



GRANT MALOY
Clerk of the Circuit Court and Comptroller
Seminole County

The eviction packet the Clerk's Office has available is strictly for non-payment of rent and only for residential property in Seminole County. Commercial evictions or evictions filed by corporations are to be filed by an attorney. Only a property owner or his/her attorney may file an eviction suit. If you are evicting your tenant for any reason other than non-payment of rent, you may consult an attorney or visit our local law library to research the forms you will need, as we do not have them available.

Eviction Procedure:

1. Post the 3-day notice. (Make sure you make copies before posting as you will need copies when you file.)
2. When the time has passed, file our Eviction paperwork either at the Civil Courthouse at 301 N. Park Avenue, Sanford, FL, the East Branch located in the Wilshire Plaza at 376 Wilshire Blvd., Casselberry, FL or the West Branch located in the Oak Groves Shoppes at 995 SR 434 in Altamonte Springs, FL. Please call us at (407) 665-4361 for information about which forms you will need to file, the number of copies necessary, the Clerk's filing fees and the Sheriff's fee.
3. Once your paperwork has been filed, the Clerk will issue the summons. There is a five-day summons for possession of the property and a 20-day summons for the rent due. If you are only filing for possession of the property, only a five-day summons will be issued. If all your paperwork is filed correctly and you follow the procedure, an eviction generally takes about 2-3 weeks.
4. There are more forms in the packet. Please keep these forms as you may need them later in the process.
5. There are some forms that you may not need to use as sometimes the tenant will move out before you complete the eviction process.
6. Please remember, the Clerk's Office is not trained in the law. We can only assist you procedurally in filing the paperwork.

If you have any further questions, please call us at (407) 665-4361.

Thank you.

CC1216.037

2017 LEGAL HOLIDAYS

Pursuant to Florida Rule of
Judicial Administration 2.514(6)(A)

New Year's Day, January 2

Martin Luther King, Jr.'s Birthday, January 16

*Spring Holiday, April 14

Memorial Day, May 29

Independence Day, July 4

Labor Day, September 4

*Rosh Hashanah, September 21

Veteran's Day, November 10

Thanksgiving Day, November 23

Friday after Thanksgiving, November 24

Christmas Day, December 25

*Chief Judge Holiday, December 26

*Judicial Holidays-pursuant to Florida
Rule of Judicial Administration
2.514(6)(B)

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

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

You are hereby notified that you are indebted to me in the sum of \$ _____
for the rent and use of the premises located at _____,
Seminole County, Florida, now occupied by you and that I demand payment of the rent or
possession of the premises within three (3) days from the date of delivery of this notice to-wit:
on or before the ____ day of _____, 20 [Exclude the date of delivery, Saturday,
Sunday and legal holidays].

Signature

Name of Landlord/Property Manager
[circle one]

Address [street address where Tenant can
deliver rent]

City, State, Zip Code

Phone Number

Hand delivered on: _____

Posted on: _____

