UNLAWFUL DETAINER

When should this form be used?

- You are trying to remove someone from your home, and
- You have a legal right to reside in your home (you are the owner or are the legal tenant), and
- The person you are trying to remove does **not** have a legal right to reside in your home (they are not an owner or a legal tenant), and
- There is no agreement for rent (verbal or in writing) between you and the person you are trying to remove:
    - Example: You let your former significant other or relative live in your home. You have now requested them to leave and they have refused.

If your situation does not meet these criteria, unlawful detainer may not be the appropriate action, and you should review the information on eviction and ejectment. CONTACT AN ATTORNEY with any questions. This does not constitute legal advice.

Unlawful detainer is a county court lawsuit, filed pursuant to Florida Statute Chapter 82, to request that another person be ordered to leave your property. It is similar to an eviction proceeding except that in an Unlawful Detainer case, there is **no landlord/tenant relationship** between the parties, i.e. there is **no agreement to pay rent,** either verbal or in writing. If there is an agreement to pay rent, verbal or in writing, you should consider filing an eviction case. **Consult with an attorney if you are not sure.**

FORMS IN THIS PACKET
Unlawful Detainer Checklist
Situs Designation Form
Unlawful Detainer Complaint
Unlawful Detainer Summons
Affidavit as to Military Status
Motion for Default & Default
Designation of Current Mailing & E-mail address
Notice of Hearing
Judgment for Possession
Writ of Possession
Disclosure from Nonlawyer
Notice of Voluntary Dismissal

FILING FEES: $300.00
$10 each Summons Issuance Fee

Payment may be made by: cash/cashier's check/certified check/money order/credit or debit card

In addition to the above filing fee and summons issuance fee, a fee is required to serve each defendant. You may obtain service by sheriff or private process server.

NOTE: It is important to remember that a delay can occur because of any errors on your paperwork, or if the proper fees are not submitted.

FILING CHECKLIST

Step One (File case)

To file an Unlawful Detainer case, you may file the following forms along with the filing fee and summons issuance fees with the Clerk's office.

- Complaint for Unlawful Detainer
  - (1) Original filed with the Clerk and (1) copy for each Defendant to be served
- Situs Designation Form
- Affidavit of Military Status
- Summons
  - (1) Original and (1) copy for each Defendant to be served

Step Two (Obtain Judgment)

5 days after service on the Defendant(s) and the Defendant(s) DID NOT respond, you may file the following forms:

- Motion for Clerk's Default
- Motion for Default Final Judgment
- Final Judgment of Unlawful Detainer
  - (1) Original and (1) copy for each Plaintiff AND Defendant along with pre-addressed stamped envelopes for each party

OR

The defendant(s) DID respond, you may file the following forms:

- Notice of Hearing
  - It is your responsibility to contact the Judicial Assistant for the Judge assigned to your case, to set a hearing date. Once you have set your hearing, complete this form and make copies. File the original with the clerk, and submit a copy to the Defendant(s).
- Final Judgment
  - Bring the Final Judgment and (1) copy for each Plaintiff AND Defendant to the hearing and (1) pre-addressed stamped envelope for each party.

Step Three (Obtain Writ of Possession)

If the defendant(s) refuse to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the Sheriff to remove them from the property.

THIS DOES NOT CONSTITUTE LEGAL ADVICE. Civil court information and forms provided by the Okaloosa County Clerk of Circuit Court should be considered informational only, and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance as to how to proceed with filing or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.

IN THE FIRST JUDICIAL CIRCUIT COURT
IN AND FOR OKALOOSA COUNTY, FLORIDA

_____
Plaintiff/Petitioner,

Case No. _____

_____
Defendant/Respondent

SITUS DESIGNATION FORM

Pursuant to Administrative Directive 2012-04, I hereby certify the situs of this action to be:

( ) (a) Courthouse – Crestview Situs ("North End") if:
- (1) The cause of action accrued North of the situs line at Range Road 215 West and Range Road 213 East, as depicted on the attached map, said area to be designated as "North End," or
- (2) The cause of action did not accrue in Okaloosa County, but at the time the action is filed, all defendants/respondents reside in the North End.

