'ASSIGNATION DE CETTE CITATION POUR DEPOSER UNE REPONSE ECRITE A LA PLAINTÉ CI-JOINTE AUPRES DE CE TRIBUNAL. UN SIMPLE COUP DE TELEPHONE EST INSUFFISANT POUR VOUS PROTEGER; VOUS ETES OBLIGE DE DEPOSER VOTRE RESPONSE ECRITE, AVEC MENTION DU NUMERO DE DOSSIER CI-DESSUS ET DU NOM DES PARTIES NOMMEES ICI, SI VOUS SOUHAITEZ QUE LE TRIBUNAL ENTENDE VOTRE CAUSE. SI VOUS NE DEPOSEZ PAS VOTRE REPONSE ECRITE DANS LE RELAI REQUIS, VOUS RISQUEZ DE PERDRE LA CAUSE AINSI QUE VOTRE SALAIRE, VOTRE ARGENT, ET VOS BIENS PEUVENT ETRE SAISIS PAR LA SUITE, SANS AUCUN PREAVIS ULTERIEUR DU TRIBUNAL. IL Y A D'AUTRES OBLIGATIONS JURIDIQUES ET VOUS POUVEZ REQUERIR LES SERVICES IMMEDIATS D'UN AVOCAT. SI VOUS NE CONNAISSEZ PAS D'AVOCATS OU A UN BUREAU D'ASSISTANCE JURIDIQUE (FIGURANT A L'ANNUAIRE DE TELEPHONES).

SI VOUS CHOISISSEZ DE DEPOSER VOUS-MEME UNE REPONSE ECRITE, IL VOUS FAUDRA EGALEMENT, EN MEME TEMPS QUE CETTE FORMALITE, FAIRE PARVENIR OU EXPEDIER UNE COPIE DE VOTRE REPONSE ECRITE AU PLAINTIFF/PLAINTIFF(S) ATTORNEY (PLAIGNANT OU A SON AVOCAT) NOMME CI-DESSOUS:

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**“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, kòdonatè 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.”**

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(S).

DATED: \_\_\_\_\_

**Sharon R. Bock,**  
**Clerk of the Circuit Court**

BY: \_\_\_\_\_  
AS DEPUTY CLERK

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

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

Vs.

\_\_\_\_\_,  
Defendant.

**PROCESS SERVICE MEMORANDUM**

TO: ( ) Sheriff of \_\_\_\_\_ County, Florida; \_\_\_\_\_ Division  
( ) Private process server: \_\_\_\_\_

Please serve the {name of document(s)} \_\_\_\_\_

in the above-styled cause upon:

Party: {full legal name} \_\_\_\_\_

Address or location for service: \_\_\_\_\_

Work Address: \_\_\_\_\_

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what  
type of weapon(s): \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Party

\*Printed Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

\*Fax Number: \_\_\_\_\_



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

Case No. \_\_\_\_\_

\_\_\_\_\_  
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

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

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff,

Vs.

\_\_\_\_\_  
Defendant.

**NOTICE OF HEARING**

[~~en~~ fill in all blanks]

TO: {name of other party} \_\_\_\_\_

There will be a hearing before Judge {name} \_\_\_\_\_,  
on {date} \_\_\_\_\_, at {time} \_\_\_\_\_ m., in Room \_\_\_\_\_ of the \_\_\_\_\_  
Courthouse, on the following issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ hour(s)/ \_\_\_\_\_ minutes have been reserved for this hearing.

If you are represented by an attorney or plan to retain an attorney for this matter, you should notify the attorney of this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

I certify that a copy of this document was [☒ one only] ( ) mailed ( ) faxed and mailed ( )  
hand delivered to the person(s) listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

**Signature of Party**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**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 [☒ one only] \_\_\_\_\_ petitioner or \_\_\_\_\_ respondent, fill out this form.

This notice is provided pursuant to Administrative Order No. 2.207-1/15

**“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.”**

**“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, 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 discapacidad del oído o de la voz, llame al 711.”**

**“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, kòdonatè 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.”**

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

CASE NO: \_\_\_\_\_  
DIVISION: \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF(S)

VS

\_\_\_\_\_  
DEFENDANT(S)

**WRIT OF POSSESSION**

THE STATE OF FLORIDA

TO THE SHERIFF OF PALM BEACH COUNTY, FLORIDA

YOU ARE COMMANDED TO REMOVE DEFENDANT(S): \_\_\_\_\_

\_\_\_\_\_  
FROM THE FOLLOWING DESCRIBED PROPERTY IN PALM BEACH COUNTY,  
FLORIDA:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND TO PUT PLAINTIFF(S), \_\_\_\_\_ IN POSSESSION OF IT.

