

IN THE COUNTY COURT OF POLK COUNTY, FLORIDA
CIVIL DIVISION

CASE NO. _____

**YOU MUST ANSWER IN WRITING AND PAY THE RENT AS REQUIRED BELOW
WITHIN 5 WORKING DAYS OR YOU MAY BE EVICTED WITHOUT A TRIAL**

Name

Address

City, State, Zip Code

Phone Number

Plaintiff,

VS.

Name

Address

City, State, Zip Code

Phone Number

Defendant.

EVICITION SUMMONS

**TO THE ABOVE NAMED DEFENDANT:
PLEASE READ CAREFULLY.**

You are being sued by the Plaintiff to require you to move out of the premises listed above for the reasons given in the attached Complaint.

You are entitled to a trial to decide whether you can be required to move, but you **MUST** do **ALL** of the things listed below. **You must do them within five (5) days (not including, Saturday, Sunday, or any legal holiday observed by the Clerk of the Court) after** the date these papers were given to you or to a person who lives with you or were posted at the premises.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. Write down the reason(s) why you think you should not be forced to move. The written reason(s) must be given to the Clerk of the County Court at one of the following locations:
 - Polk County Courthouse, 255 N. Broadway, Drawer CC-12, P. O. Box 9000, Bartow, FL 33831
 - Lakeland Government Center, 930 E. Parker St., Room 240, Lakeland, FL 33801
 - Northeast Polk County Government Center, 3425 Lake Alfred Road - #7 Gill Jones Center, Winter Haven, FL 33881
2. Mail or give a copy of your written reason(s) to the above named plaintiff/plaintiff's attorney at the address listed above.
3. **Pay to the Clerk of the Court the amount of rent that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over. A handling fee of 3% of the first \$500.00 then 1.5% thereafter will be charged by the Clerk and you must pay by cash, money order, or cashier's check ONLY.**
4. If you believe that the amount claimed in the complaint is incorrect, you should file with the Clerk of the Court a motion to have the court determine the amount to be paid. If you file a motion, you must attach to the motion any documents supporting your position and mail or give a copy of the motion to the plaintiff/plaintiff's attorney.

IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT THE ABOVE PREMISES, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

**THE STATE OF FLORIDA
TO EACH SHERIFF OF THE STATE:**

You are commanded to serve this Summons and a copy of the Complaint in this lawsuit on the above named Defendant.

DATED this _____ day of _____, _____.

RICHARD M. WEISS, CLERK
Circuit & County Courts
By _____
Deputy Clerk