

Eviction Packet

for

FAILURE TO PAY RENT  
AND  
DAMAGES (BACK RENT)

## LANDLORD AND TENANT FORMS AND INSTRUCTIONS

The attached forms are designed for your use in the event of common landlord/tenant disputes. They should be used only for residential leases. If you have a commercial, agricultural, or personal property lease, you should consult with an attorney. No form should be used until you have carefully reviewed and understand the instructions preceding the form and reviewed the referenced Florida Statute.

The residential landlord/tenant relationship is controlled by the terms of your lease and by Part II of Chapter 83 of the Florida Statutes. The procedures for enforcing your rights under your lease and Part II of Chapter 83 are set forth in section 51.011, Florida Statutes. You are advised to carefully review these statutes before starting any legal proceeding concerning a residential lease. Copies of these statutes are usually available at the law library located at your county courthouse and at your public library.

Before you can start a lawsuit to end a residential lease or withhold rental payments, you must first give proper written notice. The form of the notice will depend on the landlord's or tenant's reason for terminating the lease or withholding rent. There are two common reasons for a landlord to terminate the lease and evict a tenant. Those reasons are:

1. The tenant has not paid his rent on time.
2. The tenant has not complied with the requirements of the lease or has violated Florida Statutes.

Forms 57 and 58 contain the notices the landlord will need to send to the tenant in order to terminate the lease and evict the tenant for those two reasons.

The tenant must give notice to the landlord for one of two reasons. First, a tenant will notify the landlord to end the lease when the landlord does not maintain the property as required by the lease or Florida Statutes. Second, the tenant may instead withhold rent payments. Forms 59 and 60 contain the notices which must be sent to the landlord in each of these circumstances.

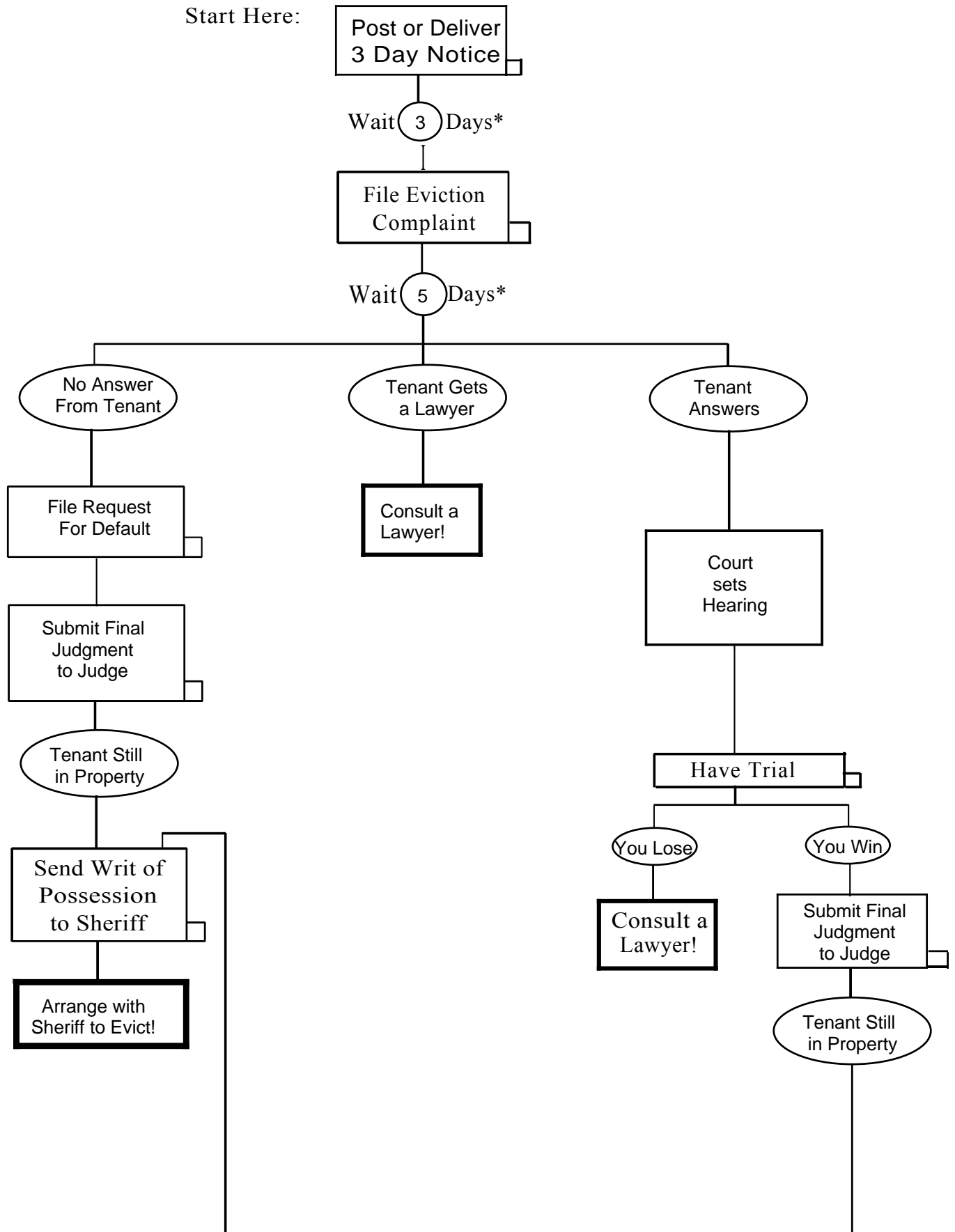
After sending the notice, it may be necessary to file a suit. The landlord will, as a general rule, have a suit against the tenant not only to evict the tenant (have the tenant removed from the property), but also for damages for unpaid rent. Forms 61 and 61A contain a complaint for either eviction or eviction and damages of unpaid rent. If the amount of damages exceeds \$15,000 you should not use this form. If the landlord wants to evict the tenant for breaches of the lease other than failure to pay rent, his suit may be for eviction only. Form 62 contains the complaint to evict a tenant for failure to comply with the lease other than the payment of rent.

