

## **Complaint for Ejectment**

### **When should this packet be used?**

This packet should be used:

- by the person(s) who claims ownership and is entitled to possession of the property.
- when two or more persons legitimately believe they have a right to possess the property.
- when the person occupying the property claims to have an interest in the property.
- when the defendant(s) unlawfully retains possession of the property.

**Note:** An ejectment action does not involve any landlord-tenant relationship.

### **Fees:**

Unless otherwise noted, fees may be paid by cash, credit card, personal check, or money order payable to Jerald D. Bryant, Clerk. If you cannot afford to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk. Once submitted, the clerk will determine whether you are eligible to have filing fees waived, per Florida Statute.

- Filing \$400.00
- Summons \$10.00 per summons
- Service \$40.00 per Defendant payable to Okeechobee County Sheriff's Office by check/money order, OR you may hire a private process server. Fees for private process servers vary.
- Writ of Possession (If applicable - Paid after the issuance of Final Judgment)

**If the other party lives outside of Okeechobee County, it is your responsibility to contact that county's Sheriff's Office to have the Defendant served with the proper documents and to determine the corresponding fees.**

## **✓ STEP BY STEP FORMS CHECKLIST ✓**

**STEP ONE:** Complete and file the following paperwork with the clerk to start your case.

**Civil Cover Sheet**

**Complaint for Ejectment from Real Estate**

**Attach a Statement of Chain of Title to the Complaint -** A chain of title is a statement setting forth, chronologically, the chain of title upon which the party will rely at trial. The statement must include the names of the grantors and the grantees, the date that each instrument was recorded, and the book and page or the instrument number for each recorded instrument.

**Summons: Personal Service on Natural Person**

**Process Service Memorandum**

**Pre-Addressed Stamped Envelopes (One for each party in your case)**

**Three (3) copies of all documents for each defendant**

**NOTE:** At this time the Clerk will issue the 20 day Summons that you have provided per Defendant. If you request service and pay the \$40.00 service fee, the Clerk will forward your paperwork to the Sheriff for service on the Defendant(s). If you do not request that the Clerk forward your paperwork to the Sheriff you will be responsible for arranging service on the Defendant(s) with the Sheriff or a private process server.

**STEP TWO:** Wait 20 calendar days from the day the Defendant(s) was served and file the following paperwork, depending on whether the Defendant(s) files an answer.

- **If the Defendant DOES NOT file an answer with the court in response to your request for ejectment, you must submit the following paperwork to receive a Final Judgment for Ejectment in your favor.**

**Motion for Default – Circuit Civil,**

**Non Military Affidavit, Form**

**Proposed Final Judgment for Ejectment and Pre Addressed Stamped Envelopes (one for each party in your case) must be forwarded to the Court.**

- **If the Defendant DOES file an answer with the court: The Judge will review the case and determine if a hearing needs to be set on the matter.**

**STEP THREE:** Once you have a Final Judgment signed by the Judge, if the defendant(s) refuses to vacate the premises, you must complete and provide the following to the Clerk to request a **Writ of Possession**. The Writ of Possession instructs the Sheriff to remove the Defendant(s) from the property. The Sheriff's Department will post a notice on the property giving the Defendant(s) 24 hours to vacate the premises.

**\_\_\_ Writ of Possession**

### **File if Applicable to your Case**

**\_\_\_ Notice of Designation of E-Mail Address for E-service:** Use this form if you would like to receive notices and documents from the court and the other party to your case by email or would like to change your email address of record with the court.

## **Filing Instructions**

- In addition to the copies mentioned above, make a copy of all the documents you complete for yourself. (Extra fee for Clerks office to make copies)
  
- Next, file all the applicable documents with the Clerk of the Circuit Court & Comptroller's office in Court Operations, Suite 125. Have all pages clipped together before filing.
  
  
- **Electronic Documents:**
  - Self-represented litigants may file petitions or other pleadings or documents electronically, but they are not required to do so. If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525 and the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.
  
  - You must first register in the Florida E-Filing Portal. Directions, a manual, and a short step by step video are available if you wish to learn to e-file your documents with the Clerk of the Circuit Court & Comptroller instead of filing a hard copy. Please note certain documents must be filed in original, hard copy format.
  
  - Go to the portal website at [www.myflcourtaccess.com](http://www.myflcourtaccess.com).
  
