

Cheryl Strickland
Clerk of the Circuit Court
Historical St. Johns County
4010 LEWIS SPEEDWAY
St. Augustine, Florida 32084
(904)819-3600 ext.4420, 4421 and 4470
904-819-3650

2 COUNT EVICTION INSTRUCTIONS

(For Residential Use Only)

NOTE: Property Owners may authorize a Property Manager or another person to act as their agent. This authorization will allow the agent to complete documents necessary to evict a tenant for NON-PAYMENT OF RENT ONLY, this includes the three (3) day notice, complaint form, and motion for default. If a hearing is scheduled, it may be required that the owner or owner's attorney appear for the hearing.

1. Complete Landlord(s) and Tenant(s) Name. (Fill in all blank spaces)
2. When suing for back rent, do not include late fees, utilities, etc. You are only allowed the actual amount of back rent which is due.
3. Indicate the complete physical location of the property from which the tenant(s) is to be evicted. (Including lot numbers; unit numbers)
4. The Landlord/Agents shall not accept any money after the Eviction has been filed. If the defendant comes to you with money please tell them to deposit the money with the court. Let them know of the clerk fee that is attached, which is 3 % of the first \$500.00 then 1.5% thereafter.
5. 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 need two (2) copies of all documents filed for each defendant you are evicting. (Do not include children).
 - C. We will also need a self addressed stamped envelope for each person you are evicting and one self addressed stamped envelope to yourself.
6. The Sheriff's fee for service of the eviction summons is \$20.00 per defendant. The Sheriff's Office fee may be included in your clerk's fee. **THIS TYPE OF EVICTION MUST BE PERSONALLY SERVED THEY CAN NOT POST THIS SUMMONS, BE AWARE THIS MAY HOLD YOUR EVICTION UP UNTIL THEY CAN FIND THIS PERSON TO BE SERVED.**
7. Filing fees for this action are attached; please note that the fee for filing depends on the amount of back rent you are suing for.
8. Notify the Small Claims/Eviction department of any tenant(s) vacating premises after the service of the eviction summons by the Sheriff's Office.

Reminder: Landlords may call our office to request a name check before any rental commitment is made. (SEE PHONE NUMBER ABOVE)

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 the Public Library www.onlinesunshine.org.

SCHEDULE OF FEES

As of July 1, 2008

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

Filing Fees are made payable to: **CHERYL STRICKLAND Clerk of Courts**, and may be paid for by Local Business or Personal Check, Money Order, Cashiers Check, Cash, and Maser Card or Visa.

**** NO OUT OF STATE PERSONAL CHECKS **
PERSONAL CHECKS MUST HAVE LICENSE NUMBERS ON THEM.**

SMALL CLAIMS

CLAIMS \$0 to \$99.99	\$55.00
CLAIMS of \$100 to \$500	\$80.00
CLAIMS of \$500.01 to \$2,500	\$175.00
CLAIMS of \$2,500.01 to \$15,000	\$300.00

REMOVAL OF TENANT

EVICITION-NO BACK RENT	\$185.00
EVICITION-BACK RENT UP TO \$100	\$240.00
EVICITION-BACK RENT \$100 to \$500	\$265.00
EVICITION-BACK RENT \$500 to \$2,500	\$360.00
EVICITION-BACK RENT \$2,500 to \$15,000	\$485.00

REPLEVIN ACTIONS (in addition to filing fee) \$85.00

WRIT OF GARNISHMENT \$188.00
(\$100.00 Garnishee's Attorney fee) + (\$85 Filing Fee) + (\$3.00 Registry of Court Fee)

ATTACHMENT AND DISTRESS ACTIONS \$85.00

SHERIFF FEES PER DEFENDANT

SERVICE OF SUMMONS	\$	40.00
WRIT OF REPLEVIN	\$	90.00
WRIT OF GARNISHMENT	\$	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 SERVICE FEES.

IMPORTANT: IF THE DEFENDANTS ADDRESS IS OUTSIDE ST. JOHNS COUNTY PAYMENT FOR SERVICE OF PROCESS MUST BE MADE BY MONEY ORDER OR BUSINESS CHECK.

**** (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED!)****