DATED ON: \_\_\_\_\_

SHARON R. BOCK, CLERK & COMPTROLLER

\_\_\_\_\_  
AS DEPUTY CLERK

Copies furnished to:

Plaintiff(s):

Defendant(s):

*Writ of Possession – Circuit Civil*

(rev. 06/2008)

## 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:**

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**Sheriff Information Sheet – Civil**

revised: 06/2008

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

Case No: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

Vs.

\_\_\_\_\_  
Defendant(s)

**FINAL JUDGMENT FOR EJECTMENT**

This cause having come before the Court on Complaint for Ejectment and it appearing that the defendant(s) has been duly served with process, it is hereby:

**ORDERED AND ADJUDGED** that the Plaintiff(s) \_\_\_\_\_  
do have and recover from the Defendant(s) \_\_\_\_\_  
possession of the following premises located in Palm Beach County, Florida, to wit:

\_\_\_\_\_  
\_\_\_\_\_

The Clerk of Court shall issue the Writ of Possession for the aforesaid premises forthwith. It is further :

**ORDERED AND ADJUDGED** that Plaintiff(s) \_\_\_\_\_  
recover judgment against the Defendant(s) \_\_\_\_\_  
costs in the amount of \$ \_\_\_\_\_, for all of which let execution issue.

**DONE AND ORDERED** in Palm Beach County, Florida on \_\_\_\_\_.

---

CIRCUIT COURT JUDGE

CC: PLAINTIFF  
DEFENDANT

*Final Judgment for Ejectment*

*(rev. 06/2008)*

**FORM 1.998. INSTRUCTIONS FOR  
ATTORNEYS COMPLETING FINAL  
DISPOSITION FORM**

**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 to the case and the names (last, first, middle initial) of plaintiff(s) and defendant(s).

**II. Means of Final Disposition.** Place an "x" in the appropriate major category box and in the appropriate subcategory box, if applicable. The following are the definitions of the disposition categories.

- (A) Dismissed Before Hearing—the case is settled, voluntarily dismissed, or otherwise disposed of before a hearing is held;
- (B) Dismissed Pursuant to Settlement - Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached without mediation before a hearing is held;
- (C) Dismissal Pursuant to Mediated Settlement - Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached with mediation before a hearing is held;
- (D) Other - Before Hearing—the case is dismissed before hearing in an action that does not fall into one of the other disposition categories listed on this form;
- (E) Dismissed After Hearing—the case is dismissed by a judge, voluntarily dismissed, or settled after a hearing is held;
- (F) Dismissal Pursuant to Settlement - After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached without mediation after a hearing is held;
- (G) Dismissal Pursuant to Mediated Settlement - After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached with mediation after a hearing is held;
- (H) Other - After Hearing—the case is dismissed after hearing in an action that does not fall into one of the other disposition categories listed on this form;
- (I) Disposed by Default—a defendant chooses not to or fails to contest the plaintiff's allegations and a judgment against the defendant is entered by the court;
- (J) Disposed by Judge—a judgment or disposition is reached by the judge in a case that is not dismissed and in which no trial has been held. Includes stipulations by the parties, conditional judgments, summary judgment after hearing and any matter in which a judgment is entered excluding cases disposed of by default as in category (I) above;
- (K) Disposed by Non-Jury Trial—the case is disposed as a result of a contested trial in which there is no jury and in which the judge determines both the issues of fact and law in the case;
- (L) Disposed by Jury Trial—the case is disposed as a result of a jury trial (consider the beginning of a jury trial to be when the jurors and alternates are selected and sworn);
- (M) Other—the case is consolidated, submitted to arbitration or mediation, transferred, or otherwise disposed of by other means not listed in categories (A) through (L).

**DATE AND ATTORNEY SIGNATURE.**  
Date and sign the final disposition form.



## FORM 1.998. FINAL DISPOSITION FORM

This form shall be filed by the prevailing party for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075. (See instructions on the reverse of the form.)

### I. CASE STYLE

(Name of Court)

Plaintiff \_\_\_\_\_

Case #: \_\_\_\_\_

Judge: \_\_\_\_\_

vs.

