



MICHELLE R. MILLER
CLERK & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

SELF-SERVICE CENTER

Department: County Civil

Packet #EV5-15: Complaint for Eviction

*Eviction action for failure to comply with rental agreement
(other than failure to pay rent).*

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NonRefundable



MICHELLER. MILLER
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ST. LUCIE COUNTY, FLORIDA
County Civil division
250 N.W. Country Club Drive
Port Saint Lucie, Florida 34986
(772) 785-5880

INSTRUCTIONS FOR FILING AN EVICTION
(POSSESSION ONLY-NON COMPLIANCE WITH RENTAL AGREEMENT)

These forms should be used when a landlord desires possession of the premises from a tenant for noncompliance with the rental agreement. The landlord is referred to as the plaintiff and the tenant as the defendant. These forms should be typed or printed legibly. Please be sure to include a telephone number on the complaint for Eviction where the Clerk's Office or Sheriff's Department may reach you.

Pursuant to F.S. 83.43(3), "landlord" is defined as the owner of a dwelling unit.

The plaintiff in a landlord/tenant action must be the owner of the property. The plaintiff must provide proof of ownership of the property when filing an eviction complaint. This proof may be a copy of the property record card from the St. Lucie County Property Appraiser's office at www.pascal.org or a warranty deed.

Failure to file proof of ownership of the property will result in the judge dismissing your complaint and loss of any filing fees.

STEP 1

The following paperwork and fees are required to process your Eviction case:

- **PAPERWORK:**
 - 7-Day Notice of Non-Compliance to Tenant
 - Copy of lease or rental agreement
 - Complaint for Eviction
 - Two (2) copies of all documents for **each** defendant (service & mailing)
 - One (1) copy of all documents for your records
 - Pre-Addressed Stamped Envelopes: one with each defendant's name and address
 - Proof of Ownership
 - Property Management Agreement
- **FILING FEE:** (payable to ST. LUCIE COUNTY CLERK OF COURT)
 - \$185.00 cash/money order/MasterCard or Visa
 - PLUS \$10.00 PER SUMMONS / PER DEFENDANT**
- **SERVICE FEE:** (payable to St Lucie County Sheriff's Dept.)
 - \$40.00 per defendant, payable by money order, cashier's check or business check
 - \$90.00 Writ of Possession (paid after issuance of Judgment)

STEP TWO

File the original, copies and envelopes with the Clerk of Courts County Civil Division. You may file your complaint at either of the following locations:

South County Courthouse Annex (Main Office)
250 N.W. Country Club Drive, Room 115
Port St Lucie, Florida 34986

Small Claims Department
201 South Indian River Drive
Fort Pierce, Florida 34950

All court files are located and all hearings are held at the South County Annex.

Once the Clerk's Office has processed your complaint, an Eviction Summons will be issued and a Certificate of Mailing will be prepared (if a self-addressed stamped envelope was provided). Service of the Complaint and Summons may be perfected by sheriff's service or you may hire a private process server.

For Service of Process:

St Lucie County Sheriff's Department - Civil Office
218 South Second Street
Fort Pierce, Florida 34950

St Lucie County Sheriff's Department (for service of evictions in Port St Lucie & Jensen Beach only)
250 N.W. Country Club Drive
Port St Lucie, Florida 34986

If you have questions in regards to the service of the summons, you may contact the sheriff's department at 772-462-3214 or 772-462-3271.

Once the defendant(s)/tenant(s) has been served, they will have five days (excluding the day of service, Saturdays, Sundays & legal holidays) to file a written response to your complaint.

STEP THREE

If the defendant files a response within the required time, the judge assigned to your case will review the file and determine whether or not the case should be set for hearing. If a hearing is scheduled, all parties will be notified by mail. The owner or an attorney must appear at the hearing. If a hearing is not scheduled, the judge will issue a written decision and copies will be mailed to all parties.

If the defendant does not file a response within the required time, you may then file for a default.

STEP FOUR

Complete and file the following:

Original Motion for Clerk's Default – Residential Eviction with copies for defendant(s) and yourself
Original Non Military Affidavit
Original Motion for Default Final Judgment – Residential Eviction
Original proposed Final Judgment for Possession with copies for defendant(s) and yourself
Self-addressed stamped envelopes with each defendant's name and address and your name and address.

Once the Judge enters your Final Judgment for Possession, you will need a Writ of Possession to remove the tenants from the property

STEP FIVE

Issuance of the Writ of Possession is not an automatic process. To obtain the Writ of Possession, you may call the Clerk of Court, County Civil Division at 772-785-5880. Deliver the Writ to the sheriff's department (at either address located above) along with the service fee of \$90.00. The sheriff's department will schedule a date and time to meet you at the premises to remove any persons remaining and deliver possession back to you.

