

# UNLAWFUL DETAINER PACKET

## (NOT EVICTION)

### USE THIS PACKET IF:

1. YOU ARE TRYING TO REMOVE SOMEONE FROM YOUR HOME, and
2. YOU HAVE A LEGAL RIGHT TO RESIDE IN THE HOME (YOU ARE THE OWNER OR ARE THE LEGAL TENNANT), and
3. 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),
4. THERE IS NO AGREEMENT FOR RENT (VERBAL OR IN WRITING) BETWEEN YOU AND THE PERSON YOU ARE TRYING TO REMOVE.

Unlawful detainer is a county court lawsuit, filed pursuant to Florida Statute, 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 unsure.

<b><u>FORMS IN THIS PACKET</u></b>	<b><u>WHEN TO USE</u></b>
<ul style="list-style-type: none"><li>• Unlawful Detainer Complaint</li><li>• Unlawful Detainer Summons</li><li>• Non-Military Affidavit</li> <li>• Motion for Default &amp; Default</li></ul>	<ul style="list-style-type: none"><li>➤ Required to start the case</li><li>➤ Required to start the case</li><li>➤ Use only if the other party is NOT in the military and they do not file an answer</li><li>➤ Use if no answer is filed</li><li>➤ For the Clerk to issued is the Judge grants the Final Judgment</li></ul>

Information or forms provided by the Clerk of the Court should be considered as basic information 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 a lawsuit or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.

**IF THIS PACKET IS NOT PROPERLY COMPLETED AND PARTIES NOT PROPERLY SERVED, YOUR CASE MAY BE DISMISSED AND YOU MAY NOT OBTAIN A FINAL JUDGMENT.**

The filing fee for an Unlawful Detainer is **\$185.00** plus an additional **\$10.00** per summons per person made payable in cash, check, credit card, money order, or cashier's check to **Nadia K. Daughtrey**. *\*Please note that payments made with a credit card are subject to a 3.5% fee\**

**FILING THE UNLAWFUL DETAINER PAPERWORK:**

- Please completely fill out the following forms by typing or clearly printing the addresses of the parties and fill in the appropriate blank lines. Sign the complaint before a notary public or deputy clerk.
- Once completed, the Clerk's office will prepare a summons advising the Defendant(s) to submit a written response to the Clerk's office within five (5) days (NOT including the day of service, weekends, or legal holidays).

**IF YOU ARE FILING AGAINST A HUSBAND AND WIFE, YOU WILL NEED A SUMMONS ISSUED FOR EACH OF THEM, AND HAVE THE SHERIFF'S OFFICE SERVE EACH OF THEM.**

- You are to take the summons packet to the Sheriff's Office to have the Defendant(s) served. A service fee of \$40.00 per person is required by the DeSoto County Sheriff's Office, payable directly to them. You will receive a copy of the Summons packet for your records from the Clerk's office at no charge.
- If a written response with supporting documents is filed, a court date may be scheduled by the presiding County Court Judge. Notification of the hearing date will be mailed to both parties. At the hearing, the Court will make the determination if the Defendant(s) should be made to move.
- If the Defendant(s) fails to file a written response, complete the forms in the **Default Package** and follow the direction in order to regain possession of the property.
- If a Final Judgment is entered by the Court, the Clerk's office will prepare a **Writ of Possession**. You will take the Writ of Possession to the Sheriff's office for service. The Sheriff's office will require a fee of **\$90.00** for service. Once the Writ of Possession is served by the Sheriff's office the Defendant(s) will have 24 hours to vacate the premises.

**\*\*\*NOTICE\*\*\***

**ALL PAPERWORK PROVIDED BY THIS OFFICE IS USED FOR 'PRO SE' LITIGANTS ONLY. 'PRO SE' MEANS THAT YOU ARE ACTING AS YOUR OWN ATTORNEY. ACTING AS YOUR OWN ATTORNEY MAKES YOU RESPONSIBLE FOR EVERYTHING THAT INVOLVES YOUR CASE FILE. FOR EXAMPLE, IF YOU DO NOT RECEIVE A COURT DATE OR NOTICE FROM THIS OFFICE OR THE JUDGE, IT IS UP TO YOU TO CONTACT THE JUDGE FOR A HEARING DATE.**

**THIS PACKET PREPARED BY:**

**HONORABLE DANIELLE L. BREWER  
COUNTY COURT JUDGE  
DESOTO COUNTY, FLORIDA  
115 EAST OAK STREET  
ARCADIA, FLORIDA 34266**

**HONORABLE NADIA K. DAUGHTREY  
CLERK OF COURTS  
DESOTO COUNTY, FLORIDA  
115 EAST OAK STREETS  
ARCADIA, FLORIDA 34266**

**IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT,  
DESOTO COUNTY, FLORIDA**

\_\_\_\_\_  
\_\_\_\_\_  
**PLAINTIFF(S)**

**CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**DEFENDANT(S)**

**COMPLAINT FOR UNLAWFUL DETAINER**

Plaintiff(s), \_\_\_\_\_, sue(s) Defendant(s),  
\_\_\_\_\_, stating as follows:

1. This is a cause of action for unlawful detainer pursuant to Chapter 82, Florida Statutes.
2. Plaintiff(s) is/are entitled to possession of the following real property (address or legal description): \_\_\_\_\_  
\_\_\_\_\_
3. Plaintiff(s) is/are entitled to possession of the real property by virtue of the following:-  
\_\_\_\_\_  
\_\_\_\_\_
4. Without the consent of Plaintiff(s), Defendant(s) occupied or otherwise made use of the property described in Paragraph 2 above.
5. On or about (date) \_\_\_\_\_, Plaintiff(s) revoked the consent, informed Defendant(s) of this revocation, and demanded that Defendant(s) vacate the premises.
6. Defendant(s), however, has/have refused to vacate the premises.

7. There is no residential rental agreement between Plaintiff(s) and Defendant(s)
8. In accordance with section 82.04(1), Florida Statutes, Plaintiff(s) is/are entitled to summary procedure under section 51.011, Florida Statutes.

**WHEREFORE**, Plaintiff(s) respectfully request(s) that the court (1) find that Defendant(s) wrongfully hold(s) possession of the subject property; (2) grant Final Judgment in favor of Plaintiff(s) and against Defendant(s); (3) order the issuance of a Writ of Possession in accordance with section 82.091, Florida Statutes; and (4) grant to the Plaintiff(s) such other relief as is justified by the circumstances in this case.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

\_\_\_\_\_  
Printed name(s) of Plaintiff(s)

\_\_\_\_\_  
Address, City, State, Zip Code of Plaintiff(s)

\_\_\_\_\_  
Telephone Number (s) of Plaintiff(s)

STATE OF FLORIDA  
COUNTY OF DESOTO

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: \_\_\_\_\_

**IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT,  
DESOTO COUNTY, FLORIDA**

\_\_\_\_\_  
\_\_\_\_\_  
**PLAINTIFF(S)**

**CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**DEFENDANT(S)**

**SUMMONS FOR UNLAWFUL DETAINER  
(5 DAY SUMMONS: CLAIM FOR POSSESSION OF PREMISES)**

**TO:** (DEFENDANT)

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**PLEASE READ CAREFULLY**

You are being sued by (Plaintiff) \_\_\_\_\_  
to require you to move out of the property located at \_\_\_\_\_  
\_\_\_\_\_ 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 BOTH of the things listed below. You must do the following within 5 DAYS (not including Saturday, Sunday or legal holidays) after the date these papers were served to you or to a person who lives with you, (excluding the Plaintiff) or were posted at the residence.

**THE THINGS YOU MUST DO TO CHALLENGE THE UNLAWFUL DETAINER  
COMPLAINT ARE AS FOLLOWS:**

1. Write down the reason why you think you should not be forced to move. The written response must be filed with the Clerk of the Court by either hand-delivery or U.S. mail at the following address:

**DESOTO COUNTY CLERK OF COURT  
115 EAST OAK STREET  
ARCADIA, FL 34266**

2. Mail or hand-deliver a copy of your written response to: (Plaintiff's name and address):
- 
- 

**IF YOU DO NOT DO THESE TWO THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS), A JUDGMENT TO REMOVE YOU FROM THE PREMISES MAY BE ENTERED WITHOUT A HEARING OR FURTHER NOTICE.**

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

You are commanded to serve this this summons and a copy of the complaint in this lawsuit on the above-names Defendant(s).

DATED on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NADIA K. DAUGHTREY,  
CLERK OF THE COURT

{SEAL}

BY: \_\_\_\_\_  
Deputy Clerk

I HEREBY CERTIFY that a copy of the SUMMONS and COMPLAINT in this cause was sent by first class mail to the premises involved in the proceeding to the Defendant(s) as required by section 82.05(2), Florida Statutes.

WITNESS my hand and Official Seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
in DeSoto County, Florida.

BY: \_\_\_\_\_  
Deputy Clerk

**IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT,  
DESOTO COUNTY, FLORIDA**

\_\_\_\_\_  
\_\_\_\_\_  
**PLAINTIFF(S)**

**CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**DEFENDANT(S)**

**AFFIDAVIT OF MILITARY SERVICE**

I, \_\_\_\_\_, am the Plaintiff/Petitioner in this case.  
To support my application for a default judgment against Defendant(s), \_\_\_\_\_

\_\_\_\_\_,  
and to comply with the Servicemembers Civil Relief Act (SCRA) (formerly known as Soldiers’  
and Sailors’ Civil Relief Act of 1940), I swear or affirm that the following information is true:  
**{Please choose only one}**

1. \_\_\_\_\_ I know of my own personal knowledge that the Defendant/Respondent **IS** on active duty in the military service of the United States.
  
