

Click on the form

The screenshot shows the website for Harvey Ruvin, Clerk of the Courts, Miami-Dade County, Florida. The page is titled 'Civil Court Services' and features a navigation menu with options like 'Home', 'Online Services', 'About Us', and 'Contact Us'. A sidebar on the left lists various court services and online services. The main content area is divided into 'Civil Court Services' and 'Civil Court Forms'. The 'Civil Court Forms' section contains a list of forms, with the 'Civil Action Summons (b) Form for Personal Service on a Natural Person' link highlighted by a red circle.

Click the "Download" icon

The screenshot shows a PDF document viewer displaying a 'Civil Action Summons (b) Form for Personal Service on a Natural Person'. The document is titled '070-Web.pdf' and is located at 'www.miami-dadeclerk.com/library/Civil/070-Web.pdf'. The form includes fields for 'DIVISION', 'PLAINTIFF(S)', 'VS. DEFENDANT(S)', 'CASE NUMBER', and 'CLOCK IN'. It also contains a section for 'THE STATE OF FLORIDA' and a list of 'MIAMI-DADE COUNTY COURT LOCATIONS'. A red circle highlights the download icon in the top right corner of the viewer.

Open 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 an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response with the Clerk of the Court, you must also mail or take a copy of your written response to the "Plaintiff/Plaintiff's Attorney" named below. The central location of the Clerk's office is at the Dade County Courthouse. The address for the courthouse, and branch locations are listed below for your convenience.

"For those unable to pay for an attorney, information on how to seek free legal assistance can be found at www.dadecountyprobono.org."

MIAMI-DADE COUNTY COURT LOCATIONS

<input type="checkbox"/> Dade County Courthouse (05) Room 133 73 West Flagler Street Miami, FL 33139	<input type="checkbox"/> Martin Luther King Office (20) 2525 N.W. 62nd Street Room 1200 A Miami, FL 33147	<input type="checkbox"/> Hialeah District Court (21) Room 100 11 East 6th Street Hialeah, FL 33010	<input type="checkbox"/> North Dade Justice Center (23) Room 100 15555 Biscayne Blvd. North Miami Beach, FL 33160
<input type="checkbox"/> Miami Beach District Court (06) Room 200 1130 Washington Avenue Miami Beach, FL 33139	<input type="checkbox"/> Coral Gables District Court (08) Room 100 3100 Ponce De Leon Blvd. Coral Gables, FL 33134	<input type="checkbox"/> South Dade Justice Center (09) Room 1200 10710 SW 211 Street Miami, FL 33169	SERVICE

Plaintiff/Plaintiff Attorney: _____ Address: _____
Florida Bar No. _____

CLERK OF COURTS
HARVEY RUMIN

DATE ON: _____

Adobe Acrobat should open automatically. If you do not have Adobe, you may download it for free.
<https://get.adobe.com/reader>

Click on Tools

Tools

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 an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

