

**LAKE COUNTY CLERK OF CIRCUIT COURT  
550 WEST MAIN STREET  
P.O. BOX 7800  
TAVARES, FLORIDA 32778  
(352) 742-4100**

**COMPLAINT FOR EJECTMENT**

**When should this form be used?**

- This form should be used to remove a person or persons who occupy real property with you but **do not hold title to that property.**
- The individual(s) occupying the property is **not a tenant (there is no agreement to pay rent).**

**NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A  
MEMBER IN GOOD STANDING OF THE FLORIDA BAR**

This package is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only.

We do not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedures exactly or accept each and every form drafted. Any person using these instructions and forms does so at his/her own risk.

Please note that Florida law prevents our staff from providing legal advice.

**STEPS TO FILE THE COMPLAINT FOR EJECTMENT**

- All forms must be completed with black ink whether written or typed.**
- The Complaint for Ejectment must be signed before a notary or deputy clerk.**

**Step One**

Complete the following forms:

- Civil Cover Sheet (Form 1.997)
- Complaint for Ejectment (attach a copy of the title to the property)
- Notice of Lis Pendens
- Summons: Personal Service of an Individual (Form 12.910(a)) (for each defendant)
- Process Service Memorandum (Form 12.9109b)) (for each defendant)
- Disclosure From Nonlawyer (This form should be completed if you had someone who is not an attorney help you complete these forms.)

## Step Two

- Make a copy of all of the completed documents for each defendant. You may want to make a copy of all of the documents for your records.

## Step Three

- File the original documents and the defendant's copies with the Clerk of Court along with the appropriate filing fee.
- Submit your Lake County Sheriff's service fee for each defendant to the Clerk of Court. The Sheriff will not take checks. The Clerk will sign the summons and forward it to the Sheriff's Office for service.

## Step Four

- The defendant has 20 consecutive calendar days from the date the Sheriff's Office served the defendant to file a response to the petition. You should receive a copy of the service affidavit from the Sheriff's Office indicating what day the summons was served. If the defendant is not served the case cannot proceed.
  - If the defendant **does not** file a response to the complaint within 20 consecutive days of service, you may file the Motion for Clerk's Default/Default – Form 12.922(a)(b), the Non-Military Affidavit – Form 12.912(b), and the Final Judgment for Ejectment with the Clerk of Court.
    - Complete the Motion for Clerk's Default/Default, the Nonmilitary Affidavit, and the Final Judgment for Ejectment.
    - Make a copy of the Motion for Clerk's Default/Default, the Nonmilitary Affidavit, and the Final Judgment for Ejectment for each plaintiff and defendant, plus an additional copy of the Final Judgment for Ejectment.
    - You may want to make a copy of all of the documents for your records.
    - Submit the originals and the copies to the Clerk of Court.
    - Submit a pre-addressed stamped envelope for each party (plaintiff and defendant).
    - The Clerk will enter the Default, if applicable, then forward the Final Judgment for Ejectment to the Judge for signature. The Judge may require a hearing.
  - If the defendant **refuses to leave the property** after the Judge signed the Final Judgment for Ejectment you may submit the Writ of Possession to the Clerk of Court.
    - Complete the Writ of Possession.
    - Make two copies.
    - You may want to make a copy of the document for your records.
    - Submit the original and two copies to the Clerk of Court.
    - Submit a cashier's check or money order made payable to the Lake County Sheriff's Office for the service fee.
    - The Sheriff will post the Writ of Possession and turn the property over to you after 24 hours.
  - If the defendant **files** a response within the 20 consecutive days of service you will need to contact the Judge's judicial assistant to schedule a hearing.
    - Complete the Notice of Hearing form.
    - Make a copy of the Notice of Hearing form for yourself and mail a copy to the defendant. File the original Notice of Hearing form with the Clerk of Court.

- At the hearing
  - Bring all associated paperwork to this case to the court hearing.
  - Bring the original Final Judgment for Ejectment along with a copy for each party (plaintiff and defendant), plus one extra copy to the court hearing.
  - Bring the original Writ of Possession and two copies to the court hearing.

**When you choose to represent yourself in court, it becomes your responsibility to keep track of your case. You may contact the clerk of court at (352) 742-4148 for the status of your case. The clerks are not permitted to give legal advice.**

**FORM 1.997. 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. CASE STYLE**

(Name of Court)

Plaintiff \_\_\_\_\_

Case #: \_\_\_\_\_

vs.

