

SMALL CLAIMS COURT – FOR MONEY

Small Claims is a special procedure which simplifies the court process and is used to resolve civil disputes that involve amounts of money not more than \$8,000.00. It is recommended that prior to filing suit, you contact the other party in an attempt to reach a solution to your dispute. If you are not sure that you have a valid legal claim against the other party, you may need to seek the advice of an attorney.

TO FILE A CLAIM

Contact the Clerk of the County Court where the:

- *Defendant lives
- *Dispute or event which gave rise to the lawsuit occurred
- *Property in dispute is located
- *Payment is received on a secured promissory note
- *Contract was entered into

Forms for filing a complaint in Citrus County are available from the Clerk of the Circuit Court at either the Inverness location or on our website- www.citrusclerk.org

Claims can be filed by or against an individual, business, or corporation. The exact legal name, address and phone number of the defendant is required. In the case of a business, this information may be obtained from the City or County Occupational License Department.

SERVICE ON A DEFENDANT

Service on a defendant can be made by certified mail or a process server. Certified mail service can only be used for State of Florida residents. A listing of process server's can be located on the Clerk's website www.citrusclerk.org. Appropriate filing fees are payable to the Clerk of the Circuit Court. Personal checks are accepted with proper identification.

SETTLEMENT BEFORE PRE-TRIAL MEDIATION

If the parties agree on a settlement of all claims, the plaintiff will need to file a Notice of Voluntary Dismissal to prevent the case from going to Court.

PRE-TRIAL MEDIATION CONFERENCE

Upon filing the suit, you will be notified by mail of the Pre-Trial Mediation Conference date. Your appearance is mandatory. You and the defendant will meet with a mediator. If you reach an agreement the Judge may enter a Dismissal or a Defer-Judgment Order. If the defendant does not comply with the agreement entered at the Pre-Trial Conference, you may petition the court for a Final Judgment. If the defendant does not appear at the pre-trial mediation conference, the Court may enter a Default Judgment in favor of the plaintiff in the amount of the claim and court costs.

FINAL HEARING

If both parties appear at the pre-trial mediation conference and the case cannot be settled through mediation, the Judge will set a final hearing date.

At the start of the final hearing the court has no evidence of anything. Pleadings and papers filed before the final hearing are not evidence. The Plaintiff has the burden of proof at final hearing to establish that the Plaintiff is entitled to the relief requested against the Defendant. This means that the Plaintiff must at the very least establish through the testimony of witnesses each and every element of the cause of action, generally by a preponderance of the evidence. A cause of action always has two components. They are a liability component and a damages component. The damages component is usually a dollar value. The liability component can have a number of elements depending on the legal theory of the case. Each element must be established. Assuming that the Plaintiff is successful in establishing both the liability and damage components, the Defendant will need to present evidence to negate some element of the cause of action, or the damage component of the Plaintiff's case to avoid a judgment. It is common in these cases for Plaintiffs and Defendants to call themselves as witnesses since they usually have first-hand knowledge of the facts of the case.

While the Rules of Procedure are relaxed in Small Claims, the rules of evidence are not. The rules of evidence are the same for Small Claims and multimillion dollar civil cases. The most common error made by self-represented litigants is to try to rely on hearsay statements. Hearsay statements, without a recognized legal exception, are not admissible over objection. Even when hearsay statements are admitted without objection, they carry little to no weight unless there is a recognized exception for the host of reasons that hearsay is inadmissible. The most common types of hearsay that self-represented litigants try to have admitted are affidavits and estimates. Do not try to rely on hearsay at your hearing. Have the people who would have made the affidavit or estimate present at the hearing so that their evidence can be considered. If witnesses are needed, and they will not appear voluntarily, contact the Clerk's office to issue witness subpoenas. Additional costs and service fees may be required.

If your case is a Small Claims case and would benefit from the presence of an expert witness, we have created a procedure where that expert witness can appear by telephone because we recognize that experts can be expensive to produce at hearings and the amount in controversy may not justify the expense. If you wish to use this procedure, the clerk at the desk where the case was filed can assist you in issuing a subpoena. On the day of final hearing the clerk will make a call to the person you've subpoenaed at a number you supply. That expert witness will be placed under oath and examined and cross-examined like all other witnesses. The clerk will not make a long distance call unless it can be charged off to a third party number.

AFTER JUDGMENT

After the Court has awarded a judgment against the defendant, the case is closed. Any additional activity, including collection efforts, will require payment of a reopening fee. The reopen fee is **\$25** for all small claims of not more than \$500 and **\$50** for all claims of more than \$500. The following may be necessary to collect the money if the defendant does not voluntarily pay the judgment:

Record a certified copy of the Final Judgment

A recorded final judgment gives you a "Lien" or interest in any land or real property that the defendant may own in the county where the judgment is recorded. Certified copies are available from the Clerk's office at \$1.00 per page plus \$2.00 to certify the document. The recording fee is \$10.00 for the first page and \$8.50 for each page thereafter. In addition, there is a fee of \$1.00 per name after the first four names. The recorded judgment shall be a lien as provided by Florida Statute 55.10.

