

FILING CHECKLIST

Step One (File case with Clerk)

To file an Ejectment case, you may file the following forms along with the filing fee and any service fees, if applicable, with the Clerk's office.

- Complaint for Ejectment **with** a chain of title attached
(1) Original filed with the Clerk and (1) copy for **each** Defendant to be served
- Civil Cover Sheet
- Affidavit of Military Status
- Summons
(1) Original and (1) copy for **each** Defendant to be served

Step Two (Obtain Judgment)

20 days after service on the Defendant(s) and the Defendant(s):

DID NOT respond, you may file the following forms:

- Motion for Clerk's Default
- Motion for Default Final Judgment
- Final Judgment for Ejectment
(1) Original and (1) copy for **each** Plaintiff AND Defendant and pre-addressed stamped envelope for each party as well

OR

DID respond, you may file the following forms:

- Notice of Hearing
(It is your responsibility to contact the Judicial Assistant for the Judge that is assigned to your case, to set a hearing date. Once you have set your hearing, complete this form and make copies. File the original, and submit a copy to the Defendant(s).)
- Final Judgment
(Bring the Final Judgment and (1) copy for **each** Plaintiff AND Defendant to the hearing and (1) pre-addressed stamped envelope for **each** party as well

If the judge grants your complaint, a Final Judgment will be signed.

Step Three **(Obtain Writ of Possession)**

If the Defendant(s) refuses to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the sheriff's department to remove them from the property.

- Writ of Possession
Submit along with a check or money order for \$90.00 made out to the Pinellas County Sheriff's Office

Additional Forms

- Disclosure from Nonlawyer, if applicable
This form is for your records and should only be used if a nonlawyer assists you in completing any forms. The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any forms.
- Notice of Voluntary Dismissal
If you decide not to proceed with your case prior to a judgment being entered, you should file a Notice of Voluntary Dismissal.