At the time the complaint is filed, the landlord must ask the clerk of the court to issue summonses and deliver those summonses to the sheriff with a copy of the complaint for service on the tenant. A separate summons is necessary for an eviction and to recover damages for unpaid rent. If a landlord is suing the tenant both to evict him and for damages, he will need to have both summonses issued and delivered to the sheriff with the complaint. Form 63 contains the form of the summons for eviction and Form 64 is the additional summons to be used if unpaid rent is also sought.

If the court rules that the landlord is entitled to evict the tenant and/or recover damages for unpaid rent, the court will sign a judgment in the landlord's favor. Form 66 contains the form of a final judgment for eviction and Form 65 contains the form for a final judgment for damages. Once a landlord receive a final judgment for eviction, he must ask the clerk of the court to execute a Writ of Possession. The Writ of Possession should be delivered to the sheriff by the landlord for service on the tenant.

# EVICITION FLOWCHART AND CHECKLIST-NONPAYMENT OF RENT

Start Here:



## EVICTION AND DAMAGES CASE

### **FILING FEES AND COSTS**

**\$185.00 + \$10.00 FOR EACH SUMMONS ISSUED + \$2.50 EA > 5 DEFENDANTS.** No Personal checks accepted. We only accept cash, cashier's checks, credit cards, and money orders made payable to Clerk of Courts. See Sheriff's Department for service information (***copy of Sheriff's fees are attached***)

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The following list All of the items that must be provided to the Clerk when filing your case:

### **FOR ONE TENANT ONLY**

- 1 original & 4 copies of **Complaint for Eviction & Damages (form 61 A)**, front and back. (one copy will be returned to you with case number.)
- 4 copies of Lease (if applicable)
- 4 copies of **Notice**
- 3 copies of **Eviction Summons/Residential (form 63)** front and back
- \*\*Mandatory\*\*** 3 copies of French/Spanish (**NOTIFICACION DE DESALOJO/RESIDENCIAL** and **CITATION D'EVICION/RESIDENTIELLE**), front and back
- 2 copies of **Summons: Count II (Damages)** (form 64), front & back
- 1 original **Certificate of Mailing**
- 1 Envelope – minimum 2 stamps postage – addressed to tenant – No return address. Please note that postage needs to be sufficient for 1 copy of Complaint, Lease, Notice, and Eviction summons, (Spanish and French versions included).

