

INFORMATION FOR TENANT EVICTIONS



Clay County Clerk of Court and Comptroller,
Tara S. Green

IMPORTANT INFORMATION

THIS INFORMATION IS MEANT TO BE A GUIDE TO TENANT EVICTIONS IN CLAY COUNTY, FLORIDA. IT IS NOT LEGAL ADVICE AND SHOULD NOT BE LOOKED UPON AS SUCH. ANY PERSONS SEEKING LEGAL ADVICE SHOULD CONSULT AN ATTORNEY

FOR GENERAL INFORMATION:

www.clayclerk.com

CASE SEARCHES FOR CLAY COUNTY:

www.clayclerk.com/courtrecords

FOR MORE INFORMATION

LANDLORD AND TENANTS – CHAPTER 83

SMALL CLAIMS – CHAPTER 34

GARNISHMENTS – CHAPTER 77

UNLAWFUL DETAINER – CHAPTER 82

TO DETERMINE THE “REGISTERED AGENT” FOR A BUSINESS

www.Sunbiz.org

ADDITIONAL USEFUL INFORMATION

www.floridalawhelp.org

www.floridabar.org

JAX Legal Aid – Clay County Office

(904) 284-8410

TABLE OF CONTENTS

- I. General Filing Information for Filing of the Eviction
- II. Three Day Notice for Non-Payment of Rent
- III. Notice to Terminate Tenancy at Will - 15+ Days
 - a. 15 or More Calendar Days
- IV. Notice to Terminate Tenancy at Will - Seven (7) Days
 - a. Week to Week Rentals
- V. Seven (7) Day Notice for Non-Compliance
 - a. WITH Opportunity to Cure
- VI. Seven (7) Day Notice for Non-Compliance
 - a. WITHOUT Opportunity to Cure
- VII. Eviction Complaint
- VIII. Plaintiff's Statement
- IX. Affidavit of Non-Military
- X. Motion for Default/Default
- XI. Additional Items that may be used, if necessary;
 - a. Generic Motion
 - b. Notice of Dismissal
- XII. Notice of Confidential Information within Court Filing
- XIII. Motion to Determine the Confidentiality of Court Record
- XIV. Designation of E-Mail Address by a Party Not Represented by an Attorney

EVICTION CASES – GENERAL INFORMATION

Count I and Count II

Definitions:

- Plaintiff(s) – The Landlord(s) or Property Owner(s)
- Defendant(s) – The Tenant(s) or Resident(s)
- Self-Representation – Litigants or Parties representing themselves in court without the assistance of an attorney.
- Count I – Count for Eviction/Possession of the Property
- Count II – Count for Damages/Past Due Rent
- Examples of noncompliance which are of a nature that the tenant should not be given an opportunity to cure include, but are not limited to, destruction, damage, or misuse of the landlord's or other tenants' property by intentional act or a subsequent or continued unreasonable disturbance.
- Examples of noncompliance which are of a nature that the tenant should be given an opportunity to cure include, but are not limited to, activities in contravention of the lease or this part such as having or permitting unauthorized pets, guests, or vehicles; parking in an unauthorized manner or permitting such parking; or failing to keep the premises clean and sanitary.

Filing the Eviction with the Court

The complete packet of forms required to file an Eviction in Clay County, Florida, is available at the Clerk's Office, Room 1049; and our satellite locations for a \$3.00 fee, or online for free at www.clayclerk.com

Forms to open the case

- **REQUIRED**
 - Eviction Compliant
 - Plaintiff's Statement
 - Copy of Notice to Tenant that was served
 - (this notice should have been completed and served prior to filing the case and the allotted time must have already expired)
- **OPTIONAL**
 - Lease, current or expired
 - Any other documents you wish to file (Optional)
 - (i.e. correspondence, photos, text messages, etc.)

