

County Civil	Fee (\$)
Small Claims - Claims less than \$100	55.00
Small Claims - Claims \$100 up to \$500	80.00
Small Claims - Claims \$500 up to \$2,500	175.00
Small Claims – Claims \$2500 up to \$5,000	300.00
Equity Claims- Claims \$5000 up to \$15,000	300.00
Removal of Tenant Actions	270.00
For the filing of any cross-claim, counterclaim or third party complaint in excess of \$2,500	295.00
Issuance of a summons, per summons	10.00
For all cases in excess of 5 defendants, the regular filing fee plus, per defendant	2.50
Re-open case fee (fee charged for each pleading in a “closed” case that requires Judicial action-claims of not more than \$500.00	25.00
Re-open case fee (fee charged for each pleading in a “closed” case that requires Judicial action-claims exceeding \$500.00	50.00
Writ fee (garnishment, replevin, attachment, distress)	85.00
For garnishment only-the appropriate writ fee as above plus an additional statutory attorney answer fee	103.00
Service by registered mail (small claims only, FL resident only) per defendant	9.00
County Civil Miscellaneous Charges	Fee (\$)
Photocopying of public records, per page	1.00
Record search-per year	2.00
Certification of copies of public or official documents filed in the Clerk’s office	2.00
Verifying any document presented for certification and prepared by someone other than the clerk	3.50
Preparing exemplification certificate, certificate of non-suit, including signing & sealing	7.00
Subpoena fee (sign and seal)	2.00
Issuing execution & other enforcement process-foreign judgment	42.00
Non-Resident Cost Bond	100.00
Attorney appearing Pro Hac Vice	100.00
Approving surety bond	8.50
Sealing of court file or expunging of any record	42.00

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY FLORIDA		CLOCK IN
DIVISION: <input checked="" type="checkbox"/> CIVIL <input type="checkbox"/> OTHER	STATEMENT OF CLAIM	
PLAINTIFF (S)	vs.	DEFENDANT (S)
		CASE NUMBER <div style="text-align: right; padding-right: 20px;">SP</div> <hr/> DIV:
<p>The Plaintiff sues the Defendant for money owed Plaintiff by Defendant; and which is past due and unpaid; for (As marked (x) below) :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Goods, wares and merchandise sold by Plaintiff, to Defendant; <input type="checkbox"/> Work done and materials furnished by Plaintiff, to Defendant; <input type="checkbox"/> Money loaned by Plaintiff to Defendant; <input type="checkbox"/> Money due to Plaintiff upon accounts stated and agreed to between them; <input type="checkbox"/> On a written instrument, copy of which is attached hereto; <input type="checkbox"/> Rent for certain premises in Broward County, Florida, Viz; <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Any additional facts in connection with any of the above: (Use additional sheet if necessary) <hr/> <hr/> <hr/> <hr/>		
<p>Where Plaintiff demands judgment in the sum of \$ _____ together with court costs which the court may assess. The Plaintiff, says the foregoing is a just and true statement of the amount owing by the Defendant to Plaintiff, exclusive of all set-offs and just grounds of defense. Affiant states that the Defendant(s) is/are not in the military service of the United States.</p>		
<p>SWORN AND SUBSCRIBED BEFORE ME this _____ day of _____, 20_____.</p>		
PLAINTIFF OR ATTORNEY	HOWARD C. FORMAN, CLERK OF COURTS	
ADDRESS OF PLAINTIFF/ATTORNEY _____ _____	by: _____ DEPUTY CLERK	
PLAINTIFF/ATTORNEY TELEPHONE (_____)	NOTARY PUBLIC State of Florida	
ATTORNEY BAR NUMBER:	MY COMMISSION EXPIRES:	

_____: IN THE COUNTY COURT IN AND
_____: FOR BROWARD COUNTY, FLORIDA
_____: CASE NO. _____
_____: JUDGE _____
_____: DIV. _____

PLAINTIFF

VS.

DEFENDANT

NOTICE TO APPEAR FOR PRETRIAL CONFERENCE

STATE OF FLORIDA – NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

YOU ARE HEREBY NOTIFIED that you are to appear in person or by attorney at the Broward County Courthouse in Courtroom _____, located at _____ on _____ at _____ M. for a **PRETRIAL CONFERENCE** before a Judge of this court.

IMPORTANT – READ CAREFULLY

THE CASE WILL NOT BE TRIED AT THAT TIME.
DO NOT BRING WITNESSES-APPEAR IN PERSON OR BY ATTORNEY.

The defendant(s) must appear in court on the date specified in order to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney in the PRETRIAL CONFERENCE. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial proceedings by an officer of the corporation or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pretrial Conference.

The purpose of the pretrial conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of

your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

RIGHT TO VENUE. The law gives the person or company who has sued you the right to file 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(s), have the right to request that the case be moved 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 an unsecured promissory note, where the note is signed or where the 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 defendants sued reside; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where the suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a **WRITTEN** request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff(s) attorney, if any.

A copy of the statement of claim shall be served with this summons.

DATED at _____, Florida, on _____

Filed by: _____
Address: _____

**HOWARD C. FORMAN
AS CLERK OF THE COURT**

By _____

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. Within 2 working days of your receipt of this notice, contact 954-831-6364.