

FORM COUNTY CIVIL UNLAWFUL DETAINER – SUMMONS

This form should be used to obtain personal service on the other party when you begin your lawsuit. Service is required for all documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires.

IMPORTANT

IF THE OTHER PARTY CANNOT BE FOUND (SERVED):

Pursuant to Florida Statute 82.05, if the defendant cannot be found in the county in which the action is pending and either the defendant does not have a usual place of abode in the county or there is not person 15 years of age or older residing at the defendant's usual place of abode in the county, the sheriff must serve the summons and complaint by attaching them to some conspicuous part of the real property involved in the proceeding.

If the plaintiff anticipates the tenant being served by posting, the plaintiff shall provide the Clerk and Comptroller with:

1. Two copies of the complaint and summons for each defendant.
2. A prestamped envelope addressed to each defendant at the defendant's residence, if known. (Legal size envelope please)
3. A prestamped envelope addressed to each defendant at the defendant's last known business address, if known. (Legal size envelope please)

The Clerk and Comptroller will immediately mail the copy of the summons and complaint by first-class mail, note the fact on the docket, and file a certificate in the court file of the fact and date of mailing.

Service shall be effective on the date of posting or mailing, whichever occurs later, and at least 5 days MUST elapse from the date of service before a judgment for final removal of the defendant may be entered.

Failure to complete this step may cause a delay in processing your case.

IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO COUNTY FLORIDA

Plaintiff(s)/Petitioner(s)

-VS-

Defendant(s)/Respondent(s)

Case: _____

Division: _____

UNLAWFUL DETAINER SUMMONS

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:

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, (*enter clerk address*) _____

AND a copy to the Plaintiff or Plaintiff's attorney whose name and address is:

DATED on: _____

Office of Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller

BY: _____

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 cannot afford an attorney, you may be eligible for free legal assistance by contacting Bay Area Legal Aid Line at (800) 625-2257. If you do not qualify for free legal assistance and do not know an attorney, you may contact the Florida Bar Lawyer Referral Service at (800) 342-8011.

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.

FOR PROCEEDINGS BEFORE THE COURTS OF PASCO COUNTY

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 either the Pasco County Customer Service Center, 8731 Citizens Drive, New Port Richey, FL 34654, (727) 847-2411 (V) or the Pasco County Risk Management Office, 7536 State Street, New Port Richey, FL 34654, (727) 847-8028 (V) 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 vision impaired, call 711.