All fees are due upon filing and opening the case:

- Clerk's Eviction Filing Fee:
 - \$185.00
- Clerk's Summons Fee:
 - \$10.00 per Defendant
- Sheriff's Office Service of Summons Fee:
 - \$40.00 per Defendant, to be Served
 - ** Clay County Sheriff's Office fees are paid separately from Clerk's fees. Please bring Money Order, Cashier's Check, Certified Check, or Case. Make the form of payment payable to Clay County Sheriff's Office.
 - Copies
 - \$0.15 per page – if required copies are not provided at the time of filing
 - If you are not the Legal Property Owner:
 - You will need to obtain a "Letter of Authorization" from the Property Owner giving you permission to conduct business on their behalf (i.e. filing of the case)

Evictions:

Please be advised that from the time of the Eviction case is opened until the Final Judgment is received the process could take approximately 30 days. However, each case is handled individually so some cases may take less time, whereas some cases can take longer to resolve (i.e. if Count II is being pursued). To guarantee prompt filing of your case, you must supply **1 original of all the documents filed plus 2 copies per defendant and an additional set for us to return to you with the copies of the summons for us to give to you for your records.**

Evictions Process:

Once the Eviction Case is filed, the Clerk will prepare an Evictions Summons for Pro Se Landlords to be served on the Tenant. The Eviction Summons may be served by the Clay County Sheriff's Office, or by a private Process Server if there is an appropriate court order. Upon official service by the Sheriff's Office or the Process Server the Tenant will have five (5) business days to respond to the eviction portion of the complaint. The Tenant is instructed to file their original answer to the Clerk and mail or hand deliver a copy to the Plaintiff. **NOTE: Evictions (Count I) may be posted or served on the person.**

- If an answer and/or rent monies are deposited into the Clerk's Court Registry during the five (5) business days (not including the day of service), the Clerk will notify the Judge. The Judge may issue a Final Judgment; set a hearing; or set a hearing requiring the Defendant(s) to place monies into the court registry by a certain time/date in order to actually hold the hearing that was set. If the Defendant does not comply with the Order requiring monies into the registry, it will cancel any hearing that was set; and the Judge will sign a Final Judgment of Eviction, without any further action required by the Plaintiff.
- If an answer is not filed within the five (5) business days, the Plaintiff will need to file a Motion for Default and a Non-Military Affidavit. Upon receipt of these documents, the Clerk will forward the file to the Judge. The Judge may set the case for a hearing (with or without an Order to deposit monies into the registry, as described above) or grant a Final Judgment and the Plaintiff possession of the property. If the Judge grants the Plaintiff possession of the property upon the payment of the Sheriff's fee, the Clerk will issue a Writ of Possession for the Sheriff to serve. **The Sheriff's Office fee for the Service of the Writ of Possession Fee will be \$90.00. You may pre-pay this fee when filing the Motion for Default/Default and Non-Military Affidavit.****

** Please bring cash or money order, or cashier's check certified check, and make payable directly to the Clay County Sheriff's Office.

If Count II is being pursued

If the plaintiff is seeking rent/damages and the defendants have been served, they will have twenty (20) days to respond to Count II. **NOTE: Count II (damages) of the complaint must be served personally on the defendant(s) and will not be considered served if only Count I (the eviction notice) was posted.** If the defendant responds to Count I of the complaint a decision will be made by the assigned judge; whether they will set a hearing for both counts at once, or to address count II as a separate hearing. All parties will be required to attend any hearings. As the Plaintiff, if you do not attend pretrial, your case may be dismissed. If the defendant is not served properly as to Count II, the plaintiff will not be required to attend a pretrial conference and the plaintiff will have to apply for a new summons and pay the appropriate fees to further pursue a money judgment.

Judgments

The Court does not collect the Judgment on the Plaintiff's behalf. A Post Judgment Packet may be obtained from the Clerk's Office which provides guidance on how to collect on the Judgment.

Settlement

If the Plaintiff and other Defendant(s) reach a settlement the Clerk's Office must be notified in writing.

THREE DAY NOTICE FOR NON-PAYMENT OF RENT

A three-day notice must list every adult living on the premises along with the proper address of the property. If names are unknown, they may be listed as unknown tenants. The three-day notice gives the tenant(s) an option to pay up or vacate the premises. The amount stated on the notice can only include back rent. No late fees or damages may be added. The tenant(s) must be given three full working days (excluding weekends, holidays, and date of service) and this must be stated on the notice in the “on or before date” section. The notice MUST be signed and dated to show the courts when service was made and specified as to the “type” of service. This would be either by personal delivery or posting on premises. This will determine the validity of the three-day notice and further actions by the Court.

Contact the Civil Law Department at (904) 269-6363 if you have any questions regarding this form

TO: _____

THREE DAY NOTICE – DEMAND FOR PAYMENT OF RENT OR POSSESSION

You are hereby notified that you are indebted to me in the sum of \$_____ for the rent and use of the premises described as _____

Clay County, Florida, now occupied by you, and that I demand payment for the above rent or possession of the premises within three (3) days (excluding Saturdays, Sundays, and legal holidays) from the date of the delivery of this notice. Payment of rent or delivery of possession of the premises must be done on or before the _____ day of _____, 20____.