If the defendant vacates the premises or settlement is reached, the Plaintiff may file a Voluntary Dismissal which is available on the Clerk of Court's website at www.stlucieclerk.com

**NOTICE FROM LANDLORD TO TENANT NOTICE OF
NONCOMPLIANCE FOR MATTERS OTHER THAN FAILURE TO PAY RENT
INSTRUCTIONS**

Violations of a rental agreement which may entitle the Landlord to send this Notice include, the material failure of Tenant to comply with its statutory obligations to maintain the dwelling unit under Florida Statute 83.52 or material provisions of the rental agreement (other than the failure to pay rent), or reasonable rules and regulations. For the notice necessary to terminate the rental agreement under circumstances where the Tenant must be given the opportunity to remedy the violation, see Florida Statutes 83.56(2)(b).

Under some situations, such as the Tenant's intentional destruction of property of the Landlord or other Tenants, the Landlord may be able to terminate the rental agreement without giving the Tenant an opportunity to remedy the violation. For the notice necessary to terminate the rental agreement under these circumstances, see Florida Statute 83.56(2)(a).

The delivery of this written notice may be by mailing or delivering a true copy to the dwelling unit, or, if the Tenant is absent from the dwelling unit, by leaving a copy of the notice at the dwelling unit.

This written notice must be delivered, and the seven day time period must run, prior to any termination of the rental agreement or any lawsuit for eviction.

SOURCE: Sections 83.52 and 83.56 Florida Statutes (2007).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

**NOTICE FROM LANDLORD TO TENANT NOTICE OF
NONCOMPLIANCE FOR MATTERS OTHER THAN FAILURE TO PAY RENT**

TO:

Tenant's Name

Address

City, State, Zip Code

From: _____

Date: _____

You are hereby notified that you are not complying with your rental agreement in that _____
_____ [insert noncompliance, default or violation]. Demand is hereby made
that you remedy the noncompliance, default or violation within seven days of receipt of this notice or your rental
agreement shall be deemed terminated and you shall vacate the premises upon such termination. If this same
conduct or conduct of a similar nature is repeated within twelve months, your tenancy is subject to termination
without your being given an opportunity to cure the noncompliance, default or violation.

Signature

Name of Landlord/Property Manager [circle one]

Address [street address]

City, State, Zip Code

Phone Number

Hand Delivered On: _____

Posted On: _____

In the County Court of the Nineteenth Judicial Circuit,
in and for St. Lucie County, Florida

Case No:

PLAINTIFF(S),

VS

DEFENDANT(S).

DESIGNATION OF E-MAIL ADDRESS FOR PARTY NOT
REPRESENTED BY AN ATTORNEY

Pursuant to Florida Rules of General Practice and 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 hereof has been furnished to the clerk of court for St. Lucie County and
_____ by
(e-mail) (hand delivery) (mail) _____

(signature)

(printed name)

(e-mail address)

(address)

(phone number)



**MICHELLER. MILLER
CLERK & COMPTROLLER**

ST. LUCIE COUNTY, FLORIDA

County Civil division
250 N.W. Country Club Drive
Port Saint Lucie, Florida 34986
(772) 785-5880

In the County Court, Nineteenth Judicial Circuit, in
and for County of St. Lucie, State of Florida – Civil
Division

Case No. _____

[insert name of Landlord]
Plaintiff,

vs.

[insert name of Tenant]
Defendant.

COMPLAINT FOR EVICTION

Plaintiff, _____ [insert name of Landlord], sues Defendant, _____
_____ [insert name of Tenant] and alleges:

1. This is an action to evict a Tenant from real property in St. Lucie County, Florida.
2. Plaintiff owns the following described real property in the County: _____
_____ [insert legal or street
description of the property including, if applicable, unit number].
3. Defendant has possession of the property under a (oral/written) agreement. A copy of the written agreement, if any, is attached as Exhibit "A."
4. Plaintiff served Defendant with a notice on _____, 20 [insert date of notice] giving written notice to the Defendant that the Defendant was in violation of its rental agreement. A copy of the notice, setting forth the violation of the rental agreement, is attached as Exhibit "B".
5. Defendant has failed to correct or discontinue the conduct set forth in the above-mentioned notice.

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

Landlord's Name _____

Address _____

Phone Number _____

IN THE COUNTY COURT, IN AND FOR ST LUCIE COUNTY, FLORIDA

CASE NO. _____
[insert case number assigned by Clerk of the Court]

[insert name of Landlord/owner]

Plaintiff,

Vs.

**MOTION FOR CLERK’S DEFAULT -
RESIDENTIAL EVICTION**

[insert name of Tenant]

Defendant.

Plaintiff asks the Clerk to enter a default against _____,
[insert defendants name]

Defendant, for failing to respond as required by law to the Plaintiff’s Complaint for residential eviction.

Name: _____

Address: _____

Telephone No. _____

DEFAULT – RESIDENTIAL EVICTION

A default is entered against the above named Defendant(s) for failure to respond as required by law.

DATED: _____

Michelle R. Miller
Clerk & Comptroller, St. Lucie County

By _____
Deputy Clerk

IN THE COUNTY COURT, IN AND FOR ST LUCIE COUNTY, FLORIDA

CASE NO. _____
[insert case number assigned by Clerk of the Court]

[insert name of Landlord/owner]

Plaintiff,

Vs.

NON-MILITARY AFFIDAVIT

[insert name of Tenant]

Defendant.