  - ProSe-Support@myflcourtaccess.com or call (850)577-4609 for E-Portal assistance.

**FORM 1.997.**

**INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET**

Plaintiff must file this cover sheet with the first document filed in the action or proceeding (except small claims cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

**I. Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of plaintiff(s) and defendant(s).

**II. Amount of Claim.** Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.

**III. Type of Case.** Place an "X" on the appropriate line. If the cause fits more than one type of case, select the most definitive. If the most definitive label is a subcategory (indented under a broader category label), place an "X" on the category and subcategory lines. Definitions of the cases are provided below in the order they appear on the form.

**Circuit Civil**

(A) **Condominium**—all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.

(B) **Contracts and indebtedness**—all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations.

(C) Eminent domain—all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.

(D) Auto negligence—all matters arising out of a party's allegedly negligent operation of a motor vehicle.

(E) Negligence—other—all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.

(F) Business governance—all matters relating to the management, administration, or control of a company.

(G) Business torts—all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.

(H) Environmental/Toxic tort—all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.

(I) Third party indemnification—all matters relating to liability transferred to a third party in a financial relationship.

(J) Construction defect—all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.

(K) Mass tort—all matters relating to a civil action involving numerous plaintiffs against one or more defendants.

(L) Negligent security—all matters involving injury to a person or property allegedly resulting from insufficient security.

(M) Nursing home negligence—all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.

(N) Premises liability—commercial—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

(O) Premises liability—residential—all matters involving injury to a person or property allegedly resulting from a defect on the premises of a residential property.

(P) Products liability—all matters involving injury to a person or property allegedly resulting from the manufacture or sale of a defective product or from a failure to warn.

**(Q) Real property/Mortgage foreclosure—all matters relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property, including foreclosures associated with condominium associations or condominium units. (The amount of claim specified in Section II. of the form determines the filing fee pursuant to section 28.241, Florida Statutes.)**

**(R) Commercial foreclosure—all matters relating to the termination of a business owner's interest in commercial property by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property.**

**(S) Homestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has been granted a homestead exemption.**

**(T) Nonhomestead residential foreclosure—all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has not been granted a homestead exemption.**

**(U) Other real property actions—all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure.**

**(V) Professional malpractice—all professional malpractice lawsuits.**

**(W) Malpractice—business—all matters relating to a business's or business person's failure to exercise the degree of care and skill that someone in the same line of work would use under similar circumstances.**

**(X) Malpractice—medical—all matters relating to a doctor's failure to exercise the degree of care and skill that a physician or surgeon of the same medical specialty would use under similar circumstances.**

**(Y) Malpractice—other professional—all matters relating to negligence of those other than medical or business professionals.**

**(Z) Other—all civil matters not included in other categories.**

**(AA) Antitrust/Trade regulation—all matters relating to unfair methods of competition or unfair or deceptive business acts or practices.**

**(AB) Business transactions—all matters relating to actions that affect financial or economic interests.**

**(AC) Constitutional challenge—statute or ordinance—a challenge to a statute or ordinance, citing a violation of the Florida Constitution.**

**(AD) Constitutional challenge—proposed amendment—a challenge to a legislatively initiated proposed constitutional amendment, but excluding challenges to a citizen-initiated proposed constitutional amendment because the Florida Supreme Court has direct jurisdiction of such challenges.**

**(AE) Corporate trusts—all matters relating to the business activities of financial services companies or banks acting in a fiduciary capacity for investors.**

**(AF) Discrimination—employment or other—all matters relating to discrimination, including employment, sex, race, age, handicap, harassment, retaliation, or wages.**

**(AG) Insurance claims—all matters relating to claims filed with an insurance company.**

**(AH) Intellectual property—all matters relating to intangible rights protecting commercially valuable products of the human intellect.**

**(AI) Libel/Slander—all matters relating to written, visual, oral, or aural defamation of character.**

**(AJ) Shareholder derivative action—all matters relating to actions by a corporation's shareholders to protect and benefit all shareholders against corporate management for improper management.**

**(AK) Securities litigation—all matters relating to the financial interest or instruments of a company or corporation.**

**(AL) Trade secrets—all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.**

**(AM) Trust litigation—all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.**



## **County Civil**

(AN) Civil – all matters involving claims ranging from \$8,001 through \$30,000 in damages, exclusive of interest, costs, and attorney fees.

