

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY FLORIDA		CLOCK IN
DIVISION: <input checked="" type="checkbox"/> CIVIL <input type="checkbox"/> OTHER	STATEMENT OF CLAIM	_____
PLAINTIFF (S)	vs. DEFENDANT (S)	CASE NUMBER
		SP
		DIV: _____

The Plaintiff sues the Defendant for money owed Plaintiff by Defendant; and which is past due and unpaid; for (As marked (x) below) :

- Goods, wares and merchandise sold by Plaintiff, to Defendant;
- Work done and materials furnished by Plaintiff, to Defendant;
- Money loaned by Plaintiff to Defendant;
- Money due to Plaintiff upon accounts stated and agreed to between them;
- On a written instrument, copy of which is attached hereto;
- Rent for certain premises in Broward County, Florida, Viz;
- Other (Explain)
- Any additional facts in connection with any of the above:
(Use additional sheet if necessary)

Where Plaintiff demands judgment in the sum of \$ _____ together with court costs which the court may assess. The Plaintiff, says the foregoing is a just and true statement of the amount owing by the Defendant to Plaintiff, exclusive of all set-offs and just grounds of defense.
 Affiant states that the Defendant(s) is/are not in the military service of the United States.

SWORN AND SUBSCRIBED BEFORE ME this _____ day of _____, 20_____.

PLAINTIFF OR ATTORNEY	BRENDA D. FORMAN, CLERK OF COURTS
ADDRESS OF PLAINTIFF/ATTORNEY _____ _____	by: _____ DEPUTY CLERK
PLAINTIFF/ATTORNEY TELEPHONE (_____)	NOTARY PUBLIC State of Florida
ATTORNEY BAR NUMBER:	MY COMMISSION EXPIRES:

**Brenda D. Forman, Clerk of Court, Broward County
 Fee Schedule for County Civil Divisions
 Effective January 1, 2020**

Filing Fees: (Payable by Cash, Cashier's Check, Money Order, Business Check, Visa, Mastercard, American Express)

For all claims of less than \$100.00	\$ 55.00	
For all claims of \$100.00 but not more than \$500.00	\$ 80.00	
For claims exceeding \$500.00 up to & including \$2500.00	\$ 175.00	<<<
For claims exceeding \$2500.00 up to and including \$8000.00	\$ 300.00	
CIVIL ACTIONS up to & including \$15,000.00	\$ 300.00	
CIVIL ACTIONS from \$15,000.00-\$ 30,000.00	\$ 400.00	
Chapter 82- Unlawful Detainer	\$ 300.00	
For issuance of each summons	\$ 10.00	<<<
Re-open case fee (fee charged for each pleading in a "closed" case that requires Judicial action-claims of not more than \$500.00)	\$ 25.00	
Re-open case fee (fee charged for each pleading in a "closed" case that requires Judicial action-claims exceeding \$500.00)	\$ 50.00	
Landlord Removal of Tenant Actions	\$ 185.00	
For the filing of any cross-claim, counterclaim or third party complaint (for claims in excess of \$2500.00)	\$ 295.00	
In addition, for all proceedings of garnishment, attachment, replevin and distress, the appropriate filing fee as above plus writ fee (excluding an action for not more than \$1,000.00 filed simultaneously with an action for replevin of property that is the subject of the claim)	\$ 85.00	
For all claims of not more than \$1,000.00 filed simultaneously with an action for replevin of property that is the subject of the claim	\$ 130.00	
Service by registered mail (small claims only, FL resident only) per defendant	\$ 9.00	
Sheriff fee for service of process within Broward County-separate check made payable to Broward Sheriff, per defendant (for service outside of Broward, please contact the Sheriff's civil office)	\$ 40.00	<<<
Record search-per year, per name	\$ 2.00	
Photocopying of public records, per page	\$ 1.00	
Certification of copies of public or official documents filed in the Clerk's office	\$ 2.00	
Issuing execution & other enforcement process-foreign judgment	\$ 42.00	
Attorney appearing Pro Hac Vice	\$ 100.00	
Preparing exemplification certificate, certificate of non-suit, including signing & sealing	7.00	
Signing and sealing a witness subpoena	\$ 2.00	
Oath, administering, attesting and sealing not otherwise provided for in F.S 28.24	\$ 3.50	
Approving surety bond	\$ 8.50	
For all cases in excess of 5 defendants, the regular filing fee plus, per defendant	\$ 2.50	
Notice of Appeal (from County to Circuit) Up to \$15,000.00	\$ 281.00	
Notice of Appeal from County Civil to 4 th DCA Claims Greater than 15K	\$ 100.00	
Notice of Cross Appeal (from County to Circuit)	\$ 295.00	

County Civil Central
 201 S.E. 6 Street
 Room 3170
 Fort Lauderdale, FL 33301
 954-712-7899

OFFICE LOCATIONS

County Civil West
 100 N. Pine Island Road
 Room 170
 Plantation, FL 33324
 954-712-7899

County Civil South
 3550 Hollywood Blvd.
 Room 100
 Hollywood, FL 33021
 954-712-7899

County Civil North
 1600 W. Hillsboro Blvd.
 Room 160
 Deerfield Beach, FL 33442
 954-712-7899

PLAINTIFF

IN THE COUNTY COURT IN AND
FOR BROWARD COUNTY, FLORIDA
CASE NO. _____
JUDGE _____
DIV. _____

VS.

