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HARVEY RUVIN
CLERK of the COURTS
MIAMI-DADE COUNTY, FLORIDA

Clerk's Services Traffic & Parking Home & Property Courts & Records Children & Family Clerk of the Board

Courts & Records

- Americans with Disabilities Act (ADA)
- Child Support/Alimony
- Civil Court
- Clerk of the Board
- Code Enforcement Services
- County Recorder
- Criminal Court
- Declaration of Domicile Information
- Dead Fraud
- District Courts
- Domestic Violence
- Family Court Division
- Jury Service
- Juvenile Services
- Mortgages
- Parking Violations Bureau Information
- Probate Court

Online Services

- Central Depository/Child Support
- Certified Copies

Civil Court Services

The Miami-Dade County Civil Court operates on two levels: Circuit Civil and County Civil.

Circuit Civil is the jurisdiction for civil matters where the amount of damages sought is in excess of \$15,000.

County Civil is the jurisdiction that includes summary procedure also known as **small claims**, where damages sought range from \$.01 to \$5,000. Actions where damages sought range from \$5,000.01 to \$15,000 as well as landlord/tenant actions are also included in County Civil.

These actions may be filed at the Miami-Dade County Courthouse or at the full-service District Courts.

The Civil Court also assists in:

- Filing a **Small Claims Suit**
- Collection of a **Judgment**
- Enforcing a **Foreign Judgment**

For those unable to pay for an attorney, information on how to seek **free legal assistance** can be found at <http://dadecountyprobono.org>.

NEW For a list of **Odyssey Civil Frequently Asked Questions (FAQs)**, click [here](#).

For the **"Attorney of Record" Contact Us** form, click [here](#).

Civil Court Forms

- Administrative Order 16-05
- Administrative Order 16-05-A1
- Administrative Order 06-41
- Attorney of Record Change of Address Form
- Civil Action Summons (B) Form for Personal Service on a Natural Person**
- Civil Court Brochure
- Civil Court Brochure Appellate Section
- Civil Cover Sheet
- Claim of Exemption and Request for Hearing
- Complaint for Replevin
- Execution
- Final Disposition
- Final Judgment in Replevin (a) Judgment in Favor of Plaintiff when Defendant has Possession

Download the form by placing the mouse over the auto populated tool box.
(Tool box will only display when scrolling to the bottom of the form)

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

DIVISION <input type="checkbox"/> CIVIL <input type="checkbox"/> OTHER <input type="checkbox"/> DISTRICTS	CIVIL ACTION SUMMONS (b) Form for Personal Service on a Natural Person	CASE NUMBER
PLAINTIFF(S)	VS. DEFENDANT(S)	CLOCK IN