On this day personally appeared before me, the undersigned authority, _____,
who, after being first duly sworn, says:

Defendant, _____, is known by Affiant not to be in the
military service or any governmental agency or branch subject to the provisions of the Soldiers' and Sailors'
Civil Relief Act.

DATED: _____

Signature of Affiant
Name: _____
Address: _____

Telephone No. _____

Sworn and subscribed before me on _____ [date], by _____
[name], who _____ is personally known to me _____ produced _____
[document] as identification and who took an oath.

NOTARY PUBLIC-STATE OF FLORIDA
Name: _____
Commission No. _____
My Commission Expires: _____

I CERTIFY that I _____ mailed, _____ faxed and mailed, or _____ hand delivered a copy of
this motion and attached affidavit to the Defendant at _____
[insert address at which Tenant was served and fax number if sent by fax].

Name: _____
Address: _____
Fax No. _____

IN THE COUNTY COURT, IN AND FOR ST LUCIE COUNTY, FLORIDA

CASE NO. _____
[insert case number assigned by Clerk of the Court]

[insert name of Landlord/owner]

Plaintiff,

Vs.

**MOTION FOR DEFAULT FINAL -
JUDGMENT - RESIDENTIAL EVICTION**

[insert name of Tenant]

Defendant.

Plaintiff asks the Clerk to enter a default judgment against _____

[name], Defendant(s), for failure to respond as required by law to Plaintiff's Complaint for Eviction.

1. Plaintiff filed a Complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on _____
[date].

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment for Residential Eviction against
Defendant.

Name: _____
Address: _____

Telephone No. _____

cc: _____
[insert name and address of Tenant]

IN THE CIRCUIT/COUNTY COURT OF THE NINETEENTH JUDICIAL
CIRCUIT IN AND FOR ST. LUCIE COUNTY, FLORIDA

[insert name of landlord/owner]

Case no: _____
[insert case number assigned by Clerk of the Circuit Court]

Plaintiff(s),
Vs

[insert name of tenant]

Defendant(s),
_____ /

FINAL JUDGMENT – EVICTION

THIS ACTION came before the Court upon Plaintiff's Complaint for Eviction. On the evidence presented, and **IT IS ADJUDGED**, that:

1. Judgment for eviction is hereby granted in favor of Plaintiff(s), _____.
[insert name of landlord/owner]
2. Plaintiff(s) or through Plaintiff's agent is to be put into possession of the premises described as follows:

[insert street address of rental premises including, if applicable, unit number]
3. The Plaintiff(s) is awarded court costs in the amount of \$ _____.
4. At the request of the Plaintiff, the Clerk of the Circuit Court is ordered to issue forthwith a Writ of Possession that shall be valid for thirty (30) days from the date of this judgment.

DONE AND ORDERED in St. Lucie County, Florida on _____.

County Judge

CC: _____
[insert name of landlord/owner]

[insert name of tenant]



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NOTICE OF LIMITATION OF SERVICES PROVIDED

THE PERSONNEL IN THIS SELF-HELP PROGRAM ARE NOT ACTING AS YOUR LAWYER OR PROVIDING LEGAL ADVICE TO YOU.

SELF-HELP PERSONNEL ARE NOT ACTING ON BEHALF OF THE COURT OR ANY JUDGE. THE PRESIDING JUDGE IN YOUR CASE MAY REQUIRE AMENDMENT OF A FORM OR SUBSTITUTION OF A DIFFERENT FORM. THE JUDGE IS NOT REQUIRED TO GRANT THE RELIEF REQUESTED IN A FORM.

THE PERSONNEL IN THIS SELF-HELP PROGRAM CANNOT TELL YOU WHAT YOUR LEGAL RIGHTS OR REMEDIES ARE, REPRESENT YOU IN COURT OR TELL YOU HOW TO TESTIFY IN COURT.

THE INFORMATION THAT YOU GIVE TO AND RECEIVE FROM SELF-HELP PERSONNEL IS NOT CONFIDENTIAL AND MAY BE SUBJECT TO DISCLOSURE AT A LATER DATE. IF ANOTHER PERSON INVOLVED IN YOUR CASE SEEKS ASSISTANCE FROM THIS SELF-HELP PROGRAM THAT PERSON WILL BE GIVEN THE SAME ASSISTANCE THAT YOU RECEIVE.

IN ALL CASES, IT IS BEST TO CONSULT WITH YOUR OWN ATTORNEY.

ACKNOWLEDGMENT

*PLEASE COMPLETE THE FOLLOWING PARAGRAPH.
 FILE THE SIGNED DOCUMENT WITH THE CLERK OF COURT.*

_____ I CAN READ ENGLISH

_____ I CANNOT READ ENGLISH, THIS NOTICE WAS READ TO ME BY

[NAME] _____ IN [LANGUAGE] _____

I _____ {name} do acknowledge that I have read this Notice of Limitation of Services Provided. I have received an explanation of the Notice of Limitation of Services Provided and I understand the limitation of the services provided. I understand that it is in my best interest to secure an attorney to represent my interest in this case. I understand that this form must be signed and filed with the Clerk before the Self-Help program may provide services to me.

Date _____

 Signature

Case No: _____

 Signature