

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

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

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

**STATEMENT OF CLAIM**

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

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

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

SUES

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

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

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

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

And claims the amount of \$ \_\_\_\_\_ together with costs, interest, and attorney's fees, if applicable, as being due from the Defendant(s) and alleges as the basis of such suit the following matters:

A copy of the written instrument or invoice on which this suit is based is attached hereto.

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

\_\_\_\_\_  
Address

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

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

**MARYANNE MORSE  
CLERK OF THE CIRCUIT AND COUNTY COURTS  
P.O. BOX 8099  
SANFORD, FLORIDA 32772**

**NOTICE TO PLAINTIFF(S) :**

1. In setting out your claim in the space provided on the reverse side, 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 \$5,000.00 exclusive of interest, costs and attorney's fees, if applicable. If your claim is for more than this amount, you may wish to bring suit in the County Civil Court. If you proceed in Summary Claims and your claim exceeds the \$5,000.00 as explained above, you must add into your claim the following statement: "ALL SUMS DUE, EXCLUSIVE OF INTEREST, COSTS AND ATTORNEY'S FEES, IF APPLICABLE, IN EXCESS OF \$5,000.00 ARE WAIVED."
3. WHEN THE SUMMONS - NOTICE TO APPEAR is to be served by CERTIFIED MAIL, the fee for service is \$5.32 per defendant. Out-of-State defendants and corporations may not be served by certified mail. WHEN THE SUMMONS - NOTICE TO APPEAR is to be 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 \$20.00 per defendant. It is the responsibility of the party filing the suit to find out the county in which the defendant lives and the sheriff's service fee in that county.
4. WHEN THE SUMMONS - NOTICE TO APPEAR is to be served by a CERTIFIED PROCESS SERVER (the Defendant must live in either Seminole; or, Brevard County), check must be made payable to the certified process server. It is the responsibility of the party filing the suit to find out the county in which the defendant lives and the process server's fee in that county.
5. If the claim is founded on an instrument in writing such as receipts, contracts, leases, statements, etc., it will be necessary for you to furnish copies of these items. Please enclose enough copies of any attachments you wish to file to substantiate your claim. We must have one (1) copy for the court file and one copy to send to each defendant in your suit. The Clerk of the Court will charge \$1.00 for EACH COPY we make.
6. The filing fees for Small Claims suits in Seminole County are as follows: (1) For all claims less than \$100.00, \$55.00; (2) For all claims of \$100.00 to \$500.00, \$80.00; (3) For all claims more than \$500.00 to \$2,500.00, \$175.00; (4) For all claims more than \$2,500.00 to \$5,000.00, \$300.00.
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 BEING CLAIMED ON THE REVERSE SIDE.
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 TIME APPOINTED FOR THE PRE-TRIAL HEARING. IF YOU FAIL TO APPEAR AND THE DEFENDANT APPEARS, YOUR CLAIM MAY BE DISMISSED FOR WANT 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. Then is when you would have your witnesses subpoenaed to appear.
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.