DEFENDANT

**SUMMONS/NOTICE TO APPEAR FOR
PRETRIAL CONFERENCE**

**SUMMONS/NOTICE TO APPEAR
PRETRIAL CONFERENCE [REMOTE APPEARANCE]**

STATE OF FLORIDA – NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

[Plaintiff’s Name(s) and Address(es)]

[Defendant’s Name(s) and Address(es)]

YOU ARE HEREBY NOTIFIED that you or your attorney are required to appear VIA ZOOM VIDEOCONFERENCE on _____ at _____ for a PRETRIAL CONFERENCE before the Court.

IMPORTANT – READ CAREFULLY – THE CASE WILL NOT BE TRIED AT THAT TIME. DO NOT BRING WITNESSES – APPEAR IN PERSON OR BY ATTORNEY.

THESE ARE THE THINGS YOU MUST DO:

STEP ONE. Promptly contact Court Mediation Services at smallclaims@17th.flcourts.org to schedule your FREE mediation before the Court’s neutral mediators in an attempt to resolve your case and/or arrange for a payment plan. [Please provide your name and case number in your email.] If you resolve your case, you will not need to attend the pretrial conference.

STEP TWO. If your case does not resolve before the pretrial conference date above, locate the Zoom Videoconference information for your assigned division on the attached Zoom link information page or as noted above. You can also locate the Zoom link at <http://www.17th.flcourts.org/judiciary-list-and-category>. (NOTE: Your Division Number is indicated at the very top of this page.) If you do not have an attorney, you may appear by telephone if you do not have access to video appearance through your computer or telephone.

The telephone number is also available for each Division at <http://www.17th.flcourts.org/judiciary-list-and-category>.

STEP THREE. Attend the pretrial conference by Zoom videoconference. The defendant(s) must appear on the date specified above at the assigned time to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney at the PRETRIAL CONFERENCE. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

ADDITIONAL INFORMATION. Any business entity recognized under Florida law may be represented at any stage of the trial court proceedings by any principal of the business entity who has legal authority to bind the business entity or any employee authorized in writing by a principal or a business entity. A principal is defined as being an officer, member, managing member, or partner in the business entity. Written authorization must be filed with the Court prior to the pretrial conference.

The purpose of the pretrial conference is to note your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of the witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long the trial will take.

Mediation may take place at the pretrial conference. Whoever appears for a party must have full authority to settle. Failure to have full authority to settle at this pretrial conference may result in the imposition of costs and attorneys' fees incurred by the opposing party.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

RIGHT TO VENUE: The law gives the person or company who has sued you the right to file the lawsuit in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: (1) where the contract was entered into; (2) if the suit is on an unsecured promissory note, where the note was signed or where the maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any 1 or more of the defendants sued reside; (6) any location agreed to in the contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, where the payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court at least 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s) attorney, if any.

A copy of the statement of claim shall be served with this summons /notice to appear.

Issued on _____.

Filed by: _____

Address: _____

BRENDA D. FORMAN

AS CLERK OF THE COURT

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 Diana Sobel, Room 20140, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301, 954-831-7721 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.

ZOOM LINK INFORMATION (BROWARD COUNTY)

Step 1: Locate your division number on the very top of the first page of this Summons

Step 2: Access via computer the Zoom Link below corresponding to your assigned division number.

Step 3: Follow the instructions on your computer screen and select ONE of the audio conference options. You may join by phone call or by computer audio (speaker and microphone required for computer audio). Please note that COUNSEL must join by computer audio/video so that you are easily identified.

Step 4: If you do not have access to computer video/audio, you may call by telephone:

US toll-free numbers (888) 475-4499,

(833) 548-0276, (833) 548-0282, or (877) 853-5257

When prompted on the telephone for the “Meeting ID,” use the 9 to 11-digit code at the end of the division link below.

Division 47 <https://17thflcourts.zoom.us/j/95687147196>

Division 48 <https://17thflcourts.zoom.us/j/292953734>
Division 49 <https://17thflcourts.zoom.us/j/906144255>
Division 50 <https://17thflcourts.zoom.us/j/154272965>
Division 51 <https://17thflcourts.zoom.us/j/874680432>
Division 52 <https://17thflcourts.zoom.us/j/530095888>
Division 53 <https://17thflcourts.zoom.us/j/401645765>
Division 54 <https://17thflcourts.zoom.us/j/911872548>
Division 55 <https://17thflcourts.zoom.us/j/832434674>
Division 56 <https://17thflcourts.zoom.us/j/121103675>
Division 60 <https://17thflcourts.zoom.us/j/990901272>
Division 61 <https://17thflcourts.zoom.us/j/606672692>
Division 62 <https://17th.flcourts.zoom.us/j/98661669177>
Division 70 <https://17thflcourts.zoom.us/j/561587919>
Division 71 <https://17thflcourts.zoom.us/j/294767991>
Division 72 <https://17thflcourts.zoom.us/j/402362403>
Division 73 <https://17thflcourts.zoom.us/j/499985495>
Division 80 <https://17thflcourts.zoom.us/j/489403007>
Division 81 <https://17thflcourts.zoom.us/j/855034385>
Division 82 <https://17thflcourts.zoom.us/j/190948749>
Division 83 <https://17thflcourts.zoom.us/j/684278427>