( ) (b) Okaloosa County Courthouse Annex Extension – Fort Walton Beach Situs ("South ("South End") if:
- (1) The cause of action accrued South of the situs line at Range Road 215 West and Range Road 213 East, as depicted on the attached map, said area to be designated as "South End," or
- (2) The cause of action did not accrue in Okaloosa County, but at the time the action is filed, all defendants/respondents reside in the South End.

( ) (c) Either Courthouse (Crestview) or Okaloosa County Courthouse Annex Extension (Fort Walton Beach) if:
- (1) The cause of action did not accrue in Okaloosa County, and no defendant/respondent resides in Okaloosa County; or
- (2) The cause of action did not accrue in Okaloosa County and the defendants/ Respondents reside in both the North End and the South End of Okaloosa County.

If Plaintiff/Petitioner not represented by attorney:

_____
Plaintiff/Petitioner's Signature

_____
(Type or print name)

_____
Telephone Number

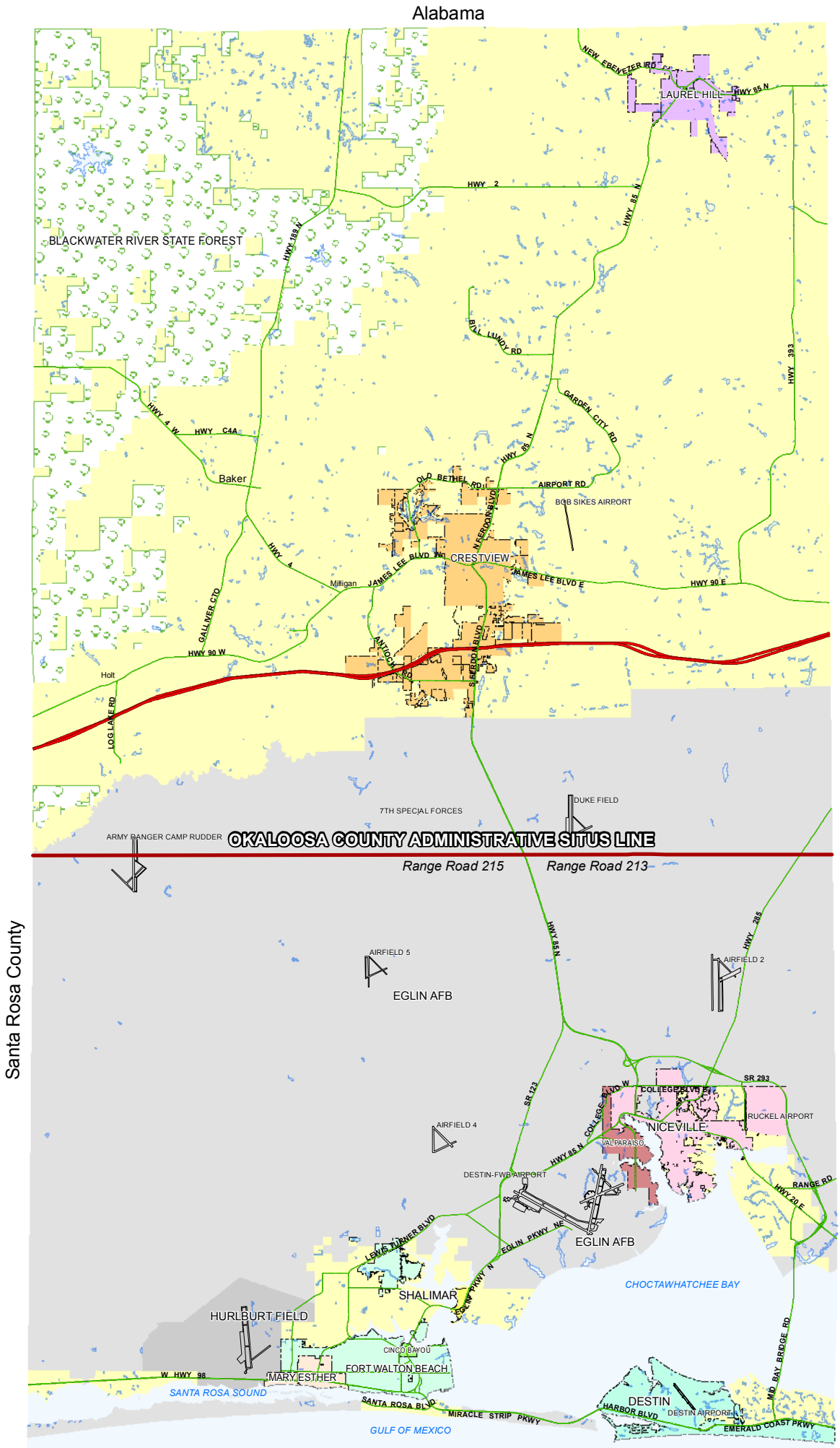
If Plaintiff/Petitioner represented represented by attorney:

_____
Attorney's Signature

_____
(Type or print Attorney's name)

_____
Telephone Number

OKALOOSA COUNTY ADMINISTRATIVE SITUS LINE



OKALOOSA COUNTY ADMINISTRATIVE SITUS LINE

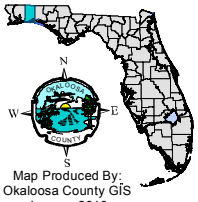
- BLACKWATER RIVER STATE FOREST
- CITY OF CRESTVIEW
- CITY OF DESTIN
- CITY OF FORT WALTON BEACH
- CITY OF LAUREL HILL
- CITY OF MARY ESTHER
- CITY OF NICEVILLE
- CITY OF VALPARAISO
- EGLIN AIR FORCE BASE
- HURLBURT FIELD
- TOWN OF CINCO BAYOU
- TOWN OF SHALIMAR
- UNINCORPORATED

MAP PROJECTION:
Lambert Conformal Conic Projection
Stateplane: Florida North (0903)
NAD 1983(90), NAVD 1988.

PUBLIC RECORD:
This map was created by Okaloosa County GIS and is in the public domain pursuant to Chapter 119, Florida Statutes.

DISCLAIMER:
Okaloosa County hereby expressly disclaims any liability for errors or omissions in these maps, indexes or legends.

OKALOOSA COUNTY, FLORIDA



Map Produced By:
Okaloosa County GIS
January 2018

Map: Not to Scale

Map:\\gisvm100\gisprojects\MapDocs\Admin\Projects\Judicial\JudicialLine8.5x11.mxd PDF:\\gisvm100\gisprojects\PDFDocs\Admin\JudicialLine8.5x11.pdf, Scale: NTS, OCJASL Created: 8/2009

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No. _____

_____
Plaintiff(s)

-vs-

_____
Defendant(s)

COMPLAINT FOR UNLAWFUL DETAINER

Plaintiff(s)_____, sues the

Defendant(s), _____, and alleges as follows:

1. This is a cause of action for unlawful detainer pursuant to Chapter 82, Florida Statutes.

2. On or about (date) _____, Defendant took possession of the dwelling

   located at (address / description of mobile home): _____

   _____

   _____ Okaloosa County, Florida with the permission of Plaintiff.

3. On or about (date) _____, Plaintiff revoked his/her consent for Defendant to be in possession of the dwelling and, on that date, so informed Defendant and demanded that Defendant vacate the premises.

4. However, Defendant refused to vacate the premises and continues in possession of the dwelling against the consent of Plaintiff, contrary to § 82.04, Florida Statutes.

5. In accordance with § 82.04(1), Florida Statutes, Plaintiff is entitled by this lawsuit to have Defendant removed from possession of the premises; and Plaintiff is entitled to the summary procedure set forth in § 51.011, Florida Statutes.

WHEREFORE, Plaintiff respectfully requests that the Court will find that Defendant wrongfully holds possession of the premises, grant final judgment in favor of Plaintiff and against Defendant, issue a writ of possession in favor of Plaintiff and against Defendant in accordance with § 82.091, Florida Statutes, award to Plaintiff the costs of this action, and grant to Plaintiff such other relief as justified by the circumstances in this case.

Signature: _____

_____
Plaintiff [sign and print]

Address: _____
City, State, Zip Code _____
Telephone: _____

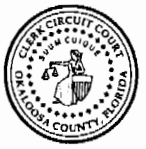
This form was completed
with the assistance of:
Name:_____
Address: _____
Telephone Number:_____

OATH

On this _____ day of _____, 2019, _____ appeared before me, presented proper identification, was placed under oath, and swore the information in the complaint filed on _____, 2019, in case number 2019 CC _____, is true and correct.