### **FOR TWO TENANTS**

- 1 original & 7 copies of **Complaint for Eviction & Damages (form 61A)**, front and back, (One copy will be returned to you with case number.)
- 7 copies of lease (if applicable)
- 7 copies of **Notice**
- 6 copies of **Eviction Summons/residential (form 63)**, front and back
- \*\*Mandatory\*\*** 5 copies of French/Spanish (**NOTICACION DE DESALOJO/RESIDENCIAL** and **CITATION D'EVICION/RESIDENTIELLE**), front and back
- 4 copies of **Summons: Count II (Damages)** (form 64) front & back
- 1 original **Certificate of Mailing**
- 2 envelopes – minimum 2 stamps postage – addressed to each individual tenant – No return address. Please note that postage needs to be sufficient for 1 copy of Complaint, Lease, Notice, and Eviction Summons (Spanish and French versions included).

NOTICE FROM LANDLORD TO TENANT -- TERMINATION FOR FAILURE TO PAY  
RENT  
(Form 57)

This notice may be delivered by mail or by delivering a copy to the property.

This notice must be delivered, and the three day time period must run, before starting suit to evict the tenant or to recover past due rent.

SOURCE: Section 83.56(3), Florida Statutes (1990)

FORM 57

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 [insert address of leased premises] \_\_\_\_\_, Duval County, Florida, 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

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

(Form 61 A)

IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

**COMPLAINT FOR EVICTION AND DAMAGES**

Plaintiff, \_\_\_\_\_, sues Defendant, \_\_\_\_\_,  
and alleges:

COUNT 1  
Tenant Eviction

1. This is an action to evict a tenant from real property In Duval County, Florida.
2. Plaintiff owns the following described real property in said County: \_\_\_\_\_

\_\_\_\_\_  
*(insert street description of rental property including unit number)*

3. Defendant has possession of the property under (circle one) oral/written agreement to pay rent of \$\_\_\_\_\_ payable\_\_\_\_\_  
*(insert rental amount) (insert terms of rental payments, i. c., weekly, monthly, etc.)*  
A copy of the written agreement, if applicable, is attached hereto as Exhibit "A."

4. Defendant failed to pay the rent due \_\_\_\_\_  
*(insert date of payment tenant has failed to make)*

5. Plaintiff served Defendant with a notice on \_\_\_\_\_ to pay the rent  
(insert date of notice)

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.

COUNT II  
Damages

6. This is an action for damages that do not exceed \$15,000.

7. Plaintiff restates those allegations contained in paragraphs 1 through 5 above.

8. Defendant owes Plaintiff \$\_\_\_\_\_ that is due with interest  
(insert past due rent amount)

since \_\_\_\_\_  
(insert date of lost rental payment tenant failed to make)

9. Additionally, the plaintiff sues for additional unpaid rent that accrues after the file date of this complaint as well as damages that become evident upon inspection of the property and after the defendant is evicted.

WHEREFORE. Plaintiff demands judgment for damages against Defendant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Landlord/Property Manager  
(Circle one)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number



(Form 63)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

**EVICITION SUMMONS - RESIDENTIAL**

TO: \_\_\_\_\_  
*(Insert name of tenant)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Phone number)*

**PLEASE READ CAREFULLY**

You are being sued by \_\_\_\_\_ to require you to move out of the  
*(insert Landlord's name)*  
place where you are living for the reasons given in the attached complaint. You are entitled to a trial to decide 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. Write down the reasons why you think you should not be forced to move. The written reasons must be given to the Court Clerk at Duval County, 501 West Adams Street, Room 1048, Jacksonville, Florida 32202, with signature, phone number, and case number on reason.