LANDLORD

Address

Telephone

Served this _____ day of _____, 20____. By ☐ Personal Delivery
☐ Posting a copy on premises in the absence of the tenant(s).

NOTE: The amount demanded is or rent only. It does not include interest, late charges, or any other fee or amount which may be due under the lease.

NOTICE TO TERMINATE TENANCY AT WILL (15 DAYS AND 7 DAY NOTICES)

A notice to terminate tenancy at will (15 days notice to vacate) is used when a landlord wishes to terminate a monthly rental. The landlord is not required to give a specific reason when this notice is served. Tenants must be given a 15 day notice AT LEAST “15 days prior to when rent is due again,” excluding date of service. Notice must be signed, dated and given a specific date to vacate.

A notice to terminate tenancy at will (7 days notice to vacate) is used when a landlord wishes to terminate a weekly tenancy. The landlord is not required to give a specific reason when this notice is served. Tenants must be given a 7 day notice AT LEAST “7 days prior to when rent is due again,” excluding the date of service. Notice must be signed, dated and given a specific date to vacate.

For further information about the appropriate amount of time to give notice to the tenant(s) refer to Florida Statute 83.57.

Contact the Civil Law Department at (904) 269-6363 if you have any questions regarding this form.

NOTICE OF TERMINATION OF TENANCY AT WILL

TO: _____

YOU ARE HEREBY NOTIFIED TO QUIT AND VACATE THE PREMISES DESCRIBED AS:

on or before the _____ day of _____, 20____.

This notice is given under and by authority of Section 83.57, Florida Statute. The tenancy under which you have been occupying and using the said described premises as of the date shown above. Dated at

_____, this _____ day of _____, 20____.

OWNER/AGENT SIGNATURE

Address

Telephone

This NOTICE served on the tenant on the _____ day of _____, 20____, at

_____ ☐ A.M. ☐ P.M. ☐ personal delivery ☐ posting a copy on
premises in the absence of the tenant.

SEVEN DAY NOTICE OF NON-COMPLIANCE WITH AN OPPORTUNITY TO CURE

When there is a lease agreement, a 7 day notice of non-compliance may be given to tenants who have failed to comply with the provisions of the lease. The notice must list each adult involved along with the correct address of the premises. All reasons for non-compliance MUST be listed. If the non-compliance CAN be corrected the tenant must be given the option to either correct the problem or vacate.

Contact the Civil Law Department at (904) 269-6363 if you have any questions regarding this form.

TO: _____

SEVEN DAY NOTICE FOR NON-COMPLIANCE (WITH OPPORTUNITY TO CURE)

Dear: _____

YOU ARE HEREBY NOTIFIED THAT YOU ARE NOT COMPLYING WITH YOUR LEASE IN THAT

You are hereby advised that you have seven (7) days from the delivery of this letter to bring the problem into compliance or vacate the premises. This action is taken because of the non-compliance list above.

LANDLORD/AGENT SIGNATURE

Address

Telephone

Served this _____ day of _____, 20____ by ☐ personal delivery
☐ posting a copy on premises in absence of tenant.

SEVEN DAY NOTICE OF NON-COMPLIANCE WITHOUT AN OPPORTUNITY TO CURE

Where there is a lease agreement a seven (7) day notice of non-compliance may be given to tenants who have failed to comply with the provisions of the lease. The notice must list each above adult involved in the case along with the correct address of the premises. All reasons for non-compliance must be listed. The notice must signed, dated, and given a specific date to vacate if the non-compliance cannot be corrected.

Contact the Civil Law Department at (904) 269-6363 if you have any questions regarding this form

TO: _____

SEVEN DAY NOTICE FOR NON-COMPLIANCE (WITH NO OPPORTUNITY TO CURE)

Dear: _____

YOU ARE HEREBY NOTIFIED THAT YOU ARE NOT COMPLYING WITH YOUR LEASE IN THAT

You are hereby advised that your lease is terminated effective immediately. You have seven (7) days from the delivery of this letter to vacate the premises. This action is taken because of the non-compliance listed above.