Writ of Execution

Ten days after the judgment has been entered, the Clerk can issue a Writ of Execution. The Writ of Execution form can be obtained from the Clerk's office. If you are aware of any personal property that the defendant owns (i.e. car, television) the Sheriff can levy and sell the property. The Sheriff's Department will require a deposit and additional fees to serve the Writ of Execution, levy and sell the property. You must contact the Sheriff's Department for this information.

Order to Show Cause

When 45 days have elapsed from the signing of the Final Judgment and the Fact Information Sheet has not been received by you or the Clerk's office, you may file a Motion to request an Order to Show Cause. Per Florida Statute, the reopen fee will be required to be paid at the time of filing this pleading. This Order, if entered by the judge, will schedule a hearing requiring the defendant to appear. You will need to need to hire a process server to serve the order to the defendant.

Judgment Lien Information

Effective October 1, 2001 the Florida Department of State, Division of Corporations will maintain a database of judgment lien records. Their phone number is 850-245-6039. You may also go to <https://dos.myflorida.com/sunbiz/forms/judgment-lien/> online to obtain additional information.

SATISFACTION OF JUDGMENT

If at any time the defendant pays you in full, obtain a "Satisfaction of Judgment" from the Clerk of Courts Office and have it recorded. A copy of the recorded Satisfaction must be provided to the defendant. If a Writ of Execution is docketed with the Sheriff, notify them of payment received.

ANGELA VICK
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
110 N. Apopka Avenue
Inverness, Fl. 34450
(352) 341-6424

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

	Case No.: _____
Plaintiff(s)	
vs. Defendant 1:	Defendant 2:
Defendant(s)	
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: _____	Signature of Plaintiff(s) _____
	Print name of Plaintiff(s)
Telephone No. _____	Title (if applicable)
Email Addresses: _____	

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

Plaintiff,

Case No: _____

-VS-

Defendant(S).

STATEMENT OF RESPONSIBILITY
(Civil Case \$8,000.00 or less)

Before filing this case I have considered the following matters and acknowledge that:

1. This case is being filed in the County Court under the Summary Procedure Rules of Court; that it is considered a layman's court; that I, and the defendant, may be represented by an attorney of our individual choice but neither is required to do so, and that the conduct of this case will be in accordance with the rules of procedure and laws of Florida which apply to this case.
2. The naming of proper parties is an important element of the case and the responsibility for naming the proper plaintiff(s) and defendant(s) in this case is mine.
3. I am responsible for the furnishing of a correct address or location at which the defendant(s) can be served or given notice of this suit.
4. I assume responsibility as to my right to file this case for myself or for the named plaintiff(s).
5. I do not expect the Clerk, who received and files this claim, to give me legal advice as to how to prosecute this case and acknowledge that the Clerk is not acting as my attorney or legal advisor.
6. I am solely responsible for the collection of any judgment entered in my favor.

Date

Signature

IN THE COUNTY COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ 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 _____

Signature

Printed name: _____

E-mail address: _____

Address: _____

Phone number: _____

FORM 1.997. INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET

Plaintiff must file this cover sheet with the first document filed in the action or proceeding (except small claims 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. Amount of Claim. Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only ~~and is not considered dispositive of the claim.~~ The amount of the claim shall not be used for any other purpose.

III. Type of Case. Place an “X” on the appropriate line. 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” on the category and subcategory lines. Definitions of the cases are provided below in the order they appear on the form.

Circuit Civil

(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. (The amount of claim specified in Section II. of the form determines the filing fee pursuant to section 28.241, Florida Statutes.)

(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.

(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.

(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.

(U) Other real property actions—all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure.

(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.

County Civil

(AN) Civil – all matters involving claims ranging from \$8,001 through \$30,000 in damages, exclusive of interest, costs, and attorney fees.

(AO) Real property/Mortgage foreclosure—all matters involving claims up to \$30,000 relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property up to \$30,000, including foreclosures associated with condominium associations or condominium units.

(AP) Replevins—all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to \$30,000.

(APQ) Evictions—all matters involving the recovery of possession of leased land or rental property by process of law.

(AQR) Other civil (non-monetary)—includes all other non-monetary county civil matters that were not described in other county civil categories.

IV. Remedies Sought. Place an “X” on the appropriate line. If more than one remedy is sought in the complaint or petition, check all that apply.