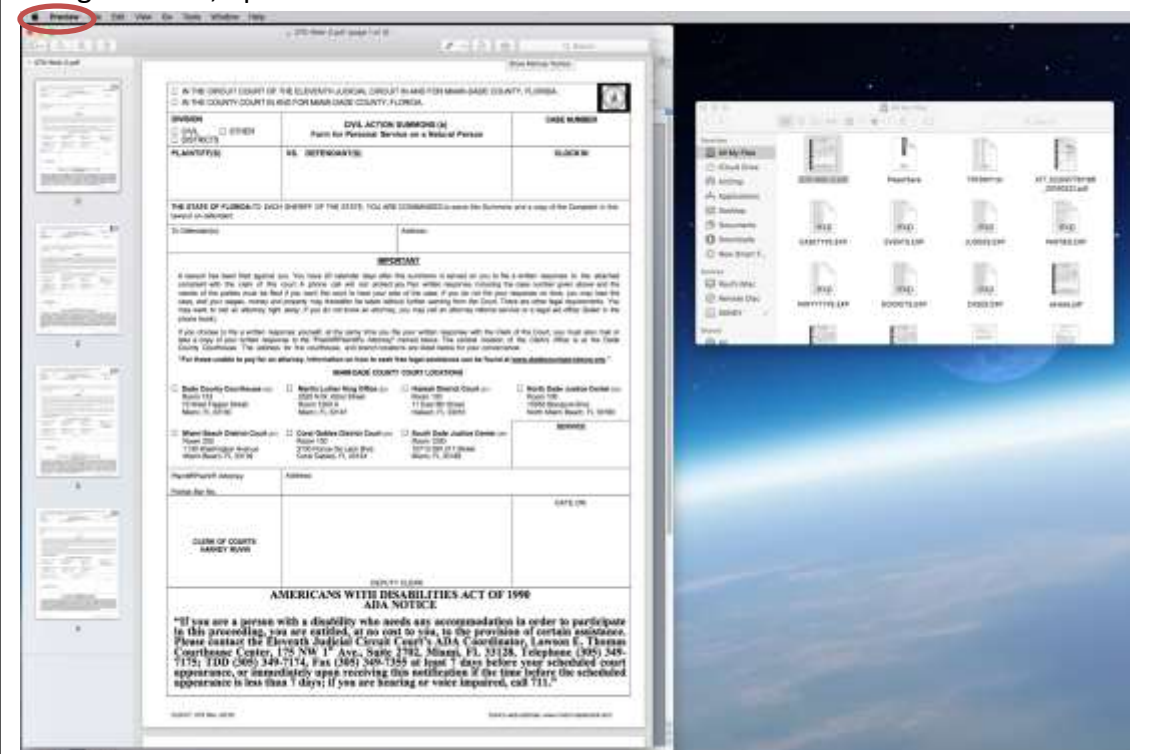
THE STATE OF FLORIDA: TO EACH SHERIFF OF THE STATE, YOU ARE COMMANDED to serve this Summons and a copy of the Complaint in this lawsuit on defendant:

To Defendant(s): _____ Address: _____

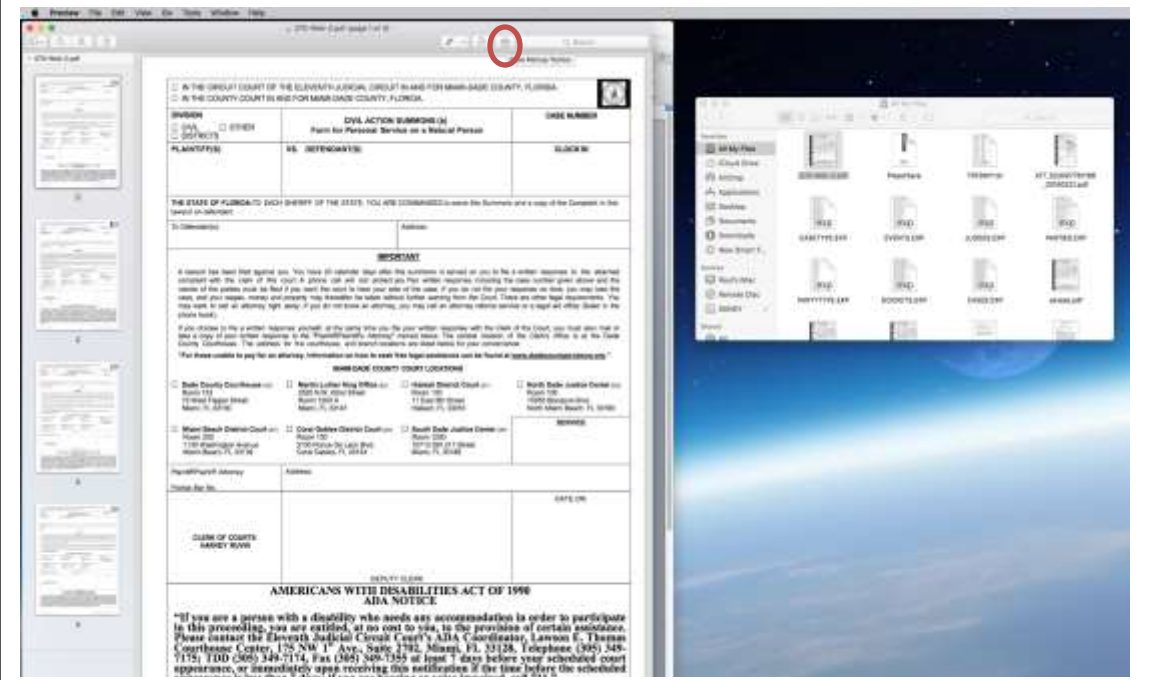
IMPORTANT

A lawsuit has been filed against you. You have 20 calendar days after this summons is served on you to file a written response to the attached complaint with the clerk of this court. A phone call will not protect you. Your written response, including the case number given above and the names of the parties must be filed if you want the court to hear your side of the case. If you do not file your response on time, you may lose the case, and your wages, money and property may thereafter be taken without further warning from the Court. There are other legal requirements. You may want to call an attorney right away. If you do not know how to find an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

