LAURA E. ROTH Clerk of the Court, Volusia County, FL

REQUIREMENTS FOR FILING EVICTