

INFORMATION FOR FILING EVICTIONS

DEPUTY CLERKS ARE NOT ATTORNEYS AND WILL NOT PREPARE ANY FORMS REGARDING AN EVICTION. AFTER YOU HAVE GIVEN PROPER NOTICE TO YOUR TENANT PURSUANT TO FLORIDA STATUTES CHAPTER 83, AND YOUR TENANT HAS FAILED TO COMPLY WITH THAT NOTICE, YOU MAY FILE A SUIT FOR EVICTION:

IF ONE TENANT:

- * **1-CIVIL COVER SHEET**
- * **1-NON-MILITARY AFFIDAVIT**
- * **3-COMPLAINTS FOR EVICTION**
- * **3-SUMMONS FOR EVICTION**
3-COPIES NOTICE TO TENANT
3-COPIES OF LEASE (IF APPLICABLE)
1-STAMPED ENVELOPE ADDRESSED TO TENANT(S)
\$ 185.00 CASH, MONEY ORDER OR BUSINESS CHECK FOR FILING FEE, PAYABLE TO CLERK OF COURTS
\$10.00 TO ISSUE EACH SUMMONS
\$ 40.00 CHECK OR MONEY ORDER PER DEFENDANT, PAYABLE TO THE SHERIFF OF BROWARD COUNTY IF YOU ARE USING THE BROWARD SHERIFF FOR SERVICE OF SUMMONS

(ADD AN ADDITIONAL 2 COPIES OF EACH FORM FOR ANY ADDITIONAL TENANT NAMED IN ACTION & AN ADDITIONAL OF EACH FOR YOUR RECORDS IF SO DESIRED-EXCLUDES CIVIL COVER SHEET)

DEFAULT FOLLOW UP PROCEDURE

YOU WILL NEED TO WAIT FIVE (5) DAYS EXCLUSIVE OF DATE OF SERVICE, SATURDAY, SUNDAY OR LEGAL HOLIDAYS. IF NO RESPONSE IS FILED BY DEFENDANT, THEN SUBMIT THE FOLLOWING:

- * **1-MOTION FOR DEFAULT & DEFAULT**
- * **1-MOTION FOR DEFAULT JUDGMENT FOR EVICTION**
- * **3-DEFAULT JUDGMENT FOR EVICTION**
2-STAMPED ENVELOPES
1-SELF-ADDRESSED
1-ADDRESSED TO TENANT
- * **2-WRITS OF POSSESSION AND A CHECK OR MONEY ORDER FOR \$90.00 PAYABLE TO BROWARD SHERIFF'S OFFICE (FOR ANY INSTRUCTIONS OR INFORMATION REGARDING THE WRIT OF POSSESSION, PLEASE CONTACT THE SHERIFF'S OFFICE AT (954) 831-8787.**

- * **CLERK SUPPLIES THESE FORMS – ALL OTHER FORMS MUST BE PURCHASED AT AN OFFICE SUPPLY STORE OR SECURED FROM AN ATTORNEY.**