LANDLORD/AGENT SIGNATURE

Address

Telephone

Served this _____ day of _____, 20__ by ☐ personal delivery

☐ posting a copy on premises in absence of tenant

INSTRUCTIONS FOR EVICTION COMPLAINT

A complaint consists of count I and count II. Count I is for the eviction process only (for possession of the property). Count II is completed when filing for lost rent, damages, etc. These can be filed at the same time but are issued a separate summons. If you file for count II when filing the Eviction, a pre-trial date will be set, and you will need to appear at that time along with the defendant for the Judge to hear your case. This date is set far enough in advance so that count I may be completed. The amounts in count II can be amended if need be after possession of the property is obtained, and additional damages are assessed. Once possession is obtained, the landlord may also dismiss count II if so desired

***If you file for count I only, there will be NO pre-trial scheduled. If damages are assessed, and count II wasn't filed at the initial filing of the Eviction, then a Small Claims case will need to be filed as a separate case.**

Contact the Civil Law Department by phone at (904) 284/269-6363 if you have any questions regarding completing this form.



IN AND FOR THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

PLAINTIFF

CASE NO.: _____
DIVISION: _____

DEFENDANT

**EVICTIION COMPLAINT
COUNT I**

1. This is an action to evict a tenant from real property in Clay County, Florida.
2. Plaintiff is the owner of the following described real property in Clay County, Florida.

3. ☐ Yes ☐ No There is a rental agreement between the parties.

The lease started on _____ and ends on _____.

IF THERE IS A RENTAL AGREEMENT, A COPY MUST BE ATTACHED HEREIN.

IF THIS ACTION IS BEING FILED BECAUSE OF NONPAYMENT IN RENT:

4. Tenant failed to pay rent due on: _____. The amount due was: _____.

5. ☐ Yes ☐ No Plaintiff served Defendant with a notice on _____
to pay rent or deliver possession of the property, but Defendant refuses to do either.

A COPY OF THE NOTICE MUST BE ATTACHED HEREIN.

**IF THIS ACTION IS BEING FILED FOR A REASON OTHER THAN NONPAYMENT
OF RENT:**

6. State the reason the eviction is being filed.

7. ☐ Yes ☐ No Plaintiff served Defendant with a notice on _____
to surrender possession of the property.

A COPY OF THE NOTICE MUST BE ATTACHED HEREIN.

WHEREFORE, Plaintiff demands judgment for possession of said property.

COUNT II

1. This is an action for damages.
2. Plaintiff is seeking to recover from Defendant unpaid rent in the amount of _____ for the property described above for the period of _____ through _____.
3. Plaintiff seeks \$_____ for damages to the property.

PLAINTIFF MUST BE PREPARED TO PROVE DAMAGES AT THE TIME COUNT TWO IS HEARD.

WHEREFORE, Plaintiff demands judgment in the sum of _____.

Plaintiff

Phone

Email

Please provide contact information for the Defendant if you have it.

Phone Number _____

Email Address _____

IN THE COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

**ACCURATE COMPLETION OF THIS STATEMENT IS NECESSARY SO THAT
THE CLERK CAN ASSIST YOU IN THE PREPARATION OF YOUR CLAIM**

PLAINTIFF'S STATEMENT

Name of Plaintiff: _____
Address of Plaintiff: _____
Telephone number: _____ Email Address: _____
Amount of Claim \$ _____

This claim is for: (Check the box that applies to your claim)

- ☐ Goods, ware, and merchandise sold by the Plaintiff(s) to the Defendant(s);
☐ Work done and materials furnished by the Plaintiff(s) to the Defendant(s);
☐ Money loaned by the Plaintiff(s) to the Defendant(s);
☐ Money due to the Plaintiff(s) upon accounts stated and agreed to between them;
☐ On a written instrument, copy of which is attached hereto;
☐ Rent for certain premises in Clay County, Florida;
☐ Other (Explain) _____
☐ Any additional facts in connection with any of the above: _____

Date when alleged debt or contract was incurred or damages occurred _____
Place where alleged debt or contract was incurred or damage occurred _____

If the defendant(s) is an individual, is he/she in the military service? ☐ Yes ☐ No

If the defendant(s) is not in the military service, are you prepared at this time to swear under oath to the fact? ☐ Yes ☐ No

NOTE: (A) If you are suing an individual, give their full name
(B) If you are suing a business firm, give the firm name and the name of the owner
(C) If you are suing a partnership, you must name **all** of the partners
(D) If you are suing a corporation, give its full name, state where it is incorporated, and names and addresses of its officers (President, Vice President, Secretary, and Treasurer)
(E) If your suit arises as a result of an automobile accident, you may name the driver, and also the registered owner of the vehicle.
(F) If you are unable to determine which of the above applies to your case, please see the Clerk.