2. Mail or take a copy of your written reasons to: *(insert Plaintiff's name and address)*

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

3. 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. **Any payment into the registry of the Court must be tendered by cash, cashier's check or money order made payable to the clerk of court and must be accompanied by payment of the Clerk's registry fee of 3% of the first \$500.00 deposited and 1.5% of each subsequent \$100.00**

**4. IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN FIVE (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 or were posted at your home. 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.

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 \_\_\_\_\_

RONNIE FUSSELL  
CLERK OF THE COURT  
DUVAL COUNTY, FLORIDA

By: \_\_\_\_\_  
As Deputy Clerk

NOTIFICACION DE DESALOJO/RESIDENCIAL

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 ser sometido a juicio para determinar si se le puede exigir que se mude, pero ES NECESARIO que haga TODO lo que se le pide a continuacion en un plazo de 5 dias (no incluidos los sabados, domingos, ni dias 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) Escribir el (los) motivo(s) por el (los) cual(es) cree que no se le debe obligar a mudarse. El (Los) motivo(s) debera(n) entregarse por escrito al secretario del tribunal en el Edificio de los Tribunales de Condado de Jacksonville, Florida.

(2) Enviar por correo o darle su(s) motivo(s) por escrito a: Demandante/Abogado del Demandante

(3) Pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, asi como cualquier alquiler pagadero hasta que concluya el litigio. Si usted considera que el monto reclamado en la demanda es incorrecto, debera presentarle al secretario del tribunal una mocion para que el tribunal determine el monto que deba pagarse. Si usted presenta una mocion, debera adjuntarle a esta cualesquiera documentos que respalden su posicion, y enviar por correo o entregar una copia de la misma al demandante/abogado del demandante.

(4) Si usted presenta una mocion para que el tribunal, determine el monto del alquiler que deba pagarse al secretario del tribunal, debera comunicarse de inmediato con la oficina del juez al que se le haya asignado el caso para que programe una audiencia con el fin de determinar el monto que deba pagarse al secretario del tribunal mientras el litigio este pendiente.

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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 COLOQUEN EN SU CASA, SE LE PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO A VISO

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(5) Si la demanda adjunta tambien incluye una reclamacion por danos y perjuicios pecunarios (tales como el incumplimiento de pago del alquiler), usted debera responder a dicha reclamacion por separado. Debera exponer por escrito los motivos por los cuales considera que usted no debe la suma reclamada, y entregarlos al secretario del tribunal en la direccion que se especifica en el parrafo (1) anterior, asi como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la direccion que se especifica en el parrafo (2) anterior. Esto debera llevarse a cabo en un plazo de 20 dias a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se coloquen en su casa. Esta obligacion es aparte del requisito de responder a la demanda de desalojo en un plazo de 5 dias a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se coloquen en su casa.

## CITATION D'EVICITION/RESIDENTIELLE

### LISEZ ATTENTIVEMENT

Vous etes poursuivi par \_\_\_\_\_ pour exiger que vous evacuez les lieux de votre residence pour les raisons enumerees dans la plainte ci-dessous.

Vous avez droit a un proces pour determiner si vous devez demenager, mais vous devez, au prealable, suivre les instructions enumerees ci-dessous, pendant les 5 jours (non compris le samedi, le dimanche, ou un jour ferie) a partir de la date ou ces documents ont ete donnes a vous ou a la personne vivant avec vous, ou ont ete affiches a votre residence.

#### LISTE DES INSTRUCTIONS A SUIVRE:

(1) Enumerer par ecrit les raisons pour lesquelles vous pensez ne pas avoir a demenager. Elles doivent etre remises au clerc du tribunal a Duval County Courthouse Jacksonville, Florida.

(2) Envoyer ou donner une copie au: Plaignant/Avocat du Plaignant

(3) Payer au clerc du tribunal le montant des loyers dus comme etabli dans la plainte et le montant des loyers dus jusqu'a la fin du proces. Si vous pensez que le montant etabli dans la plainte est incorrect, vous devez presenter au clerc du tribunal une demande en justice pour determiner la somme a payer. Pour cela vous devez attacher ala demande tous les documents soutenant votre position et faire parvenir une copie de la demande au plaignant/avocat du plaignant.

