

Small Claims Packet For Pro Se (Self Represented) Litigants

Small Claims cases are filed for money owed up to \$15,000.00. All pro se cases (cases filed by customers without an attorney) under \$4999.99 are scheduled for mediation hearings and the Clerk's office supplies the forms.

Filing Fee:

Amount	\$	1.00	to	\$	99.99	\$	55.00
Amount	\$	100.00	to	\$	499.00	\$	80.00
Amount	\$	500.00	to	\$	2,499.99	\$	175.00
Amount	\$	2,500.00	to	\$	4,999.99	\$	300.00

Out of State Bond Fee: \$100.00

Summons Issue Fee: \$10.00 per Summons

Plus for Service: Service for Florida Address Only can be done by Certified Mail per Florida Rule 7.070

Certified Mailing Fee \$ 5.75 Per Defendant

Cash or Check made out to: John A. Crawford Clerk of Courts

Or

Sheriff Service Fee \$40.00 Per Defendant

Cash or Separate Check made out to: Nassau County Sheriff

Complete the two forms and attach supporting documentation and return to the Clerk's Office to file your case.

The Clerk will prepare a 20-day Summons to be served by the Sheriff or to be sent by Certified Mail.

The cases filed pro se will be scheduled for Small Claims Mediation at 9:30 a.m. on a Wednesday.

In claims over \$5,000.00 to \$14,999.99 the customer must supply their own forms, schedule their cases for court hearings and are filed by attorneys, but all cases can be filed pro se.

Revised 27, January, 2012

In the County Court, Nassau County, Florida

Statement of Claim

CASE NO. -SC-

Plaintiff: _____ Defendant: _____

Address: _____ Address: _____

City _____ City: _____

Telephone: _____ Telephone: _____

And claim the amount of \$ _____

together with Court Cost of \$ _____

which Totals: \$ _____

and alleges that the basis of this suit is: Money due Plaintiff by Defendant per attached Statement.

State of Florida
County of Nassau

The undersigned, being duly sworn, says that the foregoing is a just and true statement of the amount owed by the defendant to said Plaintiff, exclusive of all set-offs and just grounds of defense.

Sworn to and subscribed before me

this ___ day of _____, 20__.

John A. Crawford
Clerk of Circuit & County Courts

Plaintiff/
Agent _____

By: _____
As Deputy Clerk

Notary Public

(See Reverse Side)
Rule 7.060, Florida Rules of Summary Procedures Provides:

Right to Venue

The law gives the person or company who has sued you the right to file suit 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, have the right to request that the case be removed 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 unsecured promissory note, where the note is signed or where 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 one or more of the defendant sued resides;
6. Any location agreed to in a contract.

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

**In the County Court
In and For
Nassau County, Florida**

Case No. -SC-

Plaintiff: _____

Defendant: _____

Address: _____

Address: _____

City: _____

City: _____

Telephone: _____

Telephone: _____

Plaintiff's Written Statement of Claim

I, _____, Plaintiff, allege that _____

Defendant, owes Plaintiff \$ _____ For, _____

Plaintiff

IN THE COUNTY COURT IN AND FOR NASSAU COUNTY, FLORIDA

(Name and Address)
Plaintiff(s)

Case No.

Vs.

(Name and Address)
Defendant(s)

NOTICE OF PERMANENT MAILING ADDRESS

I, We, _____, the Plaintiff(s) in the above styled cause of action hereby certify that my/our permanent mailing address is as follows:

Phone: _____

I/WE UNDERSTAND THAT ONLY THIS ADDRESS WILL BE USED BY THE COURT, THE OPPOSING PARTY, AND ANY INTERVENING PARTIES TO THIS CASE FOR THE PURPOSE OF PROVIDING ME WITH:

- a. Notice of all future hearings in this case, and
- b. Any court documents and papers pertaining to this case.

I/We understand that all notices and court papers in this case will be sent to me/us only at the above address and that in the event personal service of any court documents is necessary that they will first be attempted to be served at the above listed address unless and until I/We notify the court of my/our new address. I/We also understand that if I/We change my/our new address **in writing** by completion of another form similar to this form at the following address within one week of the change of address and with a copy being furnished to all parties:

CLERK OF COURT
County Civil/Small Claims Division
76347 Veterans Way
Yulee, FL 32097

I/We have read this document and I/We understand that it is my/our responsibility to keep the Court informed of any change in my/our current address. I/We understand that copies of any court documents and notice of all future hearings which are mailed to my/our current address set forth herein will constitute proper notice and service, and the court may proceed on all matters noticed and mailed to the above address even if I/We do not appear for said hearing.

Dated: _____

Signature

IN THE COUNTY COURT IN AND FOR NASSAU COUNTY, FLORIDA

(Name and Address)
Plaintiff(s)

Case No. _____

Vs.

(Name and Address)
Defendant(s)

STATEMENT OF RESPONSIBILITY

(Civil Case \$15,000.00 or less)

Before filing this case I have considered the following matters and acknowledge that:

1. This case is being filed in the County Court under the Summary Procedure Rules of court; that it is considered a layman's court; that I, and the Defendant(s), may be represented by an attorney of our individual choice but neither is required to do so, and that the conduct of this case will be in accordance with the rules of procedure and laws of Florida which apply to this case.
2. The naming of proper parties is an important element of the case and the responsibility for naming the proper Plaintiff(s) and Defendant(s) in this case is mine.
3. I am responsible for the furnishing of a correct address or location at which the Defendant(s) can be served or given notice of this suit.
4. I assume responsibility as to my right to file this case for myself or for the named Plaintiff(s).
5. I do not expect the Clerk, who received and files this claim, to give me legal advice as to how to prosecute this case and acknowledge that the Clerk is not acting as my attorney or legal advisor.
6. I am solely responsible for the collection of any judgment entered in my favor.

Dated: _____

Signature

Address

Phone: _____