(AO) Real property/Mortgage foreclosure-all matters involving claims up to \$30,000 relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property up to \$30,000, including foreclosures associate with condominium associations or condominium units.

(AP) Replevins—all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to \$30,000.

(AQ) Evictions—all matters involving the recovery of possession of leased land or rental property by process of law.

(AR) Other civil (non-monetary)—includes all other non-monetary county civil matters that were not described in other county civil categories.

**IV. Remedies Sought.** Place an "X" on the appropriate line. If more than one remedy is sought in the complaint or petition, check all that apply.

**V. Number of Causes of Action.** If the complaint or petition alleges more than one cause of action, note the number and the name of the cause of action.

**VI. Class Action.** Place an "X" on the appropriate line.

**VII. Related Cases.** Place an "X" on the appropriate line.

**VIII. Is Jury Trial Demanded In Complaint?** Check the appropriate line to indicate whether a jury trial is being demanded in the complaint.

**IX. Sexual Abuse.** Plan an "X" on the appropriate line.

**ATTORNEY OR PARTY SIGNATURE.** Sign the civil cover sheet. Print legibly the name of the person signing the civil cover sheet. Attorneys must include a Florida Bar number. Insert the date the civil cover sheet is signed. Signature is a certification that the filer has provided accurate information on the civil cover sheet, and has read and complied with the requirements of Florida Rule of General Practice and Judicial Administration 2.425.

The civil cover sheet and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form must be filed by the plaintiff or petitioner with the Clerk of Court for the purpose of reporting uniform data pursuant to section 25.075, Florida Statutes. (See instructions for completion.)

I. CASE STYLE

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

Case # \_\_\_\_\_  
Judge \_\_\_\_\_

Plaintiff  
\_\_\_\_\_  
\_\_\_\_\_

vs.

Defendant  
\_\_\_\_\_  
\_\_\_\_\_

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.

- \_\_\_\_\_ \$8,000 or less
- \_\_\_\_\_ \$8,001 - \$30,000
- \_\_\_\_\_ \$30,001 - \$50,000
- \_\_\_\_\_ \$50,001 - \$75,000
- \_\_\_\_\_ \$75,001 - \$100,000
- \_\_\_\_\_ over \$100,000.00

III. TYPE OF CASE (If the case fits more than one type of case, select the most definitive category.) If the most descriptive label is a subcategory (is indented under a broader category), place an x on both the main category and subcategory lines.

CIRCUIT CIVIL

- \_\_\_\_\_ Condominium
- \_\_\_\_\_ Contracts and indebtedness
- \_\_\_\_\_ Eminent domain
- \_\_\_\_\_ Auto negligence

- Negligence—other
  - Business governance
  - Business torts
  - Environmental/Toxic tort
  - Third party indemnification
  - Construction defect
  - Mass tort
  - Negligent security
  - Nursing home negligence
  - Premises liability—commercial
  - Premises liability—residential
- Products liability
- Real property/Mortgage foreclosure
  - Commercial foreclosure
  - Homestead residential foreclosure
  - Non-homestead residential foreclosure
  - Other real property actions
- Professional malpractice
  - Malpractice—business
  - Malpractice—medical
  - Malpractice—other professional
- Other
  - Antitrust/Trade regulation
  - Business transactions
  - Constitutional challenge—statute or ordinance
  - Constitutional challenge—proposed amendment
  - Corporate trusts
  - Discrimination—employment or other
  - Insurance claims
  - Intellectual property
  - Libel/Slander
  - Shareholder derivative action
  - Securities litigation
  - Trade secrets
  - Trust litigation

**COUNTY CIVIL**

- Civil
- Real Property/Mortgage foreclosure
- Replevins
- Evictions
  - Residential Evictions
  - Non-residential Evictions
- Other civil (non-monetary)

**IV. REMEDIES SOUGHT (check all that apply):**

- Monetary;
- Nonmonetary declaratory or injunctive relief;
- Punitive

**V. NUMBER OF CAUSES OF ACTION: [ ]**

(Specify) \_\_\_\_\_  
\_\_\_\_\_

**VI. IS THIS CASE A CLASS ACTION LAWSUIT?**

- yes
- no

**VII. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?**

- no
- yes If "yes," list all related cases by name, case number, and court. \_\_\_\_\_

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

**VIII. IS JURY TRIAL DEMANDED IN COMPLAINT?**

- yes
- no

**IX. DOES THIS CASE INVOLVE ALLEGATIONS OF SEXUAL ABUSE?**

- yes
- no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of General Practice and Judicial Administration 2.425.