(4) Si vous faites une demande en justice pour determiner la somme a payer au clerc du tribunal, vous devrez immediatement prevenir le bureau de juge qui presidera au proces pour fixer la date de l'audience qui decidera quelle somme doit etre payee au clerc du tribunal pendant que le proces est en cours.

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SI VOUS NE SUIVEZ PAS CES INSTRUCTIONS A LA LETTRE DANS LES 5 JOURS QUE SUIVENT LA DATE OU CES DOCUMENTS ONT ETE RENU A VOUS OU A LA PERSONNE HABITANT AVEC VOUS, OU ONT ETE AFFICHES A VOTRE RESIDENCE, VOUS POUVEZ ETR.E EYTULSES SANS AUDIENCE OU SANS AVIS PREALABLE

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(5) Si la plainte ci-dessus contient une demande pour dommages pecuniaires, tels des loyers arrieres, vous devez y repondre separement. Vous devez enumerer par ecrit les raisons pour lesquelles vous estimez ne pas devoir le montant demande. Ces raisons ecrites doivent etre donnees au clerc du tribunal a l'adresse specifiee dans le paragraphe (1) et une copie de ces raisons donnee ou envoyee au plaignant\avocat du plaignant a l'adresse specifiee dans le paragraphe (2). Cela doit etre fait dans les 20 jours suivant la date ou ces documents ont ete presentes a vous ou a la personne habitant avec vous, ou affiches a votre residence. Cette obligation ne fait pas partie des instructions a suivre en reponse au proces d'eviction dans les 5 jours suivant la date ou ces documents ont ete presentes a vous ou a la personne habitant avec vous, ou affiches a votre residence.

IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

DIV. \_\_\_\_\_

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

VS.

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

### CERTIFICATE OF MAILING

I, RONNIE FUSSELL, Clerk of the Circuit and County Courts, Duval County, Florida, do hereby certify that a copy of the summons and complaint in this cause has been mailed by first class mail to the defendant(s) \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ the address provided by the landlord, in accordance with Section 48.183) (2), Florida Statutes.

Witness my hand and seal at Jacksonville, Florida and dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Ronnie Fussell**  
CLERK OF THE CIRCUIT AND COUNTY COURTS  
DUVAL COUNTY, FLORIDA

By: \_\_\_\_\_  
Deputy Clerk

(Form 64)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

Plaintiff(s)

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

Defendant(s)

**SUMMONS: COUNT 11 (Damages)  
PERSONAL SERVICE ON AN INDIVIDUAL  
IMPORTANT**

**TO:**

\_\_\_\_\_  
*(Name of tenant)*

\_\_\_\_\_  
*(Address of tenant)*

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 in this Court. A phone call will not protect you. Your written response, including the above case number and named parties, must be filed if you want the Court to hear your 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.

If you choose to file a written response yourself, you must also mail or take a carbon copy/photocopy of your written response to the "Plaintiff name" named below at the time you file your written response.

\_\_\_\_\_  
Plaintiff name

\_\_\_\_\_  
Address

**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.

DATE: \_\_\_\_\_

RONNIE FUSSELL  
CLERK OF THE COURT  
DUVAL COUNTY, FLORIDA

By: \_\_\_\_\_

As Deputy Clerk

(See reverse side for Spanish and French versions)

## IMPORTANTE

Usted ha sido demandado legalmente. Tiene 20 días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podría 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 guía telefónica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, deberá usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney" (Demandante o Abogado del Demandante).

## IMPORTANTE

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Un simple coup de téléphone est insuffisant pour vous protéger. Vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent être saisis par la suite, sans aucun préavis Ulterieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requérir les services immédiats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones).

SI vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie de votre réponse écrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou à son avocat) nonime ci-dessous.