My Claim is against (Name and Address of Defendant(s))

Plaintiff(s) or Agent

INSTRUCTIONS FOR AFFIDAVIT OF NON-MILITARY

An Affidavit of Non-Military is a sworn statement stating that you know the Defendant(s) are not currently serving in the military to the best of your knowledge. Without the Non-Military Affidavit, the Judge will not accept the default. **You may not enter a default against a person in the military.** If a Defendant is in the military, you must file a motion to the courts asking the Judge to appoint an Attorney Ad-Litem. This is an attorney who will appear on behalf of the person who is in the military. If not in the military, you need to state where the Defendant(s) is employed or what type of work they perform.

Contact the Civil Law Department by phone at (904) 284/269-6363 if you have any questions regarding completing this form.



IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

_____,
Plaintiff,
vs.

CASE NO.: _____
DIVISION: _____

Defendant(s)
_____ /

AFFIDAVIT OF NON-MILITARY SERVICE

STATE OF FLORIDA
COUNTY OF CLAY

Before me personally appeared the undersigned, and, who being by me first duly sworn, deposed and said: that he is the plaintiff or agent for the plaintiff in the within Statement of Claim; that _____ is not now in the military service of the United States of America; and that the defendant is employed as follows:

PLAINTIFF

STATE OF FLORIDA
COUNTY OF CLAY

Before me this day personally appeared _____
who being duly sworn, deposes and says that the allegations contained therein are true.

NOTARY PUBLIC/DEPUTY CLERK
Sworn to and subscribed before me this ____
Day of _____, 20____.
Identification presented:
FL DL# _____
Personally known to me

IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

_____,
Plaintiff,
vs.

CASE NO.: _____
DIVISION: _____

Defendant(s)
_____ /

MOTION FOR DEFAULT

Plaintiff(s) moves for entry of a Default by the Clerk against the Defendant(s),

for failure to serve any paper on the undersigned or file any paper as required by law.

I do hereby certify that no copy of answer or other pleading of the Defendant(s) in the above styled cause has been served upon the Plaintiff(s) or his/her Attorney, to the time of filing the above Motion for Default.

Dated: _____

Plaintiff

IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

_____,
Plaintiff,
vs.

CASE NO.: _____
DIVISION: _____

Defendant(s)
_____ /

DEFAULT

A Default is entered in this action against the Defendant(s) named in the foregoing Motion for failure to serve or file any paper as required by law.

Dated: _____

DEPUTY CLERK

TARA S. GREEN
CLERK OF THE CIRCUIT COURT

IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

_____,
Plaintiff,
vs.

CASE NO.: _____
DIVISION: _____

Defendant(s)
_____ /

NOTICE OF DISMISSAL

TO: _____

You are notified that the Plaintiff dismisses this action pursuant to Rules of Civil Procedure 1.420(a).

PLAINTIFF

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing has been furnished to _____
at _____
by U.S. Mail this ____ day of _____, 20__.

IN THE COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

_____,
Petitioner(s),
vs.

CASE NO.:
DIVISION:

_____,
Respondent(s).
_____ /

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), I hereby certify:

1. I am filing herewith a document containing confidential information as described in Rule 2.420(d)(1)(B) and that:

- (a) The title/type of document is _____, and:
(b) _____ The entire document is confidential, or
_____ The confidential information within the document is precisely located at:

OR

2. A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I her[e]by notify the clerk that this confidential information is located as follows:

- (a) Title/Type of document: _____;
(b) Date of filing (if known): _____;
(c) Date of document: _____;
(d) Docket entry number: _____;
(e) Entire document is confidential, or
Precise location of confidential information in document: _____

Filer's Signature

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing was furnished by _____ email _____ delivery
mail fax on: _____,
on _____ day of _____, 20____.

Signature

Address: _____

Phone: _____

Florida Bar No. (if applicable): _____

Email Address: _____

Note: The clerk of court shall review filings identified as containing confidential information to determine whether the information is facially subject to confidentiality under Rule 2.420(d)(1)(B). The clerk shall notify the filer in writing within 5 days if the clerk determines that the information is NOT subject to confidentiality. Unless a motion is filed pursuant to Florida Rule of Judicial Administration 2.420(d)(3), the records shall not be held as confidential for more than 10 days.