Signature \_\_\_\_\_ Fla. Bar # \_\_\_\_\_  
Attorney or party (Bar # if attorney)

\_\_\_\_\_  
(type or print name) Date

**IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA**

\_\_\_\_\_  
Plaintiff(s)

vs.

\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

**COMPLAINT FOR EJECTMENT FROM REAL ESTATE**

COMES NOW, the Plaintiff(s), \_\_\_\_\_, sues  
Defendant(s), \_\_\_\_\_ and states as follows:

1. This is an action to recover possession of real property located in Okeechobee County Florida.
2. The Defendant(s) is in possession of the following real property in the County:

\_\_\_\_\_  
(Describe property, i.e. address or legal description)  
to which Plaintiff(s) claims title as shown by the attached statement of Plaintiff's chain of  
title.

3. Defendant(s) refuses to deliver possession of the property to Plaintiff(s) or pay Plaintiff(s) the profits from it.

**Note: A statement of Plaintiff's chain of title must be attached.**

**WHEREFORE** Plaintiff(s) demands judgment for possession of the property and damages  
against Defendant(s).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

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

\_\_\_\_\_  
Plaintiff,  
vs.

\_\_\_\_\_  
Defendant.

**SUMMONS  
(PERSONAL SERVICE ON A NATURAL PERSON)**

TO DEFENDANT(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALTERNATE ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

A LAWSUIT HAS BEEN FILED AGAINST YOU. YOU HAVE 20 CALENDAR DAYS AFTER THIS SUMMONS IS SERVED ON YOU TO FILE A WRITTEN RESPONSE TO THE ATTACHED COMPLAINT WITH THE CLERK OF THIS COURT. A PHONE CALL WILL NOT PROTECT YOU. YOUR WRITTEN RESPONSE, INCLUDING THE CASE NUMBER GIVEN ABOVE AND THE NAMES OF THE PARTIES, MUST BE FILED IF YOU WANT THE COURT TO HEAR YOUR SIDE OF THE CASE. IF YOU DO NOT FILE YOUR RESPONSE ON TIME, YOU MAY LOSE THE CASE, AND YOUR WAGES, MONEY, AND PROPERTY MAY THEREAFTER BE TAKEN WITHOUT FURTHER WARNING FROM THE COURT. THERE ARE OTHER LEGAL REQUIREMENTS. YOU MAY WANT TO CALL AN ATTORNEY RIGHT AWAY. IF YOU DO NOT KNOW AN ATTORNEY, YOU MAY CALL AN ATTORNEY REFERRAL SERVICE OR A LEGAL AID OFFICE (LISTED IN THE PHONE BOOK).

IF YOU CHOOSE TO FILE A WRITTEN RESPONSE YOURSELF, AT THE SAME TIME YOU FILE YOUR WRITTEN RESPONSE TO THE COURT YOU MUST ALSO MAIL OR TAKE A COPY OF YOUR WRITTEN RESPONSE TO THE PLAINTIFF OR PLAINTIFF(S) ATTORNEY NAMED BELOW.

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

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 DEFENDANT(S).

DATED: \_\_\_\_\_

Jerald D. Bryant  
Clerk of Circuit Court and Comptroller

By: \_\_\_\_\_  
DEPUTY CLERK

### **IMPORTANTE**

Usted ha sido demandado legalmente. Tiene 20 días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, podría perder el caso y podría ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, puede usted consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guía telefónica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, deberá usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney" (Demandante o Abogado del Demandante).

### **IMPORTANT**

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Un simple coup de téléphone est insuffisant pour vous protéger. Vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent être saisis par la suite, sans aucun préavis ultérieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requérir les services immédiats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones).

Si vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie de votre réponse écrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou à son avocat) nommé ci-dessous.

This notice is provided pursuant to Administrative Order No. 2.207-1/15

**Florida Rules of Judicial Administration Rule 2.540 Notices to Persons With Disabilities**

If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772)807-4370 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

SPANISH: Si usted es una persona discapacitada que necesita algun tipo de adecuacion para poder participar de este procedimiento, usted tiene derecho a que se le ayude hasta cierto punto y sin costo alguno. Por favor comuniquese con Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772) 807-4370, al menos 7 dias antes de su fecha de comparecencia o inmediatamente despues de haber recibido esta notificacion si faltan menos de 7 dias para su cita en el tribunal. Si tiene discapacidad auditiva o de habla, llame al 711.