## **OBTAINING YOUR FINAL JUDGMENT FOR EVICTION** **(COUNT I)**

The tenant will have five (5) days after service (this excludes the date of service, Saturday, Sunday and legal holidays) to file a written response to a complaint for eviction. If the tenant fails to file a written response, you are entitled to a final judgment by default. File **ALL** of the following original documents with the clerk no sooner than the 6<sup>th</sup> business day after service;

- **Form 76** – MOTION FOR CLERK’S DEFAULT – RESIDENTIAL EVICTION
- **Form 78** – MOTION FOR DEFAULT FINAL JUDGMENT – RESIDENTIAL EVICTION
- **Form 81** – NON-MILITARY AFFIDAVIT (front and back). **\*\*Must be notarized**
- **Form 66** – FINAL JUDGMENT EVICTION – file 1 original and 2 copies (based on one tenant) 1 additional copy required for each additional tenant.
- **\*\*\*FORM 66 FINAL JUDGMENT MUST BE TYPED BEFORE PRESENTING TO THE CLERK.**
- One self-addressed stamped envelope (no return address).
- Once addressed stamped envelope for each tenant (no return address).

***If you filed your documents using e-file, it is your responsibility to send proposed final judgment and self-addressed envelopes to the clerk’s office.***

Once the judge has signed off on the final judgment, you may then request the clerk to issue a writ of possession for service on the tenant(s) - (if tenant(s) has not already moved from the premises).

## **OBTAINING YOUR FINAL JUDGMENT FOR DAMAGES** **(COUNT II)**

The tenant will have 20 calendar 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, you are entitled to a final judgment by default. File **ALL** of the following documents with the clerk no sooner than the 21<sup>st</sup> day after service;

- **Form 77** – MOTION FOR CLERK’S DEFAULT – DAMAGES (RESIDENTIAL EVICTION)
- **Form 79** – MOTION FOR DEFAULT FINAL JUDGMENT – DAMAGES (RESIDENTIAL EVICTION)
- **Form 80** – AFFIDAVIT OF DAMAGES (front and back) **\*\*Must be notarized.**
- **Form 65** – FINAL JUDGMENT DAMAGES – file 1 original and 2 copies (based on one tenant, 1 additional copy required for each additional tenant).
- **\*\*\*FORM 65 – FINAL JUDGMENT MUST BE TYPED BEFORE PRESENTING TO THE CLERK.**
- One self-addressed stamped envelope for each tenant (no return address).

***IF YOU FILED YOUR DOCUMENTS USING E-FILE, IT IS YOUR RESPONSIBILITY TO SEND PROPOSED FINAL JUDGMENTS AND SELF-ADDRESSED ENVELOPES TO THE CLERK’S OFFICE.***

Once the judge has signed the final judgment, you may request the clerk to issue you a writ of possession for service on tenant(s) - (if tenant(s) has not already moved from the premises).

- **NOTE: a copy of forms 79 and 80 must be delivered to the defendant. These forms provide a certificate to be completed by you, establishing proper delivery of the motion and affidavit.**



(Form 76)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*  
**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*  
**Defendant(s)**

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

Plaintiff asks the clerk to enter a default against \_\_\_\_\_, Defendant, for failing to respond as required by law to plaintiffs complaint for residential eviction.

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Address

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

**DEFAULT - RESIDENTIAL EVICTION**

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

DATE: \_\_\_\_\_

RONNIE FUSSELL  
CLERK OF THE COURT  
DUVAL COUNTY, FLORIDA

By: \_\_\_\_\_  
As Deputy Clerk

cc: \_\_\_\_\_  
*(Insert name and address of Tenant)*

(Form 78)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

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

Plaintiff asks the court to enter a Default Final Judgment against \_\_\_\_\_,  
Defendant, for residential eviction and says:

1. Plaintiff filed a complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on \_\_\_\_\_  
*(insert date)*

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

\_\_\_\_\_  
Plaintiff 's Signature

\_\_\_\_\_  
Address

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

cc:

\_\_\_\_\_  
*(Insert name and address of Tenant)*

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

(Form 81)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

**NON-MILITARY AFFIDAVIT**

STATE OF FLORIDA }  
COUNTY OF DUVAL }

\_\_\_\_\_, being first duly sworn, states under penalty of perjury:  
[print name]

1. \_\_\_ That I know of my own personal knowledge that the respondent is not on active duty in the armed forces of the United States.
2. \_\_\_ That I have inquired of the armed forces of the United States and the U.S. Public Health Service to determine whether the respondent, \_\_\_\_\_, is a member of the armed services and am attaching certificates stating that the respondent is not now in the armed forces.