_____,
Plaintiff

By:_____
Deputy Clerk



IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No. _____

_____
Plaintiff(s)

-vs-

_____
Defendant(s)

SUMMONS (UNLAWFUL DETAINER)
(PERSONAL SERVICE ON A NATURAL PERSON)

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 action on:

Defendant:_____

Address _____

City, State, Zip_____

TO THE DEFENDANT(S):

YOU ARE REQUIRED to mail or deliver the original of your WRITTEN ANSWER AND DEFENSES to the attached COMPLAINT to the CLERK OF THE CIRCUIT COURT, 1940 Lewis Turner Blvd Fort Walton Beach FL 32547 or 101 E James Lee Blvd Crestview FL 32536 **AND** a copy to
Plaintiff or Plaintiff's attorney whose name and address is:

_____

_____

REQUESTS FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES

If you are a person with a disability who needs an accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:

Court Administration, ADA Liaison
Okaloosa County
1940 Lewis Turner Blvd
Fort Walton Beach FL 32547
Phone: 850-609-4700 Fax: 850-651-7725
ADA.OKALOOSA@FLCOURTS1.GOV

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.

PERSONAL SERVICE: IF THIS SUMMONS and a copy of the **COMPLAINT** have been personally served upon you or upon anyone residing at your residence who is 15 years of age or older, your **WRITTEN ANSWER AND DEFENSES MUST** be received by the **CLERK** within **5 WORKING DAYS** of service as to the claim for possession of the premises.

POSTED-MAIL SERVICE: IF THIS SUMMONS and a copy of the **COMPLAINT** have been attached to a conspicuous place on your residence, your **WRITTEN ANSWER AND DEFENSES MUST** be received by the Clerk within **5 WORKING DAYS** of the date that it was attached to some conspicuous place on the property described in the **COMPLAINT**. The date of posting is the date noted thereon by the Process Server.

A **DEFAULT** may be entered against you and a **JUDGMENT** to remove you from the property and/or for reasonable costs and attorney fees may be entered without further notice to you, if you do not follow these instructions.

Witness my hand and the seal of this Court on the _____ day of _____ , 20 _____.

JD Peacock II
Okaloosa County Clerk of the Circuit Court & Comptroller

BY:_____

As Deputy Clerk

IMPORTANT

A lawsuit has been filed against you. You have 5 calendar days after this summons is served on you to file a written response to the attached complaint with the clerk of this court. A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be filed if you want the court to hear your side of the case. If you do not file your response on time, you may lose the case, and your wages, money, and property may thereafter be taken without further warning from the court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the court you must also mail or take a copy of your written response to the “Plaintiff/Plaintiff’s Attorney” named below.

IMPORTANTE

Usted ha sido demandado legalmente. Tiene 5 dias, contados a partir del recibo de esta notificacion, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefonica no lo protegera. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el numero del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podria ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, puede usted consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guia telefonica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, debera usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como “Plaintiff/Plaintiff’s Attorney” (Demandante o Abogado del Demandante).

IMPORTANT

Des poursuites judiciares ont ete entreprises contre vous. Vous avez 5 jours consecutifs a partir de la date de l.assignation de cette citation pour deposer une reponse ecrite a la plainte ci-jointe aupres de ce tribunal. Un simple coup de telephone est insuffisant pour vous proteger. Vous etes obliges de deposer votre reponse ecrite, avec mention du numero de dossier ci-dessus et du nom des parties nommees ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne deposez pas votre reponse ecrite dans le relai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent etre saisis par la suite, sans aucun preavis ulterieur du tribunal. Il y a d.autres obligations juridiques et vous pouvez requerir les services immediats d.un avocat. Si vous ne connaissez pas d.avocat, vous pourriez telephoner a un service de reference d.avocats ou a un bureau d.assistance juridique (figurant a l.annuaire de telephones).