V. 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.

VI. Class Action. Place an “X” on the appropriate line.

VII. Related Cases. Place an “X” on the appropriate line.

VIII. Is Jury Trial Demanded In Complaint? Check the appropriate line 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, **and has read and complied with the requirements of Florida Rule of Judicial Administration 2.425.**

FORM 1.997. CIVIL COVER SHEET

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

1. CASE STYLE

In the Circuit Court of the Fifth Judicial Circuit for Citrus County, Florida

Plaintiff(s)

Case Number: _____

vs

Division: _____

Defendant(s)

2. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purposes.

- \$8,000 or less _____
- \$8,001 - \$30,000 _____
- \$30,001 - \$50,000 _____
- \$50,001 - \$75,000 _____
- \$75,001 - \$100,000 _____
- over \$100,000.00 _____

3. 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.

CIRCUIT CIVIL

- | | |
|--|---|
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Homestead residential foreclosure \$50,001 - \$249,999 |
| <input type="checkbox"/> Contracts and indebtedness | <input type="checkbox"/> Homestead residential foreclosure \$250,000 or more |
| <input type="checkbox"/> Eminent domain | <input type="checkbox"/> Non-homestead residential Foreclosure \$0 - \$50,000 |
| <input type="checkbox"/> Auto negligence | <input type="checkbox"/> Non-homestead residential Foreclosure \$50,001-\$249,999 |
| <input type="checkbox"/> Negligence – other | <input type="checkbox"/> Non-homestead residential Foreclosure \$250,000 or more |
| <input type="checkbox"/> Business governance | <input type="checkbox"/> Other |
| <input type="checkbox"/> Business torts | <input type="checkbox"/> Antitrust / trade regulation |
| <input type="checkbox"/> Environmental/Toxic tort | <input type="checkbox"/> Business transactions |
| <input type="checkbox"/> Third party indemnification | <input type="checkbox"/> Constitutional challenge – statute or ordinance |
| <input type="checkbox"/> Construction defect | <input type="checkbox"/> Constitutional challenge – proposed amendment |

- | | |
|---|---|
| <input type="checkbox"/> Mass tort | <input type="checkbox"/> Corporate trusts |
| <input type="checkbox"/> Negligent security | <input type="checkbox"/> Discrimination – employment or other |
| <input type="checkbox"/> Nursing home negligence | <input type="checkbox"/> Insurance claims |
| <input type="checkbox"/> Premises liability – commercial | <input type="checkbox"/> Intellectual property |
| <input type="checkbox"/> Premises liability – residential | <input type="checkbox"/> Libel / Slander |
| <input type="checkbox"/> Products liability | <input type="checkbox"/> Shareholder derivative action |
| <input type="checkbox"/> Real property / Mortgage foreclosure | <input type="checkbox"/> Securities litigation |
| <input type="checkbox"/> Commercial foreclosure \$0 - \$50,000 | <input type="checkbox"/> Trade secrets |
| <input type="checkbox"/> Commercial foreclosure \$50,001 - \$249,999 | <input type="checkbox"/> Trust litigation |
| <input type="checkbox"/> Commercial foreclosure \$250,000 or more | |
| <input type="checkbox"/> Homestead residential foreclosure \$0 - \$50,000 | |

COUNTY CIVIL

- Small Claims
- Civil
- Real property/Mortgage foreclosure
- Replevins
- Evictions
 - Residential Evictions
 - Non-Residential Evictions
- Other civil (non-monetary)

4. REMEDIES SOUGHT (Check all that apply):

- Monetary;
- Non-monetary declaratory or injunctive relief;
- Punitive

5. NUMBER OF CAUSES OF ACTION: _____

(Specify) _____

6. IS THIS CASE A CLASS ACTION LAWSUIT?

- Yes
- No

7. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?

- No
- Yes. If “Yes”, list all related cases by name, case number and court. _____

8. 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 _____

Attorney or Party

FL Bar Number _____

(Bar Number if attorney)

Type or Print Name

Date

**INSTRUCTIONS FOR ATTORNEYS
COMPLETING FINAL
DISPOSITION FORM**

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 to the case and the names (last, first, middle initial) of plaintiff(s) and defendant(s).

II. Amount of Final Judgment. Enter the amount as recorded in the final judgment.

III. Means of Final Disposition. Place an “x” in the appropriate major category box and in the appropriate subcategory box, if applicable. The following are the definitions of the disposition categories.

