

# FILING CHECKLIST

## Step One (File case with Clerk)

**To file an Ejectment case, you may file the following forms along with the filing fee and any service fees, if applicable, with the Clerk's office.**

- Ⓞ Complaint for Ejectment  
(1) Original filed with the Clerk and (1) copy for each Defendant to be served
- Ⓞ Civil Cover Sheet
- Ⓞ Affidavit of Military Status
- Ⓞ Summons  
(1) Original and (1) copy for each Defendant to be served

## Step Two (Obtain Judgment)

**5 days after service on the Defendant(s) and the Defendant(s):**

**DID NOT respond, you may file the following forms:**

- Ⓞ Motion for Clerk's Default
- Ⓞ Motion for Default Judgment
- Ⓞ Final Judgment  
(1) Original and (1) copy for each Plaintiff AND Defendant and pre-addressed stamped envelope for each party as well

# OR

**DID respond, you may file the following forms:**

- Ⓞ Notice of Hearing  
(It is your responsibility to contact the Judicial Assistant for the Judge that is assigned to your case, to set a hearing date. Once you have set your hearing, complete this form and make copies. File the original, and submit a copy to the Defendant(s).) Ⓞ Final Judgment  
(Bring the Final Judgment and (1) copy for each Plaintiff AND Defendant to the hearing and (1) pre-addressed stamped envelope for each party as well

**If the judge grants your complaint, a Final Judgment will be signed.**

## **Step Three (Obtain Writ of Possession)**

**If the Defendant(s) refuses to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the Sheriff's department to remove them from the property.**

## **Additional Forms**

- ⑨ Disclosure from Nonlawyer, if applicable  
This form is for your records and should only be used if a nonlawyer assists you in completing any forms. The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any forms.
  
- ⑨ Notice of Voluntary Dismissal  
If you decide not to proceed with your case prior to a judgment being entered, you should file a Notice of Voluntary Dismissal.

**THIS DOES NOT CONSTITUTE LEGAL ADVICE. Civil court information and forms provided by the Pinellas County Clerk of Circuit Court should be considered informational only, and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance as to how to proceed with filing or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.**