

## SUMMONS ACTION FOR BACK RENT AND DAMAGES

If a lawsuit is filed to evict the Tenant and recover back rent, both summonses, Evictions Summons/Residential form and Summons Action for Back Rent and Damages form, should be prepared and delivered to the Clerk of the Court at the time of filing the Complaint. If the Complaint seeks only to evict the Tenant, only the Evictions Summons/Residential form need be prepared and delivered to the Clerk with the Complaint. The summons or summonses should be attached to a copy of the Complaint and, after execution by the Clerk, delivered to the Sheriff or other authorized process server to be served upon the Tenant.

SOURCE: Fla. R. Civ. P. 1.070 (2007)

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

IN THE CIRCUIT/COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT  
IN AND FOR SARASOTA COUNTY, FLORIDA

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

vs.

Case Number: \_\_\_\_\_

Division: \_\_\_\_\_

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

**SUMMONS ACTION FOR BACK RENT AND DAMAGES**

Each Defendant is further required to serve written defenses to the demand for back rent and all other damages to the premises contained in the Complaint upon the above-named \_\_\_\_\_ [insert Landlord's name] at the above-named address within 20 days after service of this Summons upon the Defendant, exclusive of the day of Service, and to file the original of the written defenses with the Clerk of the Court either before service on \_\_\_\_\_ [insert Landlord's name] or thereafter. If you fail to do so, a default will be entered against the Defendant for the relief demanded in that portion of the Complaint.

If you cannot afford an attorney, you may contact Legal Aid of Manasota at (941) 366-0038 or <https://www.legalaidofmanasota.org> or Gulf Legal Services at (800) 230-5920 or <https://www.gulfcoastlegal.org>. If you do not qualify for free legal assistance or do not know an attorney, you may use an attorney referral service or contact the Florida Bar Referral Service at (800) 342-8011 or <https://www.floridabar.org/public/lrs/>.

**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 the Sarasota County Jury Office, P.O. Box 3079, Sarasota, FL 34230-3079, (941) 861-7400, 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.**

WITNESS my hand and seal of the Court this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**KAREN E. RUSHING  
CLERK OF THE CIRCUIT COURT**

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