

**IN THE CIRCUIT/COUNTY COURT OF THE THIRTEENTH JUDICIAL CIRCUIT,  
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA**

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

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

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

vs

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

**EVICTION 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 Saturdays, Sundays, 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. (You may use Florida Supreme Court Form 1.947(b), Answer-Residential Eviction, to do this.) The written reason(s) must be given to the clerk of the court at the Customer Service Center, 800 E. Twiggs St., Room 101, P.O. Box 3360, Tampa, Florida 33601, **OR** Plant City Courthouse, 301 N. Michigan Avenue, Room 1071, Plant City, Florida 33563, **OR** Brandon Regional Service Center, 311 Pauls Drive, Suite 110, Brandon, Florida 33511.

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

\_\_\_\_\_  
Landlord's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

3. Pay the clerk of the court the rent that is due. You **MUST** pay the clerk of the court the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the judge may release this rent to the landlord. [By statute, public housing tenants or tenants receiving rent subsidies must be required to pay only that portion of the full rent for which the tenant is responsible under the federal, state, or local program in which they are participating.] **NO CHECKS ACCEPTED. MONIES DEPOSITED INTO THE REGISTRY OF THE COURT MUST BE IN THE FORM OF CASH, CASHIER'S CHECK OR MONEY ORDER. A CLERK'S FEE OF 3% ON THE FIRST \$500.00, AND 1 1/2% ON EACH SUBSEQUENT \$100.00 MUST BE PAID IN ADDITION TO THE MONIES DEPOSITED.**

4. If you and the landlord do not agree on the amount of rent owed, you must file a written request (motion) that asks the judge to decide how much money you must pay to the clerk of the court. 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.**

#### **ACTION FOR BACK RENT OR OTHER DAMAGES**

5. Each defendant is further required to serve written defenses to the demand for back rent or any other damages alleged in the complaint on the landlord within 20 days after service of this summons on 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 the landlord or thereafter. If you fail to do so, a default may be entered against the defendant for the relief demanded in that portion of the complaint.

You may want to call a lawyer right away. If you do not know a lawyer, you can contact the Lawyer Referral Service on The Florida Bar's website. If you cannot afford a lawyer, you may be eligible for free legal aid. You can locate legal aid by searching for "legal aid" on The Florida Bar's website.

**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 ADA Coordinator, Hillsborough County Courthouse, 800 E. Twiggs St., Room 604, Tampa, Florida 33602, (813) 272-7040, 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 \_\_\_\_.

**CINDY STUART,**  
Clerk of the Court

By: \_\_\_\_\_  
As Deputy Clerk  
P.O. Box 3360  
Tampa, FL 33601  
(813) 276-8100

**CLERK'S CERTIFICATE OF MAILING**

I HEREBY CERTIFY THAT A COPY OF THE **SUMMONS AND COMPLAINT** IN THIS CAUSE WAS SENT BY FIRST CLASS MAIL TO THE PREMISES INVOLVED IN THE PROCEEDING TO THE DEFENDANT(S) IN THIS CAUSE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ AS REQUIRED BY SECTION 48.183, FLORIDA STATUTES.

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

**THE COUNTY COURT DOES NOT PROVIDE INTERPRETERS OR TRANSLATORS, YOU ARE RESPONSIBLE FOR PROVIDING YOUR OWN INTERPRETERS OR TRANSLATORS.**

**LA CORTE DEL CONDADO NO PROVEE INTERPRETES O TRADUCTORES, USTED ES RESPONSABLE DE PROVEER SU PROPIO INTERPRETE O TRADUCTOR.**

**TRIBUNAL KONTE A PA BAY ENTÈPRÈT OSWA TRANSLATOR, OU SE RESPONSAB POU FOUNI PWÒP ENTÈPRÈT OSWA TRANSLATOR OU.**