



**Brandon Patty**  
**St. Johns County Clerk of the Circuit Court and Comptroller**  
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**EVICTION INSTRUCTIONS**  
***(Residential Use Only)***

NOTE: Property Owners may authorize a Property Manager or another person to act as their agent. If a corporation intends to file an eviction, please refer to the Florida Statutes as to who can appear. This written authorization will allow the agent to complete the necessary documents to evict a tenant; this includes posting the three (3) Day Notice; filing the Complaint Form and Motion for Default. If a hearing is scheduled, it may be required that the owner or owner's attorney appear at the hearing.

1. Complete Landlord(s) and Tenant(s) Name (**Fill in all blank spaces**).
2. Indicate the complete physical location of the property from which the tenant(s) is/are to be evicted (**Including lot numbers; unit numbers, city, state, and zip**).
3. Indicate how Defendant(s) came in possession of property (circle either **written or oral**); enter the amount of rent that is due per month and the date this rent is due.
4. Indicate the date the notice was served on the Defendant(s) and the date to deliver possession.
5. The Landlord/Agent shall not accept any money after the Eviction has been filed. Please direct Defendant(s) to the Clerk's Office for more information
6. The filing fee for removal of tenant(s) is **\$185.00**. The eviction suit shall be accompanied by:
  - a. The Three (3) day notice and a copy of any written rental agreement, if any.
  - b. In addition to the original set of documents for the court file we will also need two (2) copies of all documents filed for each Defendant being evicted (do not include children).
  - c. Please provide addressed, stamped envelopes for each Defendant being evicted.
7. The Sheriff's Office fee for service of the eviction summons is **\$40.00** per Defendant. The Sheriff's Office service fee may be included with the Clerk's fees due at the time of filing.
8. If Judgment for Possession is granted, a Writ of Possession can be issued upon payment of the **\$90.00** Sheriff's Office service fee.

IN THE COUNTY COURT, SEVENTH  
JUDICIAL CIRCUIT, IN AND FOR  
ST. JOHNS COUNTY, FLORIDA.

CASE NO:  
DIV:

\_\_\_\_\_  
Plaintiff,  
vs.

\_\_\_\_\_  
Defendant(s),

**COMPLAINT FOR EVICTION**  
***(Possession Only)***

Plaintiff, \_\_\_\_\_ sues Defendant(s), \_\_\_\_\_ and alleges:

1. This is an action to evict a tenant from real property located in St. Johns County, Florida.
2. Plaintiff owns the following described real property in said county:

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

3. Defendant(s) has possession of the property under a (Written/Oral) agreement to pay rent in the amount of \$ \_\_\_\_\_ on the \_\_\_\_\_ day of each month/week.

4. On \_\_\_\_\_, 20\_\_\_\_, rent in the amount of \$ \_\_\_\_\_ was past due and unpaid by Defendant(s). A copy of any written agreement being attached hereto.

5. Plaintiff served notice to the Defendant(s) on \_\_\_\_\_; directing Defendant(s) to pay the past due rent or the Defendant(s) was/were to vacate the premises and deliver possession of said premises to the Plaintiff on or before \_\_\_\_\_. That Defendant(s) holds over and continues to be in possession of said premises after the expiration of notice without permission of Plaintiff. A true copy of the Notice to Pay Rent is attached hereto.

**WHEREFORE**, Plaintiff demands Judgment for Possession of said property against Defendant(s) and removal of Defendant(s).

\_\_\_\_\_  
Plaintiff / Agent Signature and Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number and Email Address

## **SCHEDULE OF FEES**

All Filing Fees and Sheriff's Office service fees are due at the time of filing your suit.

Filing Fees are made payable to: **Clerk of Courts** and may be paid for by Local Business or Personal Check, Money Order, Cashier's Check, Cash, and MasterCard or Visa.

### **THE CLERK DOES NOT ACCEPT OUT-OF-STATE PERSONAL CHECKS**

EVICTION NON-PAYMENT OF RENT: \$185.00

SUMMONS ISSUANCE FEE PER DEFENDANT: \$10.00

### **SHERIFF OFFICE SERVICE FEES**

SERVICE OF SUMMONS PER DEFENDANT: \$40.00

WRIT OF POSSESSION: \$90.00

Note: For your convenience the Clerk of Court will accept personal checks for the filing fees and the Sheriff's Office service fees.

Note: The Small Claims/Eviction Department cannot give legal advice to you or interpret the law for you. Information on evictions may be obtained from the Florida Statutes Chapter 83, located at [www.leg.state.fl.us](http://www.leg.state.fl.us)