KREYOL: Si ou se yon moun ki andikape epi ou bezwen nenpot akomodasyon pou ou ka patispe nan pwose sa-a, ou gen dwa, san ou pa gen pou-ou peye anyen, pou yo ba-ou yon seri de asistanS. Tanpri kontakte Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772) 807-4370 omwen 7 jou alavans jou ou gen pou-ou paret nan tribunal-la, ouswa imedyatman kote ou resevwa notifikasyon-an si ke li mwens ke 7 jou; si ou soud ouswa bebe, rele 711.

Visit [www.circuit19.org](http://www.circuit19.org) for more information.



IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff,

Vs.

\_\_\_\_\_  
Defendant.

**PROCESS SERVICE MEMORANDUM**

TO: ( ) Sheriff of \_\_\_\_\_ County, Florida; \_\_\_\_\_  
Division  
( ) Private process server: \_\_\_\_\_

Please serve the {name of document(s)} \_\_\_\_\_

in the above-styled cause upon:

Party: {full legal name} \_\_\_\_\_

Address or location for service: \_\_\_\_\_

Work Address: \_\_\_\_\_

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what type of weapon(s): \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

\*Printed Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

\*Fax Number: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

-vs-

\_\_\_\_\_  
Defendant(s)

**MOTION FOR DEFAULT**

Plaintiff moves for entry of default by the clerk against defendant,

\_\_\_\_\_ for failure to serve any paper on  
the undersigned or file any paper as required by law.

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Signature

**DEFAULT**

A default is entered in this action against the defendant named in the foregoing motion for failure  
to serve or file any paper as required by law.

Dated: \_\_\_\_\_.

**Jerald D. Bryant**  
**Clerk of Circuit Court and Comptroller**

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

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

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

\_\_\_\_\_  
Plaintiff,  
vs.

\_\_\_\_\_  
Defendant.

**NONMILITARY AFFIDAVIT**

On this day personally appeared before me, the undersigned authority, \_\_\_\_\_,  
\_\_\_\_\_, who, after being first duly sworn, says:

Defendant, \_\_\_\_\_, is known  
by Affiant not to be in the military service or any governmental agency or branch subject to the  
provisions of the Soldiers' and Sailors' Civil Relief Act.

DATED: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online  
notarization, this \_\_\_\_\_ by \_\_\_\_\_, who is personally known to  
me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC-STATE OF FLORIDA  
Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

I CERTIFY that I \_\_\_\_\_ mailed, \_\_\_\_\_ faxed and mailed, or \_\_\_\_\_ hand delivered a copy of this  
motion and attached affidavit to the Defendant at \_\_\_\_\_  
[insert address at which Tenant was served and fax number if sent by fax].

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Fax No. \_\_\_\_\_

This form was completed with the assistance of: Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Approved for use under rule 10-2.1(a) of the Rules Regulating The Florida Bar 2010.

**IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA**

Case No: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

Vs.

\_\_\_\_\_  
Defendant(s)

**FINAL JUDGMENT FOR EJECTMENT**

This cause having come before the Court on Complaint for Ejectment and it appearing that the defendant(s) has been duly served with process, it is hereby:

**ORDERED AND ADJUDGED** that the Plaintiff(s) \_\_\_\_\_  
do have and recover from the Defendant(s) \_\_\_\_\_  
possession of the following premises located in Okeechobee County, Florida, to wit:

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

The Clerk of Court shall issue the Writ of Possession for the aforesaid premises forthwith. It is further:

**ORDERED AND ADJUDGED** that Plaintiff(s) \_\_\_\_\_  
recover judgment against the Defendant(s) \_\_\_\_\_

costs in the amount of \$ \_\_\_\_\_, for all of which let execution issue.

**DONE AND ORDERED** in Okeechobee County, Florida on \_\_\_\_\_.

\_\_\_\_\_  
CIRCUIT COURT JUDGE

CC: PLAINTIFF  
DEFENDANT

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND OKEECHOBEE COUNTY, FLORIDA

\_\_\_\_\_,  
Plaintiff,

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

Vs.

\_\_\_\_\_,  
Defendant.