Si vous choisissez de deposer vous-meme une reponse ecrite, il vous faudra egalement, en meme temps que cette formalite, faire parvenir ou expedier une copie de votre reponse ecrite au “Plaintiff/Plaintiff’s Attorney” (Plaignant ou a son avocat) nomme ci-dessous

MOTION FOR CLERK'S DEFAULT - UNLAWFUL DETAINER

The Tenant will have five days, after service, to file a written response to a Complaint for Unlawful Detainer. If the Tenant fails to file a written response in that time the Landlord is entitled to a judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's default should be obtained by delivering to the Clerk of the Court an executed Motion-for Clerk's Default. The Motion for Clerk's Default and Default should be used to obtain a Clerk's default when the defendant has failed to respond to an unlawful detainer complaint. In order to be entitled to a default, a Nonmilitary Affidavit, must be filed with the Clerk.

Second, based on the Clerk's default and/or testimony at the hearing (if any) the Judge handling the case may enter a Final Judgment for Possession.

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

IN THE COUNTY COURT, IN AND FOR
OKALOOSA COUNTY, FLORIDA

_____
[insert name of Landlord/Owner]
Plaintiff,

CASE NO. _____
[insert case number assigned by Clerk of the Court]

vs.

_____
[insert name of Occupant]
Defendant. /

MOTION FOR CLERK'S DEFAULT – UNLAWFUL DETAINER

Plaintiff asks the Clerk to enter a default against _____ [name], Defendant, for failing to respond as required by law to Plaintiff's Complaint for unlawful detainer.

Plaintiff's Signature:_____
Name: _____
Address: _____
_____
Telephone No. _____

DEFAULT - UNLAWFUL DETAINER

A default is entered in this action against the Defendant for unlawful detainer for failure to respond as required by law.

DATE: _____

CLERK OF THE COURT

By: _____
Deputy Clerk

cc: _____
[insert name of Landlord/Owner]

_____I
[Insert name and address of Occupant]

This form was completed
with the assistance of:
Name:
Address:
Telephone Number:

IN THE COUNTY COURT OF THE FIRST JUDICUAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No. _____

_____
Plaintiff(s)

-vs-

_____
Defendant(s)

AFFIDAVIT AS TO MILITARY STATUS

I, {*full legal name*} _____, being sworn, certify that the following information is true:
[√ **all** that apply]

_____ 1. I know of my own personal knowledge that Defendant(s) is not on active duty in the armed services of the United States .

_____ 2. I have inquired of the armed services of the United States and the U.S. Public Health Service to determine whether the Defendant(s) is a member of the armed services and am attaching certificates stating that Defendant(s) is not now in the armed services.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Signature of Plaintiff(s): _____
Print Name: _____
Address: _____
City, State, Zip: _____
Telephone No: _____

STATE OF FLORIDA
COUNTY OF
OKALOOSA
Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]
_____ Personally known
_____ Produced identification
Type of identification produced _____

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.915, DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS (11/15)

When should this form be used?

This form should be used to inform the clerk and the other **party** of your current mailing and e-mail address(es) or **any change of address**. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney may choose to designate e-mail address(es) for **service.** A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the **exclusive means of service.**

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the clerk, and serve a copy on any other party or parties in your case.

What should I do next?

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in

electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rules of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there.

Special notes…

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____
Petitioner

and

_____
Respondent.

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

I, *{full legal name}* _____, being sworn, certify that my current mailing address is: *{Street}* _____ *{City}*_____, *{State}* _____ *{Zip}* _____ *{Telephone No.}* _____ *{Fax No.}* _____.

I designate as my current e-mail address(es):_____
_____

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

I certify that a copy of this document was ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

Dated: _____ _____
Signature of Party

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No: _____

_____
Plaintiff(s)

vs.

_____
Defendant(s)

NOTICE OF HEARING

TO: Defendant(s): _____

There will be a hearing before Judge _____
on *{date}* _____, at *{time}* _____, in Room _____
of the Okaloosa County Courthouse located at_____
on the following issues:

_____

_____

_____hour(s)/_____ minutes have been reserved for this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

I certify that a copy of this document was [√ **one** only] ☐ mailed ☐ faxed and mailed ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant: _____
Address: _____
City, State, Zip:_____

Dated: _____

_____
Signature of Plaintiff(s)

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

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 Court Administration ADA Liasion Okaloosa County 1940 Lewis Turner Blvd Ft Walton Beach FL 32547. Phone 850-609-4700 or Fax 850-651-7725 or ADA.OKALOOSA@FLCOURTS1.GOV

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

_____ Personally known
_____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{street} _____,
{city} _____,*{state}*_____,*{zipcode}*_____,*{telephone number}*_____.

