

## WHAT YOU WILL NEED TO FILE AN EVICTION

Forms required to file an Eviction Case may be obtained from the County Civil Department of the Clerk's Office on the second floor, Room 204, or by accessing the Clerk of Court's website at [www.marioncountyclerk.org](http://www.marioncountyclerk.org).

If you are unable to appear in person to file your case, you will need to have your Complaint **notarized**. When you are ready to file your case, you will need to submit the following completed documents:

1. Complaint to Evict
2. Before you File an Eviction
3. Copies of the notice given to the tenant
4. Copies of the lease/rental agreement, if applicable
5. Pre-addressed, stamped, business-size envelope(s)
6. Designation of Email Address

NOTE: (1) and (2) above are available on our website for free or in our office for \$.15 per page. You will need to provide copies to be served and mailed on each tenant listed in your complaint. The Clerk's Office can make copies for you at \$1.00 per page. Please refer to the chart below for the number of copies required.

<b>Number of Copies Required</b>					
<b># of Tenants</b>	Original Complaint	Copies of Complaint	Notice	Lease/Rental Agreement	Envelope
1	1	3	3	3	1
2	1	5	5	5	2
3	1	7	7	7	3

The cost to file an **Eviction Only or Eviction with Back Rent and Damages up to \$2500.00** is a **\$185.00 filing fee, plus \$17.00 per adult tenant** for preparing and issuing the summons.

**Eviction and Back Rent with Damages totaling \$2,501-\$8,000** is a **\$300.00 filing fee plus \$17.00 per adult tenant** for preparing and issuing the summons.

Payment can be made by cash, credit card, money order, cashier's check or personal check made payable to Marion County Clerk of Court.

**Information on Service of Summons:** Summons can be served by the Marion County Sheriff's Office for a service fee of \$40.00 for each adult tenant. You must provide a separate money order, personal check, or cashier's check payable to the Marion County Sheriff. These payments must be paid directly to the Sheriff. **The Sheriff does not accept out of state checks.**

You can also elect to have a Certified Process Server serve the summons. A listing of available Process Servers can be obtained by accessing [www.circuit5.org](http://www.circuit5.org). You must contact the Process Server regarding service fees and service information.

**BE INFORMED THAT** service by posting *without* mailing is not effective, and service by posting is not effective for any purpose other than removal of the tenant. If you agree to allow the posting of the summons at any time and have not previously provided a pre-addressed, stamped, business-size envelope for each tenant, you must return to the Clerk's Office with the sufficient number of copies and envelopes for mailing.

**IMPORTANT NOTICE:** Pursuant to Florida Statute 83.59(2): A Landlord's Agent **IS NOT** permitted to take any action other than the initial filing of the complaint unless the Landlord's Agent is an Attorney. This also includes attendance at hearings.