Judge: \_\_\_\_\_

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

- 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 \$0 - \$50,000
  - Commercial foreclosure \$50,001 - \$249,999
  - Commercial foreclosure \$250,000 or more
  - Constitutional challenge—proposed amendment
  - Corporate trusts
  - Discrimination—employment or other
  - Insurance claims
  - Intellectual property
- Homestead residential foreclosure \$0 - \$50,000
- Homestead residential foreclosure \$50,000- 249,999
- Homestead residential foreclosure \$250,000 or more
  - Nonhomestead residential foreclosure \$0 - \$50,000
  - Nonhomestead residential foreclosure \$50,001 - \$249,999
  - Nonhomestead residential foreclosure \$250,000 or more
  - Other real property actions \$0 - \$50,000
  - Other real property actions \$50,001 - \$249,999
  - Other real property actions \$250,000 or more
- Professional malpractice
  - Malpractice—business
  - Malpractice—medical
  - Malpractice—other professional
- Other
  - Antitrust/Trade regulation
  - Business transactions
  - Constitutional challenge—statute or ordinance
    - 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)\_\_\_\_\_

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**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.

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**VII. IS JURY TRIAL DEMANDED IN COMPLAINT?**  
 yes  
 no

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

Signature \_\_\_\_\_  
Attorney or party

Fla. bar # \_\_\_\_\_  
(Bar # if attorney)

\_\_\_\_\_  
(Type or print name)

\_\_\_\_\_  
Date

**FORM 1.997. INSTRUCTIONS FOR  
ATTORNEYS COMPLETING  
CIVIL COVER SHEET**

Plaintiff must file this cover sheet with first paperwork filed in the action or proceeding (except small claims cases or other county court cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

**I. Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of plaintiff(s) and defendant(s).

**II. Type of Case.** Place an “X” in the appropriate box. If the cause fits more than one type of case, select the most definitive. If the most definitive label is a subcategory (indented under a broader category label), place an “X” in the category and subcategory boxes. Definitions of the cases are provided below in the order they appear on the form.

(A) Condominium - all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.

(B) Contracts and indebtedness - all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations.

(C) Eminent domain - all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.

(D) Auto negligence - all matters arising out of a party’s allegedly negligent operation of a motor vehicle.

(E) Negligence—other - all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.

(F) Business governance - all matters relating to the management, administration, or control of a company.

(G) Business torts - all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.

(H) Environmental/Toxic tort - all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.

(I) Third party indemnification - all matters relating to liability transferred to a third party in a financial relationship.

(J) Construction defect - all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.

(K) Mass tort - all matters relating to a civil action involving numerous plaintiffs against one or more defendants.

(L) Negligent security - all matters involving injury to a person or property allegedly resulting from insufficient security.

(M) Nursing home negligence - all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.

(N) Premises liability—commercial - all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

(O) Premises liability—residential - all matters involving injury to a person or property allegedly resulting from a defect on the premises of a residential property.

(P) Products liability - all matters involving injury to a person or property allegedly resulting from the manufacture or sale of a defective product or from a failure to warn.

(Q) Real property/Mortgage foreclosure - all matters relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property, including foreclosures associated with condominium associations or condominium units.

(R) Commercial foreclosure - all matters relating to the termination of a business owner’s interest in commercial property by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).

(S) Homestead residential foreclosure - all matters relating to the termination of a residential property owner’s interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has been granted a homestead exemption. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).

(T) Nonhomestead residential foreclosure - all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has not been granted a homestead exemption. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).

(U) Other real property actions - all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure. Check the category that includes the estimate of the amount in controversy of the claim (section 28.241, Florida Statutes).

(V) Professional malpractice - all professional malpractice lawsuits.

(W) Malpractice—business - all matters relating to a business's or business person's failure to exercise the degree of care and skill that someone in the same line of work would use under similar circumstances.

(X) Malpractice—medical - all matters relating to a doctor's failure to exercise the degree of care and skill that a physician or surgeon of the same medical specialty would use under similar circumstances.

(Y) Malpractice—other professional - all matters relating to negligence of those other than medical or business professionals.

(Z) Other - all civil matters not included in other categories.

(AA) Antitrust/Trade regulation - all matters relating to unfair methods of competition or unfair or deceptive business acts or practices.

(AB) Business transactions - all matters relating to actions that affect financial or economic interests.

(AC) Constitutional challenge—statute or ordinance - a challenge to a statute or ordinance, citing a violation of the Florida Constitution.

(AD) Constitutional challenge—proposed amendment - a challenge to a legislatively initiated proposed constitutional amendment, but excluding challenges to a citizen-initiated proposed constitutional amendment because the Florida Supreme Court has direct jurisdiction of such challenges.

