

PRO SE FORMS FOR FILING CIRCUIT/COUNTY CASES

COUNTY COURT \$8001-\$50,000

CIRCUIT COURT \$50,001- AND UP

FORMS ENCLOSED:

COVER SHEET

STANDING ORDER (PER ADMIN ORDER)

SUMMON FOR CORPORATE

SUMMON FOR PERSONAL SERVICE

THESE ARE ONLY STARTER FORMS **YOU MUST DO YOU OWN COMPLAINT** GIVING THE COURT BASIS FOR THE LAW SUIT AND WHAT RELIEF YOU ARE SEEKING FROM THE COURT

FILING FEES START AT \$300.00 +

OTHER FEES THAT MAY APPLY

COPIES/NOTARY/SHERIFF SERVICE

FORM 1997 CIVIL COVER SHEET

The CIVIL cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075 (See instructions for completion)

I CASESTYLE

(Name of Court)

Plaintiff _____

Case# _____

Judge _____

vs

Defendant _____

II 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 (indented under a broader category), place an x in both the main category and subcategory boxes

- | | |
|--|---|
| <ul style="list-style-type: none"> D Condominium \$50,000 D Contracts and indebtedness \$249,999 D Eminent domain more D Auto negligence D Negligence-other <ul style="list-style-type: none"> O Business governance O Business torts D Environmental toxic tort O Third party indemnification D Construction defect D Mass tort \$249,999 O Negligent security O Nursing home negligence D Prenatal/birth- commercial O Prenatal/birth- residential O Products liability O Real property/Mortgage foreclosure <ul style="list-style-type: none"> D Commercial foreclosure \$0 - \$50,000 O Commercial foreclosure \$50,001-\$249,999 O Commercial foreclosure \$250,000 or more | <ul style="list-style-type: none"> D Homestead residential foreclosure \$0 - O Homestead residential foreclosure \$50,001 - O Homestead residential foreclosure \$250,000 or more D Nonhomestead residential foreclosure \$0-\$50,000 O Nonhomestead residential foreclosure \$50,001 - \$249,999 O Nonhomestead residential foreclosure \$250,000 or more D Other real property actions \$0 - \$50,000 O Other real property actions \$50,001 - O Other real property actions \$250,000 or more O Professional malpractice <ul style="list-style-type: none"> O Malpractice-business O Malpractice-medical O Malpractice-other professional D Other <ul style="list-style-type: none"> D Antitrust/Trade regulation D Business transactions O 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

iii REMEDIES SOUGHT (check all that apply)
 monetary,
 nonmonetary declaratory or injunctive relief,
 punitive

iv NUMBER OF CAUSES OF ACTION
 (specify) _____

v IS THIS CASE A CLASS ACTION LAWSUIT?
 yes
 no

vi HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?
 no
 yes If "yes," list all related cases by name, case number, and court

vii IS JURY TRIAL DEMANDED IN COMPLAINT?
 yes
 no

■ CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief

Signature _____

Fla Bar# _____

 Attorney or party

 (Bar# If attorney)

 (type or print name)

 Date

COURT OF THE EIGHTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

CASE NO: _____
DIVISION: _____

Plaintiff/ Petitioner/State

v.

Defendant/ Respondent

PERMISSION TO USE E-MAIL

Provide your email address below to receive a copy of your Orders, Judgments, Notices of Hearing, or other written communications from the court or clerk of court by electronic mail.*

By completing this form I am authorizing the Court and the Clerk of Circuit Court to send copies of orders/judgments, notices, or other written communications to me by e-mail.

I will ensure that software filters have been removed from my computer which might interfere with my ability to receive any of the above documents.

I will file a written notice with the Clerk if my current email address changes.

Plaintiff/ Petitioner Name (print)

Plaintiff/ Petitioner Name (signature)

* email address (print *clearly*)

Date

***You will not need to provide a stamped self-envelope, if you provide your email address.**

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 3.09

STANDING CASE MANAGEMENT ORDER IN COUNTY AND CIRCUIT CIVIL CASES

WHEREAS, AOSC20-23 (amendment 10) requires the chief judge of each judicial circuit to promulgate an administrative order adopting a formal case management protocol for civil cases; and

WHEREAS, AOSC20-23 (amendment 10) requires the Chief Judge to cause a case management order establishing certain deadlines to be served in every civil case, it is hereby

ORDERED:

1. The presiding judge in each civil case shall actively manage all civil cases and shall strictly comply with Florida Rule of Judicial Administration 2.545(a), (b) and (e).

2. This order does not apply to cases proceeding under the Small Claims Rules; to landlord/tenant actions; to actions for unlawful detainer; or to any action requiring summary procedure pursuant to section 51.011, Florida Statutes.

3. A system of differentiated case management shall be utilized in civil cases, which requires designation of each case as one of the following: complex, streamlined, or general.

4. Complex civil cases shall be so designated pursuant to the criteria in Florida Rule of Civil Procedure 1.201. Upon such designation, complex civil cases shall proceed as stated in that rule.

5. Factors to be considered by the trial judge in designating a case as streamlined shall include, but are not limited to, cases in which:

- (a) There are no more than two parties;
- (b) Issues of liability and damages are not complex;
- (c) Relatively few pretrial motions are anticipated;
- (d) The need for discovery is limited;
- (e) There are relatively few witnesses anticipated;
- (f) Documentary evidence is anticipated to be minimal;
- (g) The trial is anticipated to take no longer than two (2) days; or
- (h) the case is otherwise likely to resolve in less than twelve months.