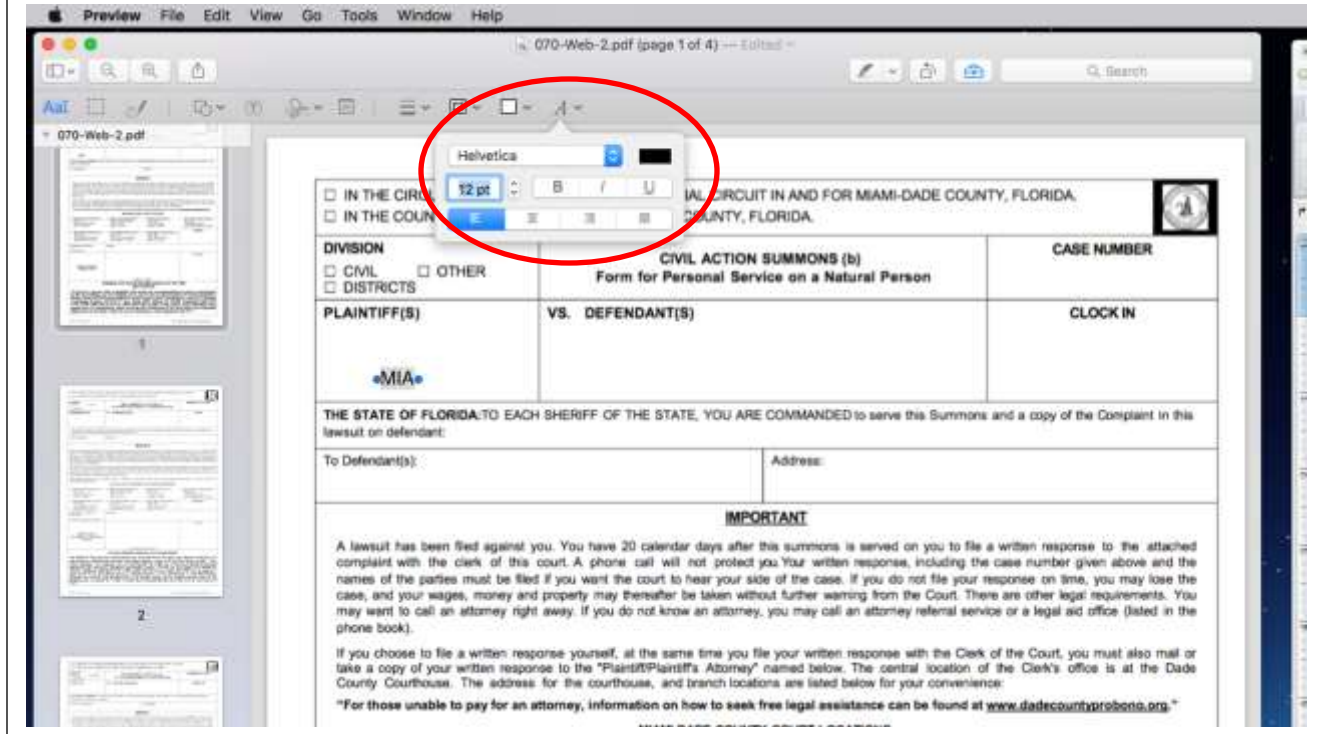
Using “Finder”, open the form in “Preview Mode”:



Click on the **suitcase** icon to render the form fillable.
Position the cursor where you want to type.



The default font is “red-24-point”.
 To change the font properties click on the “A” icon.



Once you are done with the form, click “File” and “Export as PDF...”.