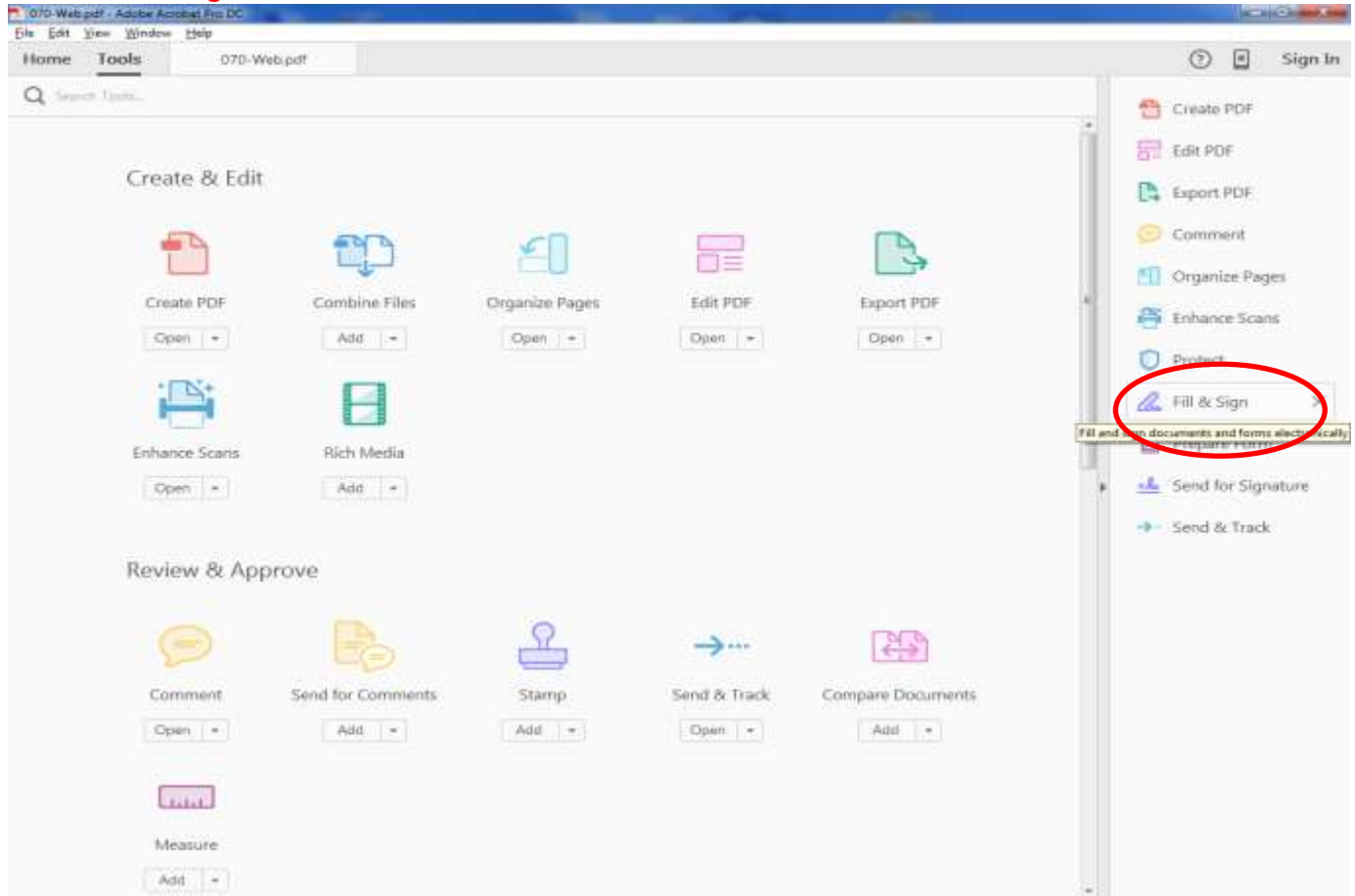
If you choose to file a written response yourself, at the same time you file your written response with the Clerk of the Court, you must also mail or take a copy of your written response to the "Plaintiff/Plaintiff's Attorney" named below. The central location of the Clerk's office is at the Dade County Courthouse. The address for the courthouse, and branch locations are listed below for your convenience.