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

\_\_\_\_\_  
Signature of Affiant

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

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

Telephone No. \_\_\_\_\_

Acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_, who \_\_\_ is personally known to me / \_\_\_ produced \_\_\_\_\_ as identification, and who \_\_\_ did / \_\_\_ did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC-STATE OF FLORIDA

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

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

I CERTIFY that I have mailed, telefaxed and mailed, or hand delivered a copy of this affidavit to Attorney for opposing party/Pro se party at the name and address, telefax number below:

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

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

\_\_\_\_\_

\_\_\_\_\_

Telefax No.: \_\_\_\_\_

(Form 66)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

Plaintiff(s)

vs.

**FINAL JUDGMENT  
EVICTION**

\_\_\_\_\_  
*(Insert name of Tenant)*

Defendant(s)

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

ADJUDGED that the Plaintiff, \_\_\_\_\_, recover from Defendant, \_\_\_\_\_, possession of the real property described as follows: \_\_\_\_\_

\_\_\_\_\_  
*(insert street description of rental premises including, if applicable, unit number)*

and \$ \_\_\_\_\_ as court costs, for which let Writs of Possession and Execution now issue.

**ORDERED** in Jacksonville, Duval County, Florida on \_\_\_\_\_

\_\_\_\_\_  
COUNTY JUDGE

cc: (Landlord name) \_\_\_\_\_

\_\_\_\_\_  
(Address)

(Tenant name) \_\_\_\_\_

\_\_\_\_\_  
(Address)

(Form 77)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

**MOTION FOR CLERK'S DEFAULT - DAMAGES (RESIDENTIAL EVICTION)**

Plaintiff asks the clerk to enter a default against \_\_\_\_\_, Defendant,  
for damages for failing to respond as required by law to plaintiffs complaint for damages.

\_\_\_\_\_  
Plaintiff 's Signature

\_\_\_\_\_  
Address

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

**DEFAULT - DAMAGES**

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

DATE: \_\_\_\_\_

RONNIE FUSSELL  
CLERK OF THE COURT  
DUVAL COUNTY, FLORIDA

By: \_\_\_\_\_  
As Deputy Clerk

cc: \_\_\_\_\_  
*(Insert name of Landlord)*

\_\_\_\_\_  
*(Insert name and address of Tenant)*

\_\_\_\_\_

(Form 79)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

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

Plaintiff asks the court to enter a Default Final Judgment against \_\_\_\_\_,  
Defendant, for damages and says:

1. Plaintiff filed a complaint for damages against the Defendant.
2. Defendant has failed to timely file an answer and a Default was entered by the Clerk of this Court on \_\_\_\_\_  
*(insert date)*
3. In support of this Motion, Plaintiff submits the attached Affidavit of Damages.

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment against Defendant.

I CERTIFY that I \_\_\_ mailed, \_\_\_ telefaxed and mailed, or \_\_\_ hand delivered a copy of this motion to the Defendant at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(insert address at which tenant was served and telefax number if sent by telefax)*

Plaintiff ' s Signature: \_\_\_\_\_

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

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

(Form 80)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

**Plaintiff(s)**

vs.

\_\_\_\_\_  
*(Insert name of Tenant)*

**Defendant(s)**

**AFFIDAVIT OF DAMAGES (Count II)**

STATE OF FLORIDA }  
COUNTY OF DUVAL }

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_,  
[name]

who being first duly sworn, says:

1. I am \_\_\_ the Plaintiff or \_\_\_ the Plaintiff 's agent (check appropriate response) in this case and am authorized to make this affidavit.