**NOTICE OF HEARING**

TO: *{name of other party}* \_\_\_\_\_  
There will be a hearing before Judge *{name}* \_\_\_\_\_,  
on *{date}* \_\_\_\_\_, at *{time}* \_\_\_\_\_ m., in Room \_\_\_\_\_ of the \_\_\_\_\_  
Courthouse, on the following issues: \_\_\_\_\_

\_\_\_\_\_ hour(s)/ \_\_\_\_\_ minutes have been reserved for this hearing.

If you are represented by an attorney or plan to retain an attorney for this matter,  
you should notify the attorney of this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this  
hearing.

I certify that a copy of this document was [ one only] (  ) mailed (  ) faxed and  
mailed (  ) hand delivered to the person(s) listed below on *{date}* \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [✓ fill in all blanks]**

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,  
a nonlawyer, located at *{street}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_,  
helped *{name}* \_\_\_\_\_,  
who is the [ one only] \_\_\_\_\_ petitioner or \_\_\_\_\_ respondent, fill out this form.

This notice is provided pursuant to Administrative Order No. 2.207-1/15

**Florida Rules of Judicial Administration Rule 2.540 Notices to Persons With Disabilities**

If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772)807-4370 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

**SPANISH:** Si usted es una persona discapacitada que necesita algun tipo de adecuacion para poder participar de este procedimiento, usted tiene derecho a que se le ayude hasta cierto punto y sin costo alguno. Por favor comuniquese con Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772) 807-4370, al menos 7 dias antes de su fecha de comparecencia o inmediatamente despues de haber recibido esta notificacion si faltan menos de 7 dias para su cita en el tribunal. Si tiene discapacidad auditiva o de habla, llame al 711.

**KREYOL:** Si ou se yon moun ki andikape epi ou bezwen nenpot akomodasyon pou ou ka patispe nan pwose sa-a, ou gen dwa, san ou pa gen pou-ou peye anyen, pou yo ba-ou yon seri de asistanS. Tanpri kontakte Court Administration, 250 NW Country Club Drive, Suite 217, Port St. Lucie, FL 34986, (772) 807-4370 omwen 7 jou alavans jou ou gen pou-ou paret nan tribunal-la, ouswa imedyatman kote ou resevwa notifikasyon-an si ke li mwens ke 7 jou; si ou soud ouswa bebe, rele 711.

Visit [www.circuit19.org](http://www.circuit19.org) for more information.

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL COURT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

CASE NO: \_\_\_\_\_  
DIVISION: \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF(S)

VS

\_\_\_\_\_  
DEFENDANT(S)

**WRIT OF POSSESSION**

THE STATE OF FLORIDA

TO THE SHERIFF OF OKEECHOBEE COUNTY, FLORIDA

YOU ARE COMMANDED TO REMOVE DEFENDANT(S): \_\_\_\_\_

FROM THE FOLLOWING DESCRIBED PROPERTY IN OKEECHOBEE  
COUNTY, FLORIDA:

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

AND TO PUT PLAINTIFF(S), \_\_\_\_\_ IN POSSESSION OF IT.

DATED ON: \_\_\_\_\_

JERALD D. BRYANT  
CLERK OF CIRCUIT COURT AND COMPTROLLER

By: \_\_\_\_\_  
DEPUTY CLERK

Copies furnished to:  
Plaintiff(s):  
Defendant(s):



# SHERIFF INFORMATION SHEET

Case No: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

-vs-

\_\_\_\_\_  
Defendant(s)

The following information is required in order to make arrangements with the proper person regarding the changing of locks and the acceptance of possession of the premises.

\_\_\_\_\_ 1. Plaintiff will meet the Deputy Sheriff on the premises and change own locks.

Phone Numbers:      Home: (      ) \_\_\_\_\_  
                                    Work: (      ) \_\_\_\_\_  
                                    Cell: (      ) \_\_\_\_\_

\_\_\_\_\_ 2. Plaintiff's Agent, \_\_\_\_\_, will meet the Deputy Sheriff on the premises, change the locks and accept possession on behalf of the Plaintiff.

Phone Numbers:      Home: (      ) \_\_\_\_\_  
                                    Work: (      ) \_\_\_\_\_  
                                    Cell: (      ) \_\_\_\_\_

ADDITIONAL INFORMATION:

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

IN THE CIRCUIT/COUNTY COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

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

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent.