(AE) Corporate trusts - all matters relating to the business activities of financial services companies or banks acting in a fiduciary capacity for investors.

(AF) Discrimination—employment or other - all matters relating to discrimination, including employment, sex, race, age, handicap, harassment, retaliation, or wages.

(AG) Insurance claims - all matters relating to claims filed with an insurance company.

(AH) Intellectual property - all matters relating to intangible rights protecting commercially valuable products of the human intellect.

(AI) Libel/Slander - all matters relating to written, visual, oral, or aural defamation of character.

(AJ) Shareholder derivative action - all matters relating to actions by a corporation's shareholders to protect and benefit all shareholders against corporate management for improper management.

(AK) Securities litigation - all matters relating to the financial interest or instruments of a company or corporation.

(AL) Trade secrets - all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.

(AM) Trust litigation - all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.

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**III. Remedies Sought.** Place an "X" in the appropriate box. If more than one remedy is sought in the complaint or petition, check all that apply.

**IV. Number of Causes of Action.** If the complaint or petition alleges more than one cause of action, note the number and the name of the cause of action.

**V. Class Action.** Place an "X" in the appropriate box.

**VI. Related Cases.** Place an "X" in the appropriate box.

**VII. Is Jury Trial Demanded In Complaint?**

Check the appropriate box to indicate whether a jury trial is being demanded in the complaint

**ATTORNEY OR PARTY SIGNATURE.** Sign the civil cover sheet. Print legibly the name of the person signing the civil cover sheet. Attorneys must include a Florida Bar number. Insert the date the civil cover sheet is signed. Signature is a certification that the filer has provided accurate information on the civil cover sheet.

IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

COMPLAINT FOR EJECTMENT

Plaintiff, \_\_\_\_\_, sues Defendant, \_\_\_\_\_, and alleges:

1. This is an action to recover possession of real property in Lake County, Florida.
2. Defendant is in possession of the following real property in Lake County (describe property, i.e. legal description):

to which Plaintiff claims title as shown by the attached statement of Plaintiff's chain of title.

Check the appropriate box(es):

- The Defendant is an acquaintance of the Plaintiff and have been residing at the above described property belonging to the Plaintiff since \_\_\_\_\_.
- The Defendant is presently residing at said property without the consent of the Plaintiff and against the Plaintiff's wishes.
- The Plaintiff has repeatedly requested the Defendant to leave the premises and the Defendant has refused to do so.
- Other: \_\_\_\_\_

3. The Plaintiff is the owner of the real property located at \_\_\_\_\_, in Lake County, Florida, to which Plaintiff claims title as shown by the attached statement of Plaintiff's chain of title.
4. Defendant refuses to deliver possession of the property to Plaintiff or pay Plaintiff the profits from it.



WHEREFORE, Plaintiff demands judgment for possession of the property and damages against Defendant.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

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

\_\_\_\_\_  
Signature of Plaintiff  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Daytime Telephone No.: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF LAKE

Sworn to or affirmed and signed before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public or Deputy Clerk

\_\_\_\_\_  
Print, type or stamp commissioned name of  
Notary Public or Deputy Clerk

\_\_\_ Personally Known  
\_\_\_ Produced Identification  
Type of Identification produced \_\_\_\_\_

IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

NOTICE OF LIS PENDENS

TO THE ABOVE NAMED DEFENDANT AND ALL OTHERS WHOM IT MAY CONCERN:

YOU ARE NOTIFIED of the institution of this action by Plaintiff against you seeking to Eject you from the following property in Lake County, Florida:

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

**SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL  
ORDEN DE COMPARECENCIA: SERVICIO PERSONAL EN UN INDIVIDUO  
CITATION: L'ASSIGNATION PERSONAL SUR UN INDIVIDUEL**

TO/PARA/A: *{enter other party's full legal name}* \_\_\_\_\_,  
*{address(including city and state)/location for service}* \_\_\_\_\_.

**IMPORTANT**

A lawsuit has been filed against you. You have **20 calendar days** after this summons is served on you to file a written response to the attached complaint/petition with the clerk of this circuit court, located at: *{street address}* \_\_\_\_\_. A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be **filed** if you want the Court to hear your side of the case.

