

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

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

PLAINTIFF(S) NAME (PRINT OR TYPE) \_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PLAINTIFF(S) TELEPHONE: \_\_\_\_\_

SUES

**STATEMENT OF CLAIM**

DEFENDANT(S) NAME (PRINT OR TYPE) \_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

DEFENDANT(S) TELEPHONE: \_\_\_\_\_

And claims the amount of \$ \_\_\_\_\_ together with \$ \_\_\_\_\_ interest, plus court costs of \$ \_\_\_\_\_, which total \$ \_\_\_\_\_, as being due from the Defendant(s) and alleges as the basis of such suit the following matters:

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

Plaintiff further states that the Defendant \_\_\_\_\_ is/\_\_\_\_\_ is not in the Military Service of the United States. Plaintiff further states that a copy of the written instrument or invoice on which this suit is based is attached hereto.

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing the Plaintiff by said Defendant, exclusive of all setoffs and just grounds of defense, and that this suit is brought in good faith.

State of Florida  
County of \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff/Attorney for Plaintiff/Corporate Agent

The foregoing instrument was acknowledged before me on \_\_\_\_\_,  
by \_\_\_\_\_, who is

\_\_\_\_\_  
Address

personally known to me or has produced \_\_\_\_\_  
\_\_\_\_\_ as identification and

\_\_\_\_\_  
City - State - Zip Code

who \_\_\_\_\_ did / \_\_\_\_\_ did not take an oath

\_\_\_\_\_  
(Area Code) Telephone Number

WITNESS my hand and official seal, on \_\_\_\_\_

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Deputy Clerk/Notary Public, State of Florida

**GRANT MALOY**  
**CLERK OF THE CIRCUIT AND COUNTY COURTS AND COMPTROLLER**  
**P.O. BOX 8099**  
**SANFORD, FLORIDA 32772**

**NOTICE TO PLAINTIFF(S) :**

1. In setting out your claim, be sure to state (1) the full name of the person(s) involved; (2) What was done that gives rise to the claim; (3) When it occurred (date, month and year); (4) Where it occurred (city, county and state); (5) How much money is due you; (6) If you are entitled to interest on the money due you, you must state it separately, showing the amount of interest due you to date you file the claim. Also, give a per diem interest rate so that the Court may easily compute the amount of interest due from the date the claim is filed to the date the judgment is entered.
2. The jurisdiction of this Court is \$8,000.00 exclusive of interest, costs and attorney's fees, if applicable. If your claim is for more than this amount, you may wish to file suit in the County Civil Court.
3. WHEN THE SUMMONS - NOTICE TO APPEAR is served by CERTIFIED MAIL, the fee for service is \$8.69 per defendant. Out-of-State defendants and corporations may not be served by certified mail. WHEN THE SUMMONS - NOTICE TO APPEAR is served by sheriff, check must be made payable to the sheriff of the county in which the defendant resides. Most sheriff fees in the State of Florida are \$40.00 per defendant. It is the responsibility of the Plaintiff to find out the county in which the defendant lives and the sheriff's service fee in that county and provide a stamped, self-addressed envelope for each such sheriff. Fees for the Seminole County Sheriff must be in the form of a Money Order or Cashier's Check.
4. WHEN THE SUMMONS - NOTICE TO APPEAR is served by a CERTIFIED PROCESS SERVER (the Defendant must live in either Seminole; or, Brevard County), the check must be made payable to the certified process server. It is the responsibility of the Plaintiff to find out the county where the defendant lives and the process server's fee in that county and provide a stamped, self-addressed envelope for each such process server.
5. If the claim is based on an instrument in writing such as a receipt, contract, lease, statement, etc., you must furnish copies of these items. Please enclose sufficient copies of any attachments you wish to file to substantiate your claim. The Clerk must have one (1) copy for the Court file and one (1) copy for service on each defendant in your suit. The Clerk of the Court will charge \$1.00 for EACH COPY we make. You must provide a self-addressed, stamped envelope for the Plaintiff.
6. The filing fees for Small Claims suits in Seminole County are as follows:

| For claims:              | Filing Fee |
|--------------------------|------------|
| Less than \$100.00       | \$55.00    |
| \$100.00 to \$500.00     | \$80.00    |
| \$500.01 to \$2,500.00   | \$175.00   |
| \$2,500.01 to \$8,000.00 | \$300.00   |

There is an additional fee of \$10.00 for each summons issued.

7. Where appropriate, at the discretion of the Court, the above costs are added by the Court to the amount of your claim at the time judgment is entered. DO NOT ADD SUCH COSTS INTO THE AMOUNT STATED BY YOU AS THE AMOUNT CLAIMED IN THE STATEMENT OF CLAIM.
8. The address of each defendant must be given in detail for delivery of NOTICE TO APPEAR by mail; or, for the sheriff or certified process server to find the defendant, if the defendant is to be personally served.
9. YOU ARE REQUIRED TO BE PRESENT AT THE PRE-TRIAL HEARING. IF YOU FAIL TO APPEAR AND THE DEFENDANT APPEARS, YOUR CLAIM MAY BE DISMISSED FOR LACK OF PROSECUTION, DEFENDANT MAY PROCEED TO TRIAL ON THE MERITS, OR THE CASE MAY BE CONTINUED AS THE JUDGE MAY DIRECT.

**NOTICE TO BOTH PLAINTIFF(S) AND DEFENDANT(S) ;**

1. Witnesses are not needed at Pre-Trial Conference. If your case cannot be settled at Pre-Trial, the Judge will set case for Trial. Your witnesses should be subpoenaed to appear at Trial.
2. You may come with or without an attorney.
3. YOU ARE ENCOURAGED TO CONTACT THE OPPOSING PARTY TO DETERMINE IF AN OUT - OF - COURT SETTLEMENT CAN BE REACHED. IF SETTLEMENT IS REACHED, PLAINTIFF SHOULD ADVISE THE CLERK IN WRITING SO THAT THE CASE CAN BE REMOVED FROM THE COURT'S DOCKET.