

COMPLAINT FOR EVICTION AND DAMAGES

***** Important Information *****

Notice: Information or forms provided by the Clerk of the Circuit Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance concerning filing a lawsuit, answering a lawsuit or questions about your particular situation should be directed to a qualified attorney.

A tenant eviction is the legal procedure a landlord must follow to have a tenant removed from the landlord's property.

FILING FEE: \$185.00
SUMMONS ISSUANCE FEE: \$10.00 PER SUMMONS

Payable by cash / personal check / cashiers check / certified check / money order / traveler's check / credit card – in office payment only (American Express, Discover, MasterCard or Visa)

IN ADDITION TO THE ABOVE MENTIONED FILING FEE AND SUMMONS ISSUANCE FEE, You must contact a private process server, or persons allowed to do service in the county where service is to be done, to obtain their service fees. You can get a list of local process servers from the Sheriff by accessing a link through the Clerk's website at www.mypinellasclerk.org. (Look for Process Servers under Find a Service.)

- If service is outside of Pinellas County, you must contact the Sheriff of that county to obtain applicable service fees prior to submitting payment for service. You will need to provide our office with a pre-addressed stamped envelope for that county along with the applicable fees. Make your check or money order payable to the Sheriff of the county where service will be made.

YOU CAN BRING YOUR COMPLETED FORMS TO ANY ONE OF THE FOLLOWING OFFICES OR MAIL TO CIVIL COURT RECORDS:

Civil Court Records
315 Court Street Room 170
Clearwater, FL 33756

North County Branch Office
29582 US Highway 19 North
Clearwater, FL 33761

St. Petersburg Branch Office
545 1st Avenue North
St. Petersburg, FL 33701

If you have any questions, you may contact us at 727-464-7000.

If you feel you need further assistance or require any legal assistance regarding the completion and/or filing of these forms, you may want to contact an attorney or visit the Self Help Center.

YOU MUST PROVIDE self-addressed stamped envelopes and/or copies for **each** party for any issue requiring the Judge's signature or your issue **WILL NOT** be reviewed by the court.

WHEN SHOULD THIS PACKET BE USED?

- This packet is for residential tenant eviction for non-payment of rent to obtain possession of the property **and** back payment of rent (damages).
- The tenant did not pay the rent based on an oral or written lease agreement on a residential property only.

Example – I am the owner and/or landlord and I have a rental agreement with a tenant. The tenant is not paying the rent. I want them evicted, and I want to recover the back payment of rent.

BEFORE A LAWSUIT IS FILED, you must deliver the Notice from Landlord to Tenant – Termination for Failure to Pay Rent [**Form #1**].

REVIEW the Filing Checklist / Quick Reference Guide prior to completing any forms.

REFER to chapters 45 through 57 and chapter 83 of the Florida Statutes for information regarding filing a tenant eviction case.

- Copies of these statutes are available at the law library located at the Clearwater Courthouse, at your public library or online through the Florida Legislature website at <http://www.leg.state.fl.us/Statutes>

DO NOT SIGN any documents that require a notary or deputy clerk signature until you are in front of the notary or deputy clerk.

RETAIN COPIES of all forms filed for your records.

DOCUMENTS MUST BE LEGIBLE, type written or legibly handwritten in black or blue ink.

IT IS IMPORTANT that the names and addresses are the same on all documents.

A DELAY CAN OCCUR as a result of any errors on your paperwork or if the proper fees are not submitted.

DO NOT ACCEPT ANY RENT after initiating the eviction process or your case may be dismissed per Florida Statute 83.56(5).