



WILLIAM J. WALLACE
COUNTY JUDGE

STATE OF FLORIDA
NINETEENTH JUDICIAL CIRCUIT
INDIAN RIVER, MARTIN, OKEECHOBEE AND ST. LUCIE COUNTIES

OKEECHOBEE COUNTY JUDICIAL CENTER
312 N.W. 3RD STREET
OKEECHOBEE, FLORIDA 34972
(863) 763-3193
FAX (863) 763-7260

MEMORANDUM

TO: ALL PARTIES SUBMITTING CLAIMS
IN COUNTY CIVIL and SMALL

DATE: February 4, 2019

RE: SELF-ADDRESSED STAMPED ENVELOPES

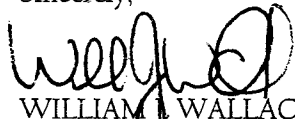
Please be advised that ALL parties submitting claims to the Clerk of Court must furnish to the Clerk at the time of filing, at least five (5) self-addressed stamped envelopes, two for the Plaintiff and two for each Defendant plus an additional envelope for each Defendant with double postage.

For Tenant Eviction cases, the Plaintiff must file the original Eviction Complaint (including all attachments or exhibits) plus two (2) copies per Tenant of the Complaint and attachments if seeking only an eviction or three (3) copies per Tenant of the Complaint and attachments if seeking eviction and money damages.

Any corporation that is a party to a Small Claims action, either Plaintiff or Defendant, must be represented by an attorney unless the corporation has given written authorization to an officer or employee of the corporation to represent the corporation. (See Small Claim Rule 7.050. See Small Claims Form 7.350 for sample authorization)

Thank you.

Sincerely,


WILLIAM J. WALLACE
County Court Judge

WJW/kmh

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

Case No.: _____

Plaintiff,

-vs-

Defendant.

**STATEMENT OF CLAIM
(FOR RETURN OF PROPERTY)**

1. This is an action to recover possession of personal property in Okeechobee County, Florida.
2. The description of the property is: _____

To the best of plaintiff's knowledge, information, and belief, the value of the property is \$ _____.

3. Plaintiff is entitled to the possession of the property under a security agreement dated _____ 20____, a copy of which is attached.

4. To plaintiff's best knowledge, information, and belief, the property is located at _____

5. The property is wrongfully detained by defendant. Defendant came into possession of the property by _____
To plaintiff's best knowledge, information, and belief, defendant detains the property because _____.

6. The property has not been taken under an execution or attachment against plaintiff's property.

Signature

Name (print)

Address

City, State and Zip Code

Phone

STATE OF FLORIDA
COUNTY OF OKEECHOBEE

The foregoing instrument was acknowledged before me this _____ day of _____, by _____, who is personally known to me or has produced _____ as identification and who _____ did/did not _____ take an oath.

WITNESS my hand and official seal on _____.

JERALD D. BRYANT
CLERK OF CIRCUIT COURT AND COMPTROLLER

NOTARY PUBLIC or DEPUTY CLERK

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

CIVIL DIVISION

CASE NO: _____

_____,
Plaintiff,

vs.

_____,
Defendant.

SUMMONS/NOTICE TO APPEAR FOR PRETRIAL/MEDIATION CONFERENCE

STATE OF FLORIDA – NOTICE TO PLAINTIFF: _____

NOTICE TO DEFENDANT: _____

YOU ARE HEREBY NOTIFIED that you are required to appear in person or by attorney at the Okeechobee County Judicial Center, 312 N.W. Third Street, Okeechobee, Florida 34972 in Courtroom _____ on the _____ day of _____, 20____ at _____ am/pm, for a Pretrial/Mediation Conference before a judge of this court.

IMPORTANT – READ CAREFULLY

THE CASE WILL NOT BE TRIED AT THAT TIME

DO NOT BRING WITNESSES – APPEAR IN PERSON OR BY ATTORNEY

The defendant(s) must appear in court on the date specified in order to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney in the PRETRIAL/MEDIATION CONFERENCE. The date and time of the pretrial/mediation conference **CANNOT** be rescheduled without good cause and prior court approval.

Any business entity recognized under Florida law may be represented at any stage of the trial court proceedings by any principal of the business entity who has legal authority to bind the business entity or any employee authorized in writing by a principal of the business entity. A principal is defined as being an officer, member, managing member, or partner of the business entity. Written authorization must be brought to the Pretrial/Mediation Conference.

The purpose of the pretrial/mediation conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial/mediation conference. You or your attorney should be prepared to confer with the court and to explain

briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

Mediation will take place at the pretrial/mediation conference. Whoever appears for a party must have full authority to settle. Failure to have full authority to settle at the pretrial/mediation conference may result in the imposition of costs and attorney fees incurred by the opposing party.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

RIGHT TO VENUE. The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: (1) where the contract was entered into; (2) if the suit is on an unsecured promissory note, where the note is signed or where the maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any one or more of the defendants sued reside; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s') attorney, if any.

A copy of the statement of claim shall be served with this summons.

DATED at Okeechobee, Florida on this ____ day of _____, 20 ____.

JERALD D. BRYANT
CLERK OF THE COURT AND COMPTROLLER

BY: _____
Deputy Clerk

NOTICE REGARDING THE AMERICANS WITH DISABILITY ACT OF 1990.

If you are a person with a 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.

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

CIVIL DIVISION

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