

# SMALL CLAIMS PACKET

## \$5.00

### FILING FEES:

CLAIMS LESS THAN \$100	\$ 55.00
CLAIMS - \$101 TO \$500	\$ 80.00
CLAIMS - \$501 TO \$2500	\$175.00
CLAIMS - \$2501 TO \$8000	\$300.00
SUMMONS PER DEFENDANT	\$ 10.00
SHERIFF' S SERVICE FEE	\$ 40.00

\*CLAIMS OF MORE THAN \$8000 REQUIRE AN ATTORNEY AND ARE FILED IN CIVIL COURT,  
NOT SMALL CLAIMS\*

The civil cover sheet and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form must be filed by the plaintiff or petitioner with the Clerk of Court for the purpose of reporting uniform data pursuant to section 25.075, Florida Statutes. (See instructions for completion.)

**I. CASE STYLE**

IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT,  
IN AND FOR LIBERTY COUNTY, FLORIDA

Plaintiff \_\_\_\_\_  
\_\_\_\_\_

Case # \_\_\_\_\_  
Judge \_\_\_\_\_

vs.  
Defendant \_\_\_\_\_  
\_\_\_\_\_

**II. AMOUNT OF CLAIM**

Please indicate the estimated amount of the claim, rounded to the nearest dollar. \$ \_\_\_\_\_

**III. TYPE OF CASE** (If the case fits more than one type of case, select the most definitive category.) If the most descriptive label is a subcategory (is indented under a broader category), place an x on both the main category and subcategory lines.

**CIRCUIT CIVIL**

- \_\_\_\_\_ Condominium
- \_\_\_\_\_ Contracts and indebtedness
- \_\_\_\_\_ Eminent domain
- \_\_\_\_\_ Auto negligence
- \_\_\_\_\_ Negligence—other
  - \_\_\_\_\_ Business governance
  - \_\_\_\_\_ Business torts
  - \_\_\_\_\_ Environmental/Toxic tort
  - \_\_\_\_\_ Third party indemnification
  - \_\_\_\_\_ Construction defect
  - \_\_\_\_\_ Mass tort
  - \_\_\_\_\_ Negligent security
  - \_\_\_\_\_ Nursing home negligence
  - \_\_\_\_\_ Premises liability—commercial
  - \_\_\_\_\_ Premises liability—residential
- \_\_\_\_\_ Products liability
- \_\_\_\_\_ Real property/Mortgage foreclosure
  - \_\_\_\_\_ Commercial foreclosure
  - \_\_\_\_\_ Homestead residential foreclosure
  - \_\_\_\_\_ Non-homestead residential foreclosure
  - \_\_\_\_\_ Other real property actions
- \_\_\_\_\_ Professional malpractice
  - \_\_\_\_\_ Malpractice—business
  - \_\_\_\_\_ Malpractice—medical
  - \_\_\_\_\_ Malpractice—other professional

- \_\_\_\_\_ Other
- \_\_\_\_\_ Antitrust/Trade regulation
  - \_\_\_\_\_ Business transactions
  - \_\_\_\_\_ Constitutional challenge—statute or ordinance
  - \_\_\_\_\_ Constitutional challenge—proposed amendment
  - \_\_\_\_\_ Corporate trusts
  - \_\_\_\_\_ Discrimination—employment or other
  - \_\_\_\_\_ Insurance claims
  - \_\_\_\_\_ Intellectual property
  - \_\_\_\_\_ Libel/Slander
  - \_\_\_\_\_ Shareholder derivative action
  - \_\_\_\_\_ Securities litigation
  - \_\_\_\_\_ Trade secrets
  - \_\_\_\_\_ Trust litigation

**COUNTY CIVIL**

- \_\_\_\_\_ Small Claims up to \$8,000
- \_\_\_\_\_ Civil
- \_\_\_\_\_ Replevins
- \_\_\_\_\_ Evictions
- \_\_\_\_\_ Other civil (non-monetary)

**IV. REMEDIES SOUGHT (check all that apply):**

- \_\_\_\_\_ Monetary;
- \_\_\_\_\_ Nonmonetary declaratory or injunctive relief;
- \_\_\_\_\_ Punitive

**V. NUMBER OF CAUSES OF ACTION: [ ]**

(Specify) \_\_\_\_\_

**VI. IS THIS CASE A CLASS ACTION LAWSUIT?**

- \_\_\_\_\_ yes
- \_\_\_\_\_ no

**VII. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?**

- \_\_\_\_\_ no
- \_\_\_ yes If “yes,” list all related cases by name, case number, and court. \_\_\_\_\_

**VIII. IS JURY TRIAL DEMANDED IN COMPLAINT?**

- \_\_\_\_\_ yes
- \_\_\_\_\_ no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of Judicial Administration 2.425.