2. This affidavit is based on my own personal knowledge.

3. Defendant has possession of the property which is the subject of this eviction under an agreement to pay rent of \$\_\_\_\_\_ per \_\_\_\_\_.  
[rental amount] [week, month, or other payment period]

4. Defendant has not paid the rent due since \_\_\_\_\_  
[date of payment tenant has failed to make]

5. Defendant owes Plaintiff \$\_\_\_\_\_ as alleged in the complaint plus  
[past due rent amount]  
interest.



6. Defendant owes Plaintiff \$ \_\_\_\_\_ as alleged in the complaint plus  
[amount of other damages]  
interest.

Signature: \_\_\_\_\_

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

Acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_, who \_\_\_\_\_ is personally  
known to me / \_\_\_\_\_ produced \_\_\_\_\_ as identification, and who  
\_\_\_\_\_ did / \_\_\_\_\_ did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC-STATE OF FLORIDA

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

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

I CERTIFY that I \_\_\_\_\_ mailed, \_\_\_\_\_ telefaxed and mailed, or \_\_\_\_\_ hand delivered a copy of this  
affidavit to the Defendant at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
[insert address at which tenant was served and telefax number if sent by telefax]

(Form 65)

**IN THE COUNTY COURT, IN AND FOR  
DUVAL COUNTY, FLORIDA**

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

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
*(Insert name of Landlord)*

Plaintiff(s)

vs.

**FINAL JUDGMENT  
DAMAGES**

\_\_\_\_\_  
*(Insert name of Tenant)*

Defendant(s)

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

ADJUDGED that the Plaintiff, \_\_\_\_\_, recover from

Defendant, \_\_\_\_\_, the sum of \$ \_\_\_\_\_

with costs in the sum of \$ \_\_\_\_\_, making a total of \$ \_\_\_\_\_

that shall bear interest at the legal rate pursuant to section 55.03, Florida Statutes, for which let execution now issue.

**ORDERED** in Jacksonville, Duval County, Florida on \_\_\_\_\_.

\_\_\_\_\_  
COUNTY JUDGE

cc: (Landlord name) \_\_\_\_\_

\_\_\_\_\_

(Address) \_\_\_\_\_

(Tenant name) \_\_\_\_\_

\_\_\_\_\_

(Address) \_\_\_\_\_

## COUNTY COURT - CIVIL DIVISION

### **INFORMATION, RE: FINAL JUDGMENT**

The following information is provided to assist you with collecting on your judgment. Please be advised that the Clerk's Office cannot assist you beyond what is provided here in this information. The Sheriff of Duval County is the enforcement officer responsible for serving attachment, garnishment or execution papers. You can:

1. Secure a certified copy of your final judgment from this Court and record it with the Clerk of the Circuit Court in the county where the defendant owns real estate judgment then becomes a lien on defendant's interest in said real property for ten (10) years. Pursuant to F.S. 55.10, this lien may be extended for an additional period of ten years.
2. Secure an Execution from this Court and deliver it to the Sheriff of the county in which the defendant resides, or where any of his/her property is located and request levy upon his/her property which you may be able to locate.
3. if you know of a third person, such as a bank, who owes the defendant money or who may have possession of any of the defendant's personal property, you may secure from this Court a Writ of Garnishment against such third person.
4. You are entitled to a Writ of Execution or Garnishment even if the defendant files a Notice of Appeal. The defendant must post a bond for your protection if he/she wants to prevent you from levying on his/her property.

You must remember that under the Laws of the State of Florida if a defendant is the "head of a family" he/she may have certain property which **cannot** be levied upon, nor garnished. Please note these exemptions:

- a. All of his/her personal property including money up to \$1,000.00.
- b. All salary, wages and commissions earned by his/her personal labor or services.
- c. The cash surrender value of life insurance policies issued upon the lives of citizens or residents of the State of Florida.
- d. Disability income benefits due under any policy or contract of life, health, accident or other insurance.

RONNIE FUSSELL  
CLERK OF THE COURT  
DUVAL COUNTY, FLORIDA