2. \_\_\_\_\_ I know of my own personal knowledge that the Defendant/Respondent **IS NOT** now on active duty in the military service of the United States, nor has the Defendant/Respondent been on active military service of the United States within a period of thirty (30) days immediately before this date. “Active Service” includes reserve members of the Army, Navy, Air Force, Coast Guard, and Marines who have been ordered to report for active duty and members of the Florida National Guard who have been ordered to report to active duty for a period of more than thirty (30) days.
  
3. \_\_\_\_\_ I have contacted the military service of the United States and the U.S. Public Health Service and have obtained certificates showing that the Defendant/Respondent **IS NOT** on active duty status. These certificates are attached.
  
4. \_\_\_\_\_ I have attempted to determine the military status of the Defendant/Respondent, but do not have sufficient information. I have no reason to believe that s/he is on active



duty at this time. This is what I have done to determine whether or not Defendant/Respondent is on active duty in the United States military (must include details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ I am unable to determine the military status of the Defendant/Respondent.

**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.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

\_\_\_\_\_  
Printed name(s) of Plaintiff(s)

\_\_\_\_\_  
Address, City, State, Zip Code of Plaintiff(s)

\_\_\_\_\_  
Telephone Number (s) of Plaintiff(s)

STATE OF FLORIDA  
COUNTY OF DESOTO

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: \_\_\_\_\_

**DEFAULT PACKAGE  
(POSSESSION)**

**Motion for Clerk's Default**

Type or clearly print the names of the parties and fill in the appropriate blank lines. Present the form to the Clerk's office and a deputy clerk will verify that a response has not been filed within the five (5) day time limit. If a response has not been filed the Clerk will enter a Default.

**Motion for Final Judgment of Unlawful Detainer**

Type or clearly print the names of the parties and fill in the appropriate blank lines. Present the form to the Clerk's office for filing.

If the Court grants the Final Judgment of Unlawful Detainer, the Clerk's office will issue a **WRIT OF POSSESSION**. Once issued, you may then deliver the Writ of Possession to the DeSoto County Sheriff's Office for service. A payment of \$90.00 must be made payable to the DeSoto County Sheriff's Office for service of the Writ of Possession. The Sheriff's Office will serve the Writ of Possession indicating the tenant has twenty-four (24) hours to evacuate the premises, not including weekends or holidays. The Sheriff's office will contact the plaintiff to arrange a date and time to evict the tenant.

**IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT,  
DESOTO COUNTY, FLORIDA**

\_\_\_\_\_

\_\_\_\_\_ **PLAINTIFF(S)**

**CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **DEFENDANT(S)**

**MOTION FOR CLERK'S DEFAULT**

Plaintiff(s) asks the Clerk to enter a default against Defendant(s) \_\_\_\_\_  
\_\_\_\_\_ for failing to respond as required  
by law to the Complaint for Unlawful Detainer. Pursuant to section 51.011, Florida Statutes,  
Defendant(s) had five (5) days (not including Saturday, Sunday, or legal holidays) to answer the  
complaint.

**CERTIFICATE OF SERVICE**

I certify that a copy of this Motion for Clerk's Default was emailed, mailed or hand-  
delivered (circle one) to the person(s) listed below on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

**Defendant(s) or attorney(s) for Defendant(s):**

Name: \_\_\_\_\_

Address (es): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

\_\_\_\_\_  
Printed name(s) of Plaintiff(s)

\_\_\_\_\_  
Address, City, State, Zip Code of Plaintiff(s)

\_\_\_\_\_  
Telephone Number (s) of Plaintiff(s)

### **DEFAULT**

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

Date: \_\_\_\_\_

NADIA K. DAUGHTREY  
CLERK OF COURT

BY: \_\_\_\_\_  
Deputy Clerk

**IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT,  
DESOTO COUNTY, FLORIDA**

\_\_\_\_\_

\_\_\_\_\_  
**PLAINTIFF(S)**

**CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**DEFENDANT(S)**

**MOTION FOR FINAL JUDGMENT  
(UNLAWFUL DETAINER)**

Plaintiff (s) asks this Court to enter a Final Judgment against Defendant(s) for unlawful detainer, stating as follows:

1. Plaintiff(s) filed a complaint alleging grounds for unlawful detainer against Defendant (s).
2. A Default was entered by the Clerk on \_\_\_\_\_.

WHEREFORE, Plaintiff(s) asks this court to enter Final Judgment for Unlawful Detainer against the Defendant(s).

**CERTIFICATE OF SERVICE**

I certify that a copy of this Motion for Final Judgment was emailed, mailed or hand-delivered (circle one) to the person(s) listed below on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Defendant(s) or attorney(s) for Defendant(s):**

Name: \_\_\_\_\_

Address (es): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

\_\_\_\_\_  
Printed name(s) of Plaintiff(s)

\_\_\_\_\_  
Address, City, State, Zip Code of Plaintiff(s)

\_\_\_\_\_  
Telephone Number (s) of Plaintiff(s)