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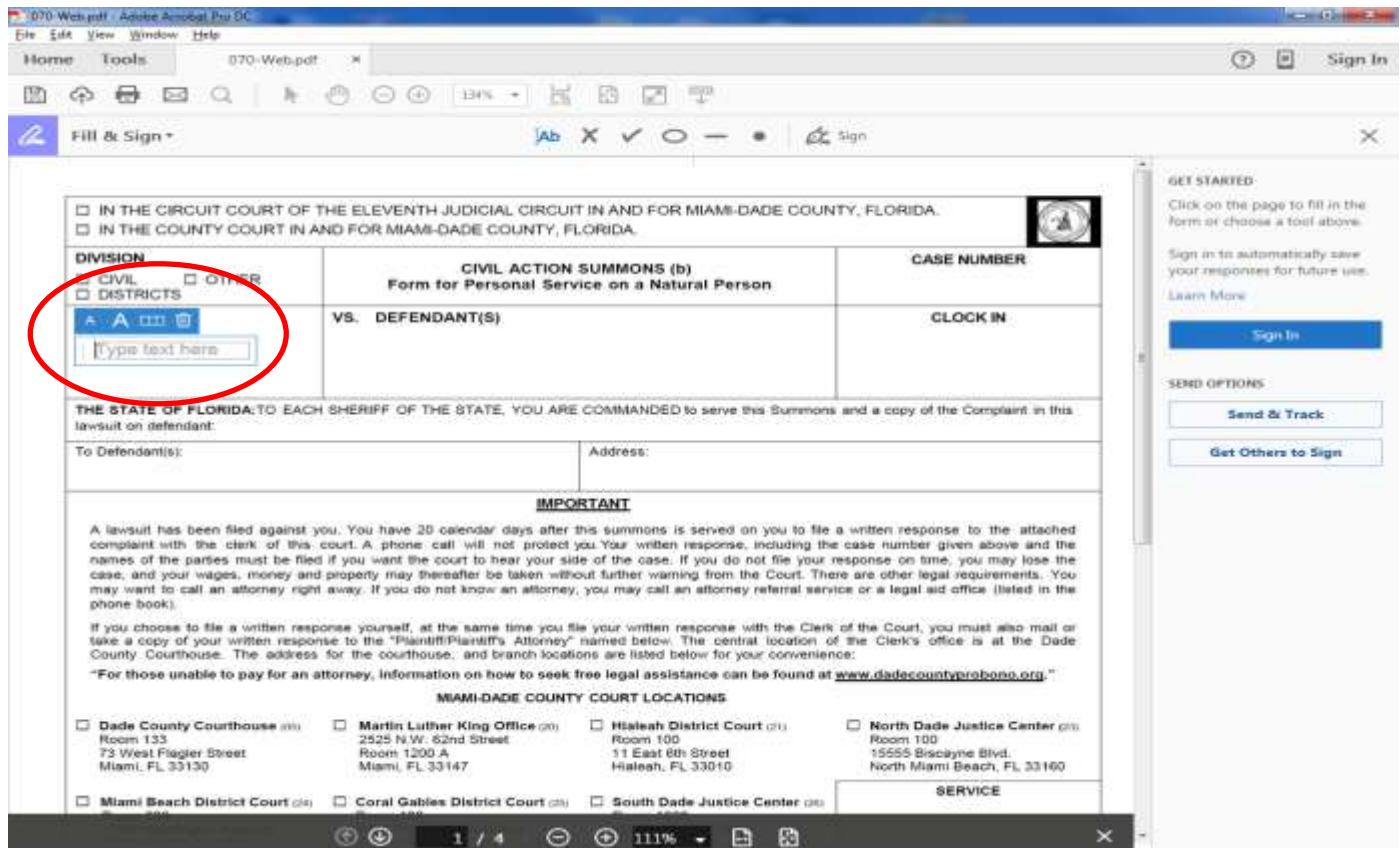
MIAMI-DADE COUNTY COURT LOCATIONS

<input type="checkbox"/> Dade County Courthouse (05) Room 133 73 West Flagler Street Miami, FL 33139	<input type="checkbox"/> Martin Luther King Office (20) 2525 N.W. 62nd Street Room 1200 A Miami, FL 33147	<input type="checkbox"/> Hialeah District Court (21) Room 100 11 East 6th Street Hialeah, FL 33010	<input type="checkbox"/> North Dade Justice Center (23) Room 100 15555 Biscayne Blvd. North Miami Beach, FL 33160
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Click on **Fill & Sign**



The form is now fillable. Just click where you want to type and a text box will open.



Once you are done with the form, click on "File" "Save" or "File Save As".

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	CIVIL ACTION SUMMONS (b) Form for Personal Service on a Natural Person	CASE NUMBER
<input type="checkbox"/> CIVIL <input type="checkbox"/> OTHER <input type="checkbox"/> DISTRICTS		1234567
PLAINTIFF(S)	VS. DEFENDANT(S)	CLOCK IN
John Doe	Jane Doe	

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:
Jane Doe	123 Maple Road Miami, FL 12345

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 an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response with the Clerk of the Court, you must also mail or take a copy of your written response to the "Plaintiff/Plaintiffs Attorney" named below. The central location of the Clerk's office is at the Dade County Courthouse. The address for the courthouse, and branch locations are listed below for your convenience:

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MIAMI-DADE COUNTY COURT LOCATIONS

<input checked="" type="checkbox"/> Dade County Courthouse (05) Room 133 73 West Flagler Street Miami, FL 33130	<input type="checkbox"/> Martin Luther King Office (20) 2525 N.W. 62nd Street Room 1200 A Miami, FL 33147	<input type="checkbox"/> Hialeah District Court (21) Room 100 11 East 6th Street Hialeah, FL 33010	<input type="checkbox"/> North Dade Justice Center (23) Room 100 15555 Biscayne Blvd. North Miami Beach, FL 33160
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SERVICE