**If you do not file your written response on time, you may lose the case, and your wages, money, and property may be taken thereafter without further warning from the Court.** There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the Lake County Clerk of the Circuit Court, 550 West Main Street, P. O. Box 7800, Tavares, Florida, 32778, you must also mail or take a copy of your written response to the party serving this summons at:

*{Name and address of party serving summons}* \_\_\_\_\_

\_\_\_\_\_  
**Copies of all court documents in this case, including orders, are available at the Clerk of the Circuit Court's office. You may review these documents, upon request.**

**You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Notice of Current Address,  Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be mailed to the address on record at the clerk's office.**

## IMPORTANTE

Usted ha sido demandado legalmente. Tiene veinte (20) días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Localizado en: \_\_\_\_\_ . 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, podría 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, usted puede 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 presente su respuesta ante el tribunal, usted debe enviar por correo o entregar una copia de su respuesta a la persona denominada abajo.

Si usted elige presentar personalmente una respuesta por escrito, en el mismo momento que usted presente su respuesta por escrito al Tribunal, usted debe enviar por correo o llevar una copia de su respuesta por escrito a la parte entregando esta orden de comparecencia a:

Nombre y dirección de la parte que entrega la orden de comparecencia: \_\_\_\_\_

**Copias de todos los documentos judiciales de este caso, incluyendo las ordenes, están disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.**

**Usted debe de mantener informada a la oficina del Secretario de Juzgado del Circuito de su dirección actual. (Usted puede presentar \_\_\_\_\_ el Formulario: Ley de Familia de la Florida 12.915, [Florida Supreme Court Approved Family Law Form 12.915], Notificación de la Dirección Actual [Notice of Current Address].) Los papeles que se presenten en el futuro en esta demanda judicial serán enviados por correo a la dirección que este registrada en la oficina del Secretario.**

**ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelación automática de documentos e información. El incumplimiento, puede resultar en sanciones, incluyendo la desestimación o anulación de los alegatos.**

## 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. Qui se trouve à: {L'Adresse} \_\_\_\_\_. 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 au carbone ou une photocopie de votre réponse écrite à la partie qui vous dépose cette citation.

Nom et adresse de la partie qui depose cette citation:

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**Les photocopies de tous les documents tribunaux de cette cause, y compris des arrêts, sont disponibles au bureau du greffier. Vous pouvez revue ces documents, sur demande.**

**Il faut aviser le greffier de votre adresse actuelle. (Vous pouvez déposer  Florida Supreme Court Approved Family Law Form 12.915, Notice of Current Address.)** Les documents de l'avenir de ce proces seront envoyer a l' adresse que vous donnez au bureau du greffier.

ATTENTION: La regle 12.285 des regles de procedure du droit de la famille de la Floride exige que l'on remette certains renseignements et certains documents `a la partie adverse. Tout refus de les fournir pourra donner lieu a des sanctions, y compris le rejet ou la suppression d'un ou de plusieurs actes de procedure.

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 person.

DATED: \_\_\_\_\_

CLERK OF THE CIRCUIT COURT

(SEAL)

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

IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

**PROCESS SERVICE MEMORANDUM**

**TO:** ( ) Sheriff of \_\_\_\_\_ County, Florida; \_\_\_\_\_ Division  
( ) Private process server: \_\_\_\_\_

Please serve the *{name of document(s)}* \_\_\_\_\_

in the above-styled cause upon:

Party: *{full legal name}* \_\_\_\_\_

Address or location for service: \_\_\_\_\_

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

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what type of weapon(s):  
\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff

Print Name \_\_\_\_\_

Address \_\_\_\_\_

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

Daytime Telephone Number \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS**

**BELOW:** [ ✎ fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,

a nonlawyer, located at *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,

*{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name}* \_\_\_\_\_,

who is the petitioner, fill out this form.

IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

**DISCLOSURE FROM NONLAWYER**

{Name} \_\_\_\_\_, told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. {Name} \_\_\_\_\_, informed me that he/she is not a paralegal and cannot call himself/herself a paralegal.

{Name} \_\_\_\_\_, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. {Name} \_\_\_\_\_, may not help me fill in the form and may not complete the form for me. If using a form approved by the Supreme Court of Florida, {name} \_\_\_\_\_, may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[ **one** only]

I can read English.

I cannot read English, but this disclosure was read to me [fill in **both** blanks] by

{name} \_\_\_\_\_ in {language} \_\_\_\_\_, which I understand.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Signature of **NONLAWYER**

Printed Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**IN THE CIRCUIT COURT  
OF FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA**

**CASE NO.:** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

**MOTION FOR CLERK'S DEFAULT**

Plaintiff asks the clerk to enter a default against \_\_\_\_\_,  
Defendant, for failing to respond as required by law to plaintiff's complaint for ejectment.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff's signature

**DEFAULT ENTERED**

A default is entered in this action for complaint for ejectment against the Defendant for failure to respond as required by law.