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No. _____

_____
Plaintiff(s)

-vs-

_____
Defendant(s)

JUDGMENT FOR POSSESSION
UNLAWFUL DETAINER

THIS CAUSE was considered by the Court upon the Plaintiff's **COMPLAINT FOR UNLAWFUL DETAINER** from the premises described in the Complaint, and it appears that Defendant(s) was/were duly served with Notice and process as required by law and:

_____ Defendant(s) failed to file any pleading contesting the allegations of the Complaint and a default has been entered by the Clerk.
_____ The Court has taken testimony or received Affidavits from the Plaintiff(s).

IT IS THEREFORE ordered by the Court that a Judgment be and is hereby entered against the Defendant(s), and that the Plaintiff(s) does/do have and recover of and from the Defendant(s),

_____

_____

_____

possession of the premises situated in the County of Okaloosa, State of Florida described as:

_____

_____

_____

and the Clerk of this Court shall issue a Writ of Possession under the Seal of this Court directed to the Sheriff of Okaloosa County, Florida, describing the premises and commanding him to put the Plaintiff(s), in possession of the premises.

WRIT OF POSSESSION SHALL:

_____ issue upon signing of this Judgment.
_____ not issue for ten (10) days from date of this Judgment.

Plaintiff is awarded Court costs in the amount of $_____for which let execution issue with interest at _____% per annum in accordance with section 55.03, Florida Statutes.

DONE AND ORDERED in Okaloosa County, Florida, this ____day of_____ , 20_____.

_____
Judge

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No. _____

_____
Plaintiff(s)

-vs-

_____
Defendant(s)

WRIT OF POSSESSION

THE STATE OF FLORIDA:
To the Sheriff of Okaloosa County,
Florida:

YOU ARE COMMANDED to remove all persons from the following described property in Okaloosa County, Florida: *(Address of Property)*

_____

_____

_____

and to put Plaintiff of the above action in possession of it.

WITNESS my hand and seal of this Court on .

JD PEACOCK II
Clerk of the Circuit Court

By: _____
Deputy Clerk

_____
Plaintiff/Attorney

_____
Address

_____
Phone Number

NONLAWYERS WHO ASSIST OTHERS IN COMPLETING FORMS

If a nonlawyer will help you in completing forms in this booklet, that person must provide you a copy of the disclosure on the bottom of this page before beginning. Both you and the nonlawyer helping you must sign the disclosure form. You should receive a copy to keep and the nonlawyer helping you should keep a copy. This disclaimer does not act as or constitute a waiver, disclaimer, or limitation of liability.

Anyone assisting you in completing these forms also must put their name, address, and telephone number on the bottom of the last page of the form. A space is provided on each form for this purpose.

DISCLOSURE

_____ told me that he/she is not a lawyer and may not give legal advice or represent me in court.
_____ told me that he/she may only help me fill out a form approved by the Supreme Court of Florida. _____may only help me by asking me questions to fill in the form. _____may also tell me how to file the form. _____ told me that he/she is not an attorney and cannot tell me what my rights or remedies are or how to testify in court.

[√ only one**]**
☐ I can read English.
☐ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by {Name}_____ in {Language} _____, which I understand.

_____
Signature

_____
Signature

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

Reference No: _____

_____
Plaintiff(s)

vs.

_____
Defendant(s)

NOTICE OF VOLUNTARY DISMISSAL

Plaintiff(s), _____, in the above styled cause hereby submit this Notice of Voluntary Dismissal as this cause has been settled between parties.

I certify that a copy of this document was [√ **one** only] ☐ mailed ☐ faxed and mailed ☐ hand delivered to the person(s) listed below on the ____ day of _____, 20_____.

Defendant:_____

Address:_____

City, State, Zip: _____

Dated: _____

_____
Signature of Plaintiff(s)

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____