

EVICTION SUMMONS/RESIDENTIAL

If your Complaint is only for eviction of the Tenant, you need to fill out and deliver this form to the Clerk with the Complaint. If your Complaint is also for damages, you will need to attach the Summons Action for Back Rent and Damages form.

SOURCE: Fla. R. Civ. P. 1.070(2007); Fla. R. Civ. P. Form 1.923 (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).

EVICITION SUMMONS/RESIDENTIAL

TO: (insert name, address, and phone number of tenant)

PLEASE READ CAREFULLY

You are being sued by _____ [insert Landlord's name] to require you to move out of the property located at _____ for the reasons given in the attached complaint.

You are entitled to a trial to decide 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 legal holidays) 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 TO CHALLENGE THE EVICTION 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 Court Clerk at Sarasota County Courthouse, P.O. Box 3079, Sarasota, Florida 34230.

2. Mail or take a copy of your written reason(s) to: _____ [insert Landlord's name and address].

3. Give the Court Clerk the rent that is due. You **MUST** pay the Clerk the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the Judge may pay this rent to the Landlord. [By statute, public housing tenants or tenants receiving rent subsidies shall be required to deposit only that portion of the full rent for which the tenant is responsible pursuant to federal, state, or local program in which they are participating.]

4. If you and the Landlord do not agree on the amount of rent owed, you must file a written request (motion) which asks the Judge to decide how much money you must give to the Court Clerk. The written request must be filed with your answer to the Eviction Complaint. A copy of your motion must also be mailed or hand delivered to the plaintiff(s) attorney, or if the Plaintiff(s) has no attorney, to the Plaintiff.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS FOR YOUR COURTHOUSE) YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

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.

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.

DATED on the _____ day of _____, 20_____

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

By: _____
Deputy Clerk