

COUNTY COURT, GADSDEN COUNTY, FLORIDA

STATEMENT OF CLAIM

Case No. _____

The Plaintiff:
Address:

The Defendant:
Address:

City: Zip:

City: Zip:

And claims the amount of \$ _____ as being due from the defendant, together with \$ _____ for interest plus court costs of \$ _____, which all totals \$ _____, and alleges that the

The defendant is/is not in the Military Service of the United States.

BUSINESS NAME: _____

STATE OF FLORIDA
COUNTY OF GADSDEN

SIGNATURE AND TITLE: _____

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owing by the defendant to said plaintiff, exclusive of all set-offs and just grounds of defense; and the suit is brought in good faith, with no intention to annoy the defendant subscribed before.

Signature of Plaintiff

Sworn to and subscribed before me this _____ day of _____, 20____.

Nicholas Thomas, Clerk of County Court

By _____
Deputy Clerk (or Notary)

The State of Florida

(To Be Filled In by Clerk)

To: []

SUMMONS
NOTICE TO APPEAR

YOU ARE HEREBY NOTIFIED that the above named Plaintiff has made a Claim and is requesting Judgement against you as shown by the foregoing Statement, together with Court cost and any further costs which may accrue. The Court will hold a HEARING and/or PRE-TRIAL CONFERENCE on the Claim on _____ 20____, at _____ o'clock _____ .M., upstairs in Courtroom, Gadsden County Court House, Quincy, Florida.

If you desire to file any counterclaim or off-set to Plaintiff's said claim, it must be filed in this Court by you or your Attorney in writing at least five (5) days prior to the above date. You should also serve a copy to the plaintiff, by mail.

RIGHT TO VENUE: You have the right to require that this action be heard only in the county where one or more defendants reside, where the transaction occurred, where the property involved is located, or if a secured promissory note, the county where payment is received. If this case has been brought in a county other than one of the above and you wish to have the case tried in one of the above counties, you may do so by orally requesting the change at the time and date scheduled for you to appear or by making written request in advance of that date. The written request must include the case number and be sent to the court; A copy must be mailed to the plaintiff or plaintiff's attorney, if any, and other defendants or their attorneys, if any.

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING IN ORDER TO AVOID ENTRY OF A JUDGEMENT BY DEFAULT. IT IS NECESSARY TO BRING WITNESSES, BOOKS, RECEIPTS, OR OTHER WRITINGS BEARING ON THIS CLAIM TO THIS HEARING.

WITNESS, my hand and the seal of said Court on _____, 20____.

Nicholas Thomas, Clerk of County Court

By: _____

(SEAL COUNTY COURT)

DEPUTY CLERK

HOW TO FILE YOUR CASE

FILLING OUT A STATEMENT OF CLAIM FORM:

(NOTE: An original of this form and a copy for you and each defendant must be filled out.)

1. First, make sure that you fill in the name, address and telephone number of yourself and the defendant. Make sure of the correct name of the defendant. If the defendant is a company, corporation, minor child, married woman, etc. you may want to ask the clerk for advice on how to word their name for the suit.
2. Fill in the amount of your claim in the blank provided. If you wish to claim interest, you must also state that amount separately in the blank provided.
3. Next, describe your claim against the defendant in the blank areas provided.
4. If your suit is based on a written instrument, note, check, etc., you must attach a copy of this paper to the original copies of the Statement of Claim forms.
5. If the defendant is or is not a member of the Military Service, so signify by striking through the wording that does not apply.

UNLESS FILED BY AN ATTORNEY this claim must be signed and sworn to before a clerk or a notary public. **This is carbonless paper. Do not copy these forms on a copy machine.**

FILLING FEE:

Depending on the total amount of your claim, the filing fees are as follows:

For all claims \$100.00 or less.....	\$ 55.00
For all claims more than \$100.00 but less than or equal to \$500.00.....	\$ 80.00
For all claims more than \$500.00 but less than or equal to \$2,500.00.....	\$175.00
For all claims more than \$2,500.00 but less than or equal to \$5,000.00.....	\$300.00

MAKE ALL CHECKS PAYABLE TO: CLERK OF COUNTY COURT
P.O. BOX 1649
QUINCY, FLORIDA 32353-1649

SERVING PAPERS ON THE DEFENDANT:

The Court will serve the defendant by certified mail at a charge to you. If you find it necessary to have the Sheriff serve the defendant(s), his service charge will be \$20.00 for each defendant served. If you serve the papers through the Sheriff, make a separate check payable to the Sheriff of the County where the defendant lives. (A defendant must be served with papers before a judgment can be entered against him.) Do not use post office box addresses for Sheriff service.

NOTICE TO PLAINTIFF AND DEFENDANT

The Notice to Appear section on the front of this page is filled out by the desk clerk. Both Plaintiff and Defendant will be served with this notice. YOU MUST **BOTH APPEAR AT THE TIME AND PLACE SET FOR THE HEARING. THE PURPOSE OF THIS HEARING IS TO ENABLE THE COURT TO DETERMINE THE NATURE OF THE CASE AND TO SET THE TRIAL DATE, IF NECESSARY. YOU MAY COME WITH OR WITHOUT AN ATTORNEY. IF YOU'RE UNDER A DOCTOR'S CARE AND UNABLE TO ATTEND COURT, PLEASE NOTIFY THE COURT IMMEDIATELY AND FURNISH A STATEMENT FROM YOUR TREATING PHYSICIAN THAT YOU ARE UNABLE TO ATTEND COURT.**

ENTRY OF A JUDGMENT AGAINST THE DEFENDANT:

If the Court rules for the plaintiff, a copy of the Final Judgment will be mailed to him. Included will be information on the steps that can be taken to enforce the judgment.

YOU ARE BOTH ENCOURAGED TO CONTACT THE OPPOSING PARTY TO DETERMINE IF AN OUT-OF-COURT SETTLEMENT CAN BE REACHED BEFORE THE HEARING, OR AT ANY TIME BEFORE JUDGMENT IS ENTERED. IF SETTLEMENT IS REACHED, THE PLAINTIFF SHOULD ADVISE THE CLERK SO THAT THE CASE CAN BE REMOVED FROM THE COURT'S DOCKET. THE PLAINTIFF MUST THEN FILE A VOLUNTARY DISMISSAL WITH THE COURT AND FURNISH THE DEFENDANT A COPY.

**BOTH PARTIES MUST KEEP THE COURT INFORMED OF THEIR CURRENT ADDRESS.
FUTURE NOTICES WILL BE SENT BY REGULAR MAIL.**