

HOW TO FILE AN EVICTION

Filing Fee: **\$185.00**

Issuance of Summon: **\$10.00 per Tenant**

Sheriff's Fee: **\$40.00 per Tenant** (**money order only)

6 Postage Paid Envelopes

1. A vacate notice must have been posted prior to filing.
2. Bring a copy of notice and lease or agreement with you when you file
3. You need to know before filing if you will be filing for I or II Counts, as explained below.
4. You must provide copies of all documents filed for the defendant(s)
Or you will be charged a fee

Count I:

To evict tenant only, no recovering of past due rent.

- A. Must be in Levy County
- B. Fill out complaint to remove tenant.

Count II :

Count II is for a second hearing on that matter of past due rent or money owed to you, the complaint must be personally served in order to have the second hearing.

4. The Clerk will issue the summons and set a hearing, you will be notified for the first hearing date for the Count I to evict the tenant(s). You must appear in order to obtain your Final Judgment of Possession

Please notify the Clerk in writing if your case has settled before your scheduled court date so we may cancel your hearing and have the case dismissed.

It will be your responsibility to take to the Sheriff for service on defendant(s)