IN THE COURT OF THE FOURTH JUDICIAL CIRCUIT, IN
AND FOR CLAY COUNTY, FLORIDA

Petitioner(s),
vs.

CASE NO.:
DIVISION:

Respondent(s).
_____ /

MOTION TO DETERMINE THE CONFIDENTIALITY OF TRIAL COURT RECORDS

The undersigned, by and through his/her attorney, moves the Court pursuant to Florida Rule of Judicial Administration 2.420 for an order determining the confidentiality of court records.

- a. The undersigned's attorney has given written notice of the subject motion to all affected non-parties _____, and filed copies of the notice provided. The notice identified this case by docket number; described the confidential information with as much specificity as possible, without revealing the confidential information, including the "precise location" of the information in the file/record; and advised that if the motion is denied by the court then the subject material will not be treated as confidential by the clerk.
- b. The particular court records or portion of a record that the movant seeks to have determined as confidential are:

- c. The movant seeks an order sealing the following information relative to this case: *[Select all that apply]*

The party's name on the progress docket

Particular documents within the court file, specifically _____

_____ the entire court file, but not the progress docket

_____ the entire court file and the progress docket

- d. The legal basis for determining the court records to be confidential is: _____

- e. The specific legal authority and applicable legal standards for determining such court records confidential are: _____

- f. *[For rule 2.420(c)(9) motions]* Confidentiality of _____

_____ is required to protect the following interests(s): *[Select any/all that apply]*

1. Preventing a serious and imminent threat to the fair, impartial, and orderly administration of justice, specifically: _____

2. A trade secret.

3. A compelling government interest, specifically: _____

4. Obtaining evidence to determine the legal issues in a case;

5. Avoiding substantial injury to innocent third parties, specifically: _____

6. Avoiding substantial injury to a party by the disclosure of matters protected by a common law or privacy right not generally inherent in this type of proceeding, specifically: _____

7. Complying with established public policy set forth in the Florida or United States Constitution or statutes of Florida rules or case law, specifically: _____

- g. There is no less restrictive measure available to protect this/these interest(s), and the degree duration and manner of confidentiality ordered herein are no broader than necessary to protect the interest(s).

Wherefore, the undersigned **REQUESTS** that:

The Court _____ this motion for a hearing.

The Court finds that _____ documents are confidential and for the Court to seal the following materials related to this matter and to keep such materials from public access: *[select all that apply]*

1. The party's name on the progress docket and in the case style. On the public progress docket, the Clerk of the Circuit Court shall substitute the following for the party's name: _____. Further, the Clerk shall ensure that the party's name is redacted from all public materials in the file and that the final judgment is recorded in a manner that does not reveal the identity of the party. However, the progress docket and the file should otherwise remain available to the public.
2. The following documents within the court file: _____

However, the file and progress docket shall otherwise remain available to the public subject to any substitution of a party's name set forth above.

3. The entire court file. However, the progress docket shall remain open to the public subject to any substitution of a party's name set forth above.
4. The entire court file and the progress docket shall not be available on any public information system. However, the case number shall remain public.

I certify that this motion is made in good faith and is supported by a sound factual and legal basis.

Submitted and filed on _____.

I hereby certify that a copy of the foregoing was furnished by _____ e-mail _____ U.S. _____ Mail
personal service on _____ to: _____

Party/Attorney's Signature

Attorney Name _____

Florida Bar No. _____

Address _____

Phone _____

E-Mail _____

IN THE COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR CLAY COUNTY, FLORIDA

Plaintiff,
vs.

CASE NO.:
DIVISION:

Defendant.
_____ /

**DESIGNATION OF E-MAIL ADDRESS BY A PARTY NOT
REPRESENTED BY AN ATTORNEY**

Pursuant to Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(c),
I, _____, designate the e-mail address(es) below for electronic
service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send
copies of notices, orders, judgments, motions, pleadings, or other written communications to me
by e-mail through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and the opposing party or parties notified
of my current e-mail address(es) and that all copies of notices, orders, judgments, motions,
pleadings, or other written communications in this case will be served at the e-mail address(es) on
record at the clerk's office.

(Designated e-mail address)

(Secondary designated e-mail address(es), if any)

(Certificate of Service on the following page)

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy hereof has been furnished by ____ E-mail ____ U.S.
mail ____ Hand-delivered to the Clay County Clerk of Courts and
_____,
(Other parties name/address)
this ____ day of _____, 20____.

Signature

Printed name

E-mail address

Address

Phone number