

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

CASE NO.

\_\_\_\_\_  
Landlord,

vs.

\_\_\_\_\_  
Tenant.

**EVICTION SUMMONS/RESIDENTIAL**

**TO:**

Tenant

**PLEASE READ CAREFULLY**

You are being sued by \_\_\_\_\_ to require you to move out of the place where you are living for the reasons given in the attached complaint.

You are entitled to a trial to determine 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 reason(s) why you think you should not be forced to move. The written reason(s) must be given to the clerk of the court at the Leon County Courthouse, 301 S Monroe Street, Suite 100, Tallahassee, Florida 32301.

(2) Mail or give a copy of your written reason(s) to:

\_\_\_\_\_  
Landlord or Landlord's Attorney

\_\_\_\_\_  
Address

(3) Pay to the clerk of the court the amount of rent into the court registry (*cash, certified or cashier's check, or money order payable to the clerk of the court*) that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over (*together with the court registry fee of 3% of the first \$500, and 1½% of the balance which fee is nonrefundable*). 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 Landlord/Landlord's attorney.

(4) If you file a motion to have the court determine the amount of rent to be paid to the clerk of the court, the judge assigned to the case will determine whether a hearing will be held to decide what amount should be paid to the clerk of the court while the lawsuit is pending, and a hearing notice will be sent to you.

**IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 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 Landlord/Landlord'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 Tenant.

DATED \_\_\_\_\_.

GWEN MARSHALL  
Clerk of the County Court

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