DATED: \_\_\_\_\_

NEIL KELLY  
CLERK OF CIRCUIT COURT

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



IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

NONMILITARY AFFIDAVIT

I, {full legal name} \_\_\_\_\_, being sworn, certify that the following information is true:

[ check all that apply]

\_\_\_\_\_ 1. I know of my own personal knowledge that Defendant is not on active duty in the armed services of the United States.

\_\_\_\_\_ 2. I have inquired of the armed services of the United States and the U.S. Public Health Service to determine whether the Defendant is a member of the armed services and am attaching certificates stating that Respondent is not now in the armed services.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF

Sworn to or affirmed and signed before me on \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or clerk.]

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
\_\_\_\_\_ Type of identification produced \_\_\_\_\_

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:  
[fill in all blanks]

I, {full legal name and trade name of nonlawyer} \_\_\_\_\_,  
a nonlawyer, located at {street} \_\_\_\_\_, {city} \_\_\_\_\_,  
{state} \_\_\_\_\_, {phone} \_\_\_\_\_, helped {name} \_\_\_\_\_,  
who is the petitioner, fill out this form.

IN THE CIRCUIT COURT  
OF THE FIFTH JUUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

**NOTICE OF HEARING (GENERAL)**

[ fill in **all** blanks]

TO: {name of other party} \_\_\_\_\_

There will be a hearing before Judge {name} \_\_\_\_\_,  
on {date} \_\_\_\_\_, at {time} \_\_\_\_\_ m., in Room \_\_\_\_\_ of the \_\_\_\_\_  
Courthouse, on the following issues: \_\_\_\_\_

\_\_\_\_\_  
hour(s)/ \_\_\_\_\_ minutes have been reserved for this hearing.

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 a the Office of the Trial Court Administrator, 550 West Main Street, Tavares, Florida 32778, telephone 352-253-1604, within 2 working days of your receipt of this Notice of Hearing. If you are hearing or voice impaired, call TDD 1-800-955-8771, Florida Relay Service 711.

If you are represented by an attorney or plan to retain an attorney for this matter, you should notify the attorney of this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

I certify that a copy of this document was [ **one** only] (  ) mailed (  ) faxed and mailed (  ) hand delivered to the person(s) listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

Printed Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:** [ ✎ fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,  
a nonlawyer, located at *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name}* \_\_\_\_\_,  
who is the [ **one** only] \_\_\_ petitioner **or** \_\_\_ respondent, fill out this form.

**IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA**

**CASE NO.** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs

\_\_\_\_\_  
Defendant

**FINAL JUDGMENT FOR EJECTMENT**

Pursuant to the verdict rendered in this action  
IT IS ADJUDGED that:

1. Plaintiff, \_\_\_\_\_, whose address is  
\_\_\_\_\_ owns the following described real  
property in Lake County, Florida:

in fee simple.

2. Plaintiff recovers from Defendant, \_\_\_\_\_, the real property  
described in paragraph 1.

3. Plaintiff recovers from Defendant the sum of \$\_\_\_\_\_ with costs in the sum  
of \$\_\_\_\_\_, making a total of \$ \_\_\_\_\_, that shall bear interest at the  
legal rate pursuant to section 55.03, Florida Statutes.

4. Execution and writ of possession shall issue forthwith as requested by Plaintiff  
pursuant to Florida Statute 66.021(3).

ORDERED at Tavares, Lake County, Florida on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Circuit Judge

cc: Plaintiff  
Defendant

**IN THE CIRCUIT COURT  
OF THE FIFTH JUDICIAL CIRCUIT,  
IN AND FOR LAKE COUNTY, FLORIDA**

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

**WRIT OF POSSESSION  
FOR EJECTMENT**

**THE STATE OF FLORIDA;  
TO ALL THE SHERIFFS OF SAID STATE:**

**YOU ARE COMMANDED** to remove Defendant, \_\_\_\_\_ from  
the following described property in Lake County, Florida:

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

and to put the Plaintiff, \_\_\_\_\_, in possession of it after twenty-four  
(24) hours notice conspicuously posted on the premises.

**WITNESS** my hand and the seal of this Court this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

**NEIL KELLY**  
Clerk of Circuit Court

\_\_\_\_\_  
(Insert Plaintiff/Agent daytime telephone number)

BY: \_\_\_\_\_  
Deputy Clerk