(A) Dismissed Before Hearing—the case is settled, voluntarily dismissed, or otherwise disposed of before a hearing is held;

(B) Dismissed Pursuant to Settlement — Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached without mediation before a hearing is held;

(C) Dismissal Pursuant to Mediated Settlement — Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached with mediation before a hearing is held;

(D) Other - Before Hearing—the case is dismissed before hearing in an action that does not fall into one of the other disposition categories listed on this form;

(E) Dismissed After Hearing—the case is dismissed by a judge, voluntarily dismissed, or settled after a hearing is held;

(F) Dismissal Pursuant to Settlement — After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach without mediation after a hearing is held;

(G) Dismissal Pursuant to Mediated Settlement — After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach with mediation after a hearing is held;

(H) Other - After Hearing—the case is dismissed after hearing in an action that does not fall into one of the other disposition categories listed on this form;

() Disposed by Default—a defendant chooses not to or fails to contest the plaintiff’s allegations and a judgment against the defendant is entered by the court;

(I) Disposed by Judge—a judgment or disposition is reached by the judge in a case that is not dismissed and in which no trial has been held. Includes stipulations by the parties, conditional judgments, summary judgment after hearing and any matter in which a judgment is entered excluding cases disposed of by default as in category (I) above;

(K) Disposed by Non-Jury Trial—the case is disposed as a result of a contested trial in which there is no jury and in which the judge determines both the issues of fact and law in the case;

(L) Disposed by Jury Trial—the case is disposed as a result of a jury trial (consider the beginning of a jury trial to be when the jurors and alternates are selected and sworn);

(M) Other—the case is consolidated, submitted to arbitration or mediation, transferred, or otherwise disposed of by other means not listed in categories (A) through (L).

DATE AND ATTORNEY SIGNATURE. Date and sign the final disposition form.

FORM 1.998. FINAL DISPOSITION FORM

This form shall be filed by the prevailing party with the Clerk of Court for the purpose of reporting uniform case data pursuant to Florida Statutes section 25.075. (See instructions on the reverse of the form.)

I. CASE STYLE

(Name of court) _____

Plaintiff _____

Case # _____
Judge _____

Vs.

Defendant _____

II. AMOUNT OF FINAL JUDGMENT

Please indicate the amount of the final judgment, rounded to the nearest dollar. \$ _____

III. MEANS OF FINAL DISPOSITION (Place an "x" in one box for major category and one subcategory, if applicable, only)

- Dismissed Before Hearing
 - Dismissed Pursuant to Settlement—Before Hearing
 - Dismissed Pursuant to Mediated Settlement—Before Hearing
 - Other—Before Hearing
- Dismissed After Hearing
 - Dismissed Pursuant to Settlement—After Hearing
 - Dismissed Pursuant to Mediated Settlement—After Hearing
 - Other After Hearing—After Hearing
- Disposed by Default
- Disposed by Judge
- Disposed by Non-jury Trial
- Disposed by Jury Trial
- Other

DATE _____

SIGNATURE OF ATTORNEY FOR PREVAILING

**COUNTY COURT IN AND FOR CITRUS COUNTY
COUNTY COURT/SMALL CLAIMS & EVICTIONS DIVISION
(352) 341-6424**

SMALL CLAIMS OF \$100.00 OR LESS	\$55.00
SMALL CLAIMS OF \$101.00 BUT NOT MORE THAN \$500.00	\$80.00
SMALL CLAIMS OF \$501.00 BUT NOT MORE THAN \$2,500.00	\$175.00
SMALL CLAIMS OF \$2,501.00 BUT NOT MORE THAN \$8000.00	\$300.00
COUNTY CIVIL CLAIMS OF \$8,001.00 BUT NOT MORE THAN \$30,000.00	\$300.00
REMOVAL OF TENANT ACTIONS	\$185.00
CERTIFIED MAIL FOR EACH DEFENDANT WITHIN THE STATE OF FLORIDA	\$6.40
PROCESS SERVER FEE – CONTACT PROCESS SERVER	\$ _____
OUT-OF-COUNTY OR OUT-OF-STATE SHERIFF’S DEPT.	CONTACT AGENCY
FILING A CLAIM OF REPLEVIN OF \$1,000 OR LESS	\$130.00
ADDITIONAL FEE FOR ATTACHMENT, REPLEVIN GREATER THAN \$1,000 AND DISTRESS	\$85.00
DEPOSIT FOR THE GARNISHEE’S ANSWER	\$103.00
WRIT OF POSSESSION	\$90.00
WRIT OF REPLEVIN	\$90.00
WITNESS SUBPOENA PREPARED BY CLERK	\$7.00 PER PARTY
WITNESS SUBPOENA PREPARED BY PLAINTIFF	\$2.00 PER PARTY
WITNESS FEES	\$5.00 PER PARTY PLUS \$.06 PER MILE OF TRAVEL TO AND FROM
REOPENING A CASE OF \$500.00 OR LESS	\$25.00
REOPENING A CASE OF \$500.01 OR MORE	\$50.00
APPEALS FROM COUNTY COURT TO CIRCUIT COURT	\$281.00
ISSUING SUMMONS FEE – PER DEFENDANT	\$10.00
PREPARING SUMMONS – PER DEFENDANT	\$7.00
CROSS-CLAIM; COUNTERCLAIM; THIRD-PARTY COMPLAINT (GREATER THAN \$2,500)	\$295.00