**NOTICE OF DESIGNATION OF EMAIL ADDRESS FOR E-SERVICE**

I, (full legal name) \_\_\_\_\_, designate my e-mail  
address(es) below (up to 3 different email address) to opt in E-service in this case.

Primarily Email Address: \_\_\_\_\_

Secondary Email Address: \_\_\_\_\_

Other Email Address: \_\_\_\_\_

1. By completing this form I am authorizing the Court, the Clerk of the Nineteenth Judicial Circuit of Florida and the opposing party to send copies of orders/judgment, notices or other written communications or pleadings to me through my designated e-mail and NOT through regular U.S. Mail.
2. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future orders/judgment, notices or other written communications or pleadings in this lawsuit will be served at the email address(es) provided above.
3. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

I certify that a copy of this document was {check all used}: ( ) e-mailed ( ) mailed ( ) faxed  
( ) hand-delivered to the person(s) listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only one}

( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{street} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_ {telephone number} \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING FINAL DISPOSITION FORM

- I. Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned to the case and the names (last, first, middle initial) of plaintiff(s) and defendant(s).
- II. Amount of Final Judgment.** Enter the amount as recorded in the final judgment.
- III. Means of Final Disposition.** Place an "x" in the appropriate major category box and in the appropriate subcategory box, if applicable. The following are the definitions of the disposition categories.
- (A) Dismissed Before Hearing—the case is settled, voluntarily dismissed, or otherwise disposed of before a hearing is held;
  - (B) Dismissed Pursuant to Settlement — Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached without mediation before a hearing is held;
  - (C) Dismissal Pursuant to Mediated Settlement — Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached with mediation before a hearing is held;
  - (D) Other - Before Hearing—the case is dismissed before hearing in an action that does not fall into one of the other disposition categories listed on this form;
  - (E) Dismissed After Hearing—the case is dismissed by a judge, voluntarily dismissed, or settled after a hearing is held;
  - (F) Dismissal Pursuant to Settlement—After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach without mediation after a hearing is held;
  - (G) Dismissal Pursuant to Mediated Settlement—After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach with mediation after a hearing is held;
  - (H) Other—After Hearing—the case is dismissed after hearing in an action that does not fall into one of the other disposition categories listed on this form;
  - (I) Disposed by Default—a defendant chooses not to or fails to contest the plaintiff's allegations and a judgment against the defendant is entered by the court;
  - (J) Disposed by Judge—a judgment or disposition is reached by the judge in a case that is not dismissed and in which no trial has been held. Includes stipulations by the parties, conditional judgments, summary judgment after hearing and any matter in which a judgment is entered excluding cases disposed of by default as in category (I) above;
  - (K) Disposed by Non-Jury Trial—the case is disposed as a result of a contested trial in which there is no jury and in which the judge determines both the issues of fact and law in the case;

**(L) Disposed by Jury Trial**—the case is disposed as a result of a jury trial (consider the beginning of a jury trial to be when the jurors and alternates are selected and sworn);

**(M) Other**—the case is consolidated, submitted to arbitration or mediation, transferred, or otherwise disposed of by other means not listed in categories (A) through (L).

**DATE AND ATTORNEY SIGNATURE.** Date and sign the final disposition form

**FORM 1.998. FINAL DISPOSITION FORM**

This form shall be filed by the prevailing party with the Clerk of Court for the purpose of reporting uniform case data pursuant to Florida Statutes section 25.075. (See instructions on the reverse of the form.)

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**I. CASE STYLE**

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR OKEECHOBEE COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff(s) Case No. \_\_\_\_\_  
-vs- Judge \_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

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**II. AMOUNT OF FINAL JUDGMENT**

Please indicate the amount of the final judgment, rounded to the nearest dollar.

\$ \_\_\_\_\_.

**III. MEANS OF FINAL DISPOSITION (Place an "x" in one box for major category and one subcategory, if applicable, only)**

- Dismissed Before Hearing  
 Dismissed Pursuant to Settlement Before Hearing  
 Dismissed Pursuant to Mediated Settlement Before Hearing  
 Other Before Hearing
- Dismissed After Hearing  
 Dismissed Pursuant to Settlement After Hearing  
 Dismissed Pursuant to Mediated Settlement After Hearing  
 Other After Hearing
- Disposed by Default  
 Disposed by Judge  
 Disposed by Non-jury Trial  
 Disposed by Jury Trial  
 Other

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DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ATTORNEY FOR PREVAILING PARTY