Signature \_\_\_\_\_ Fla. Bar # \_\_\_\_\_  
 Attorney or party (Bar # if attorney)

(type or print name) \_\_\_\_\_ Date \_\_\_\_\_

IN THE COUNTY COURT OF THE SECOND JUDICIAL CIRCUIT  
IN AND FOR LIBERTY COUNTY, FLORIDA

	Case No.: _____
vs. Defendant 1:	Defendant 2:
Address:	Address:

**STATEMENT OF CLAIM**

Plaintiff(s) sue(s) the Defendant(s) for damages which do not exceed \$8,000.00 exclusive of costs and interest for (check one category below):

- Auto Accident** occurring on or about \_\_\_\_\_ in the vicinity of \_\_\_\_\_, in \_\_\_\_\_ County, Florida caused by the negligent operation of a vehicle operated by \_\_\_\_\_ and owned by \_\_\_\_\_ resulting in damages, described below.
- Goods sold** by Plaintiff; goods and prices and credits listed below.
- Work done** and materials furnished; time and materials, showing charges and credits, listed below.
- Money lent** to defendant on \_\_\_\_\_ with interest owed since \_\_\_\_\_.
- Promissory Note** executed on \_\_\_\_\_, copy attached; defendant failed to either pay the note or an installment payment, and interest is owed since \_\_\_\_\_, plus attorney's fees.
- Account Stated** for an agreed balance owed on business transactions between the parties, the defendant did not object to the statement of account presented, a copy of which is attached.
- Other claim** – Please specify: \_\_\_\_\_

Explain below the details (what happened, dates, times, place, etc.) of your claim. This section must be completed. Attach additional pages if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attached is a copy of any written document(s) that is that basis of this claim.

**WHEREFORE**, the Plaintiff(s) demand judgment in the principal sum of \$ \_\_\_\_\_  
 Plus costs, if known, (summons, service) in the amount of \$ \_\_\_\_\_  
 Plus interest in the amount of \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_


Plaintiff Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Signature of Plaintiff(s) \_\_\_\_\_

Print name of Plaintiff(s) \_\_\_\_\_

Title (if applicable) \_\_\_\_\_



Mediation may take place at the pretrial conference. Whoever appears for a party must have full authority to settle. Failure to have full authority to settle at this pretrial conference may result in the imposition of costs and attorney fees incurred by the opposing party.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

**RIGHT TO VENUE.** The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: (1) where the contract was entered into; (2) if the suit is on an unsecured promissory note, where the note is signed or where the maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any one or more of the defendants sued reside; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s') attorney, if any.

A copy of the statement of claim shall be served with this summons.

**{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 [identify applicable court personnel by name, address, and telephone number] 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.}**

DATED on \_\_\_\_\_.

**DANEIL R. STANLEY**  
As Clerk of the County Court

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

IN THE COUNTY COURT OF THE SECOND JUDICIAL CIRCUIT  
IN AND FOR LIBERTY COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff

-vs-

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

\_\_\_\_\_  
Defendant

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

**ANSWER**

The Defendant, \_\_\_\_\_, hereby files an Answer as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that under Florida Small Claims Rule 7.090(c), a written response is not required unless ordered by the Court and that I must serve this written response on all other parties to the action at or prior to the pretrial conference. I also understand that filing this answer does not excuse my or my attorney's personal appearance on the initial appearance date (pretrial conference).

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Defendant Signature

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I CERTIFY that a copy has been furnished by mail / hand delivery/email on \_\_\_\_\_  
to \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Defendant Signature

IN THE COUNTY COURT OF THE SECOND JUDICIAL CIRCUIT  
IN AND FOR LIBERTY COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff,

Case No: \_\_\_\_\_

-vs-

\_\_\_\_\_  
Defendant(S).

**DESIGNATION OF EMAIL ADDRESS FOR PARTY NOT REPRESENTED BY AN ATTORNEY**

Pursuant to Florida Rule of Judicial Administration 2.516, I,  
designate the below e-mail address(es) for electronic service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies of notices, orders, judgments, motions, pleadings, or other written communications to me by e-mail or through the Florida Courts E-filing Portal.

I will file a written notice with the clerk of court if my current e-mail address changes.

Designated e-mail address: \_\_\_\_\_

Secondary designated e-mail address(es) (if any): \_\_\_\_\_

I CERTIFY that a copy has been furnished by mail/hand delivery/email on \_\_\_\_\_

to \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_

Under penalties of perjury, I declare that I have read this document and the facts stated in it are true.

\_\_\_\_\_  
Signature

Printed name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone number: \_\_\_\_\_