6. Any case not specifically designated as complex or streamlined shall be categorized as general.

7. In each civil case, the standing civil case management order (attached hereto as Appendix A) shall be signed by the plaintiff and filed in the court file along with the complaint. The plaintiff shall cause the standing order to be served, along with the complaint, on each named defendant. The Clerk shall not accept a civil case for filing without submission of the signed standing order.

8. Deadlines established herein shall be strictly enforced. This order may be modified when the case is at issue by further order of the court.

ORDERED ON this 23 day of April 2021.



Mark W. Moseley, Chief Judge

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA

STANDING CASE MANAGEMENT ORDER

[AOSC20-23]

THIS ACTION is before the court for case management pursuant to AOSC20-23 (Amendment 10). Therefore, it is **ADJUDGED** that:

1. This case is provisionally designated as a general civil case.

2. **TRIAL DATE**: The projected date for a non-jury trial shall be the first regular trial term taking place one year after the date of filing. The projected date for a jury trial shall be the first regular trial term taking place eighteen months after the date of filing. A firm trial date will be established by the presiding judge when the case is at issue. Trial term dates for each civil division are published on the Eighth Judicial Circuit Court website at <https://circuit8.org/court-calendars/master-calendars/>. In county court cases, any case redesignated by the trial court as a streamlined case, in cases where the parties request it, or in any other case the trial court deems it appropriate, the trial date may be adjusted to take place sooner. Judges shall apply a firm continuance policy allowing continuances only for good cause shown.

3. **SERVICE**: Unless otherwise extended by court order for good cause shown, service of complaints should be completed within 120 days of filing. Requests for the addition of new parties shall be filed within 180 days of filing.

4. **DISCOVERY**: Fact and expert discovery shall be completed 60 days prior to the trial date set forth above.

5. **PRETRIAL MOTIONS**: Objections to pleadings and pretrial motions shall be resolved a minimum of 30 days prior to the trial date set forth above. Prior to filing ANY motion, counsel

STATE OF FLORIDA
JUDICIAL CIRCUIT
CLERK OF COURT

IN THE _____ COURT OF THE EIGHTH JUDICIAL CIRCUIT IN
AND FOR LEVY COUNTY, FLORIDA

Plaintiff,

-VS-

Case No.: _____

Division: _____

Defendant(s).

SUMMONS

THE STATE OF FLORIDA

To Each Sheriff of the State:

YOU ARE COMMANDED to serve this summons and a copy of the complaint or petition in this action on defendant

Each defendant is required to serve written defenses to the complaint or petition on plaintiff's attorney whose name and address is

within 20 days after service of this summons on that defendant, exclusive of the day of service, and to file the original of the defenses with the clerk of this court either before service on plaintiff's attorney or immediately thereafter. If a defendant fails to do so, a default will be entered against that defendant for the relief demanded in the complaint or petition.

WITNESS my hand and the seal of said Court on _____

Clerk of Circuit Court

By _____
Deputy Clerk

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, (352-337-6237) 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.

Summons – Individual 2020

IMPORTANTE

Usted ha sido demandado legalmente. Tiene 20 días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podría ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, puede usted consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guía telefónica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, deberá usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney" (Demandante o Abogado del Demandante).

Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con el Coordinador de la ADA, (352-337-6237), por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.

IMPORTANT

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Un simple coup de téléphone est insuffisant pour vous protéger. Vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent être saisis par la suite, sans aucun préavis ultérieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requérir les services immédiats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones).

Si vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie de votre réponse écrite au "Plaintiff/ Plaintiff 's Attorney" (Plaignant ou à son avocat) nommé ci-dessous.

Si ou se yon moun ki enfim ki bezwen akomodasyon pou w kab patisipe nan pwosedi sa a, ou gen dwa, san ou pa bezwen peye okenn lajan, pou w jwenn yon sèten èd. Tanpri kontakte Koodonate ADA a, (352-337-6237), fè sa omwen 7 jou anvan dat ou gen randevou pou parèt nan Tribinal la, oswa fè sa imedyatman apre ou fin resevwa konvokasyon an sid dat ou gen pou w parèt nan tribinal la mwens pase 7 jou; sii ou gen pwoblèm pou w tande byen oswa pou w pale klè, rele 711.

EXHIBIT 'A'
(Personal Service Outside the State of Florida:
Sections 48.193 and 48.194, FLA. STAT.; Fla. Sm. Cl. R. 7.070)

Defendant, _____ is
subject to the jurisdiction of the Courts of Florida, and to personal service of process outside the
State of Florida, for a cause of action arising out of the following act(s) (check one or more):

- (a) Operating, conducting, engaging in, or carrying on a business or
business venture in Florida or having an office or agency in Florida;
- (b) Committing a tortious act (intentional or negligent act or omission
causing damage or injury) in Florida;
- (c) Owning, using or possessing any real property in Florida; see 48.193(c)
- (d) Contracting to insure any person, property or risk located in Florida at
the time of contracting;
- (e) Causing injury to persons or property in Florida by an act or omission
by Defendant outside Florida while: (1) Defendant was engaged in solicitation or service
activities in Florida; or (2) Products, materials, or things processed, serviced, or
manufactured by Defendant anywhere were used or consumed in Florida in the ordinary
course of commerce, trade, or use;
- (f) Breaching a contract in Florida by failing to perform acts required by
the contract to be performed in Florida.

Plaintiff (s) or
Attorney for Plaintiff (s)

NOTE: Service of process on persons outside of Florida must be made in the same
manner as service in Florida by any officer authorized to serve process in the state where the
person is served. **AN AFFIDAVIT OF THE OFFICER SHALL BE FILED STATING THE
TIME, MANNER, AND PLACE OF SERVICE.**