Defendant \_\_\_\_\_

---

### II. MEANS OF FINAL DISPOSITION (Place an "x" in one box for major category and one subcategory, if applicable, only)

- ☐ Dismissed Before Hearing
  - ☐ Dismissed Pursuant to Settlement – Before Hearing
  - ☐ Dismissed Pursuant to Mediated Settlement – Before Hearing
  - ☐ Other – Before Hearing
- ☐ Dismissed After Hearing
  - ☐ Dismissed Pursuant to Settlement – After Hearing
  - ☐ Dismissed Pursuant to Mediated Settlement – After Hearing
  - ☐ Other After Hearing – After Hearing
- ☐ Disposed by Default
- ☐ Disposed by Judge
- ☐ Disposed by Non-jury Trial
- ☐ Disposed by Jury Trial
- ☐ Other

DATE \_\_\_\_\_

SIGNATURE OF ATTORNEY FOR PREVAILING PARTY \_\_\_\_\_



— 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](http://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.

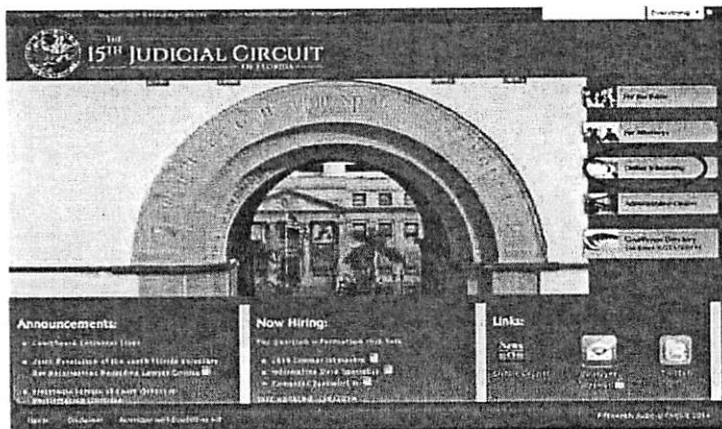
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach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

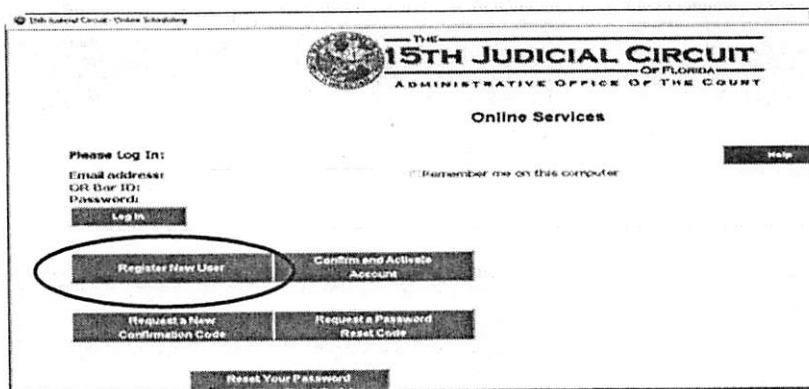


THE  
**15TH JUDICIAL CIRCUIT**  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

Instructions for E-Service Registration For Self Represented Litigants

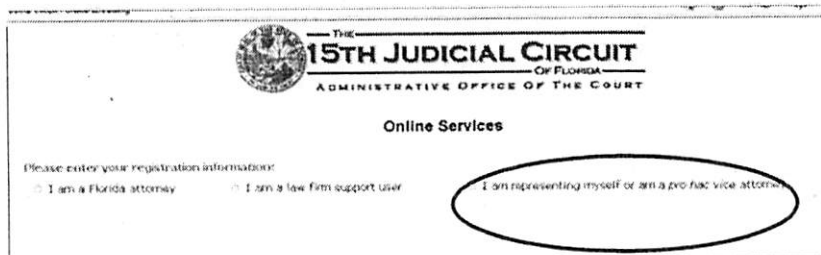


- Go to [www.15thcircuit.com](http://www.15thcircuit.com)
- Select Online Scheduling
- Select Online Scheduling Application



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

The 15th JUDICIAL CIRCUIT OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

E-Service/Online Scheduling Services

Please enter your registration information:

☐ I am a Florida attorney ☐ I am a law firm support user ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered party name matches your court documents exactly.

\*Indicates required field.

Login Email Address:  (The login email is specific to the person registering and should not be a personal e-service address)

Password:

Confirm Password:

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.

The 15th JUDICIAL CIRCUIT OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

E-Service/Online Scheduling Services

Please enter the security code that is shown.

First Name:

Middle Name:

Last Name:

Suffix:

System Greeting:

Street Address:

City:

State Abbreviation:

ZIP:

Business Phone:

Fax:

Cell:

Please enter the security code that is shown.

Security Code:

Click the speaker icon to read the letters aloud

Submit

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/online services](http://www.15thcircuit.com/html/online services).
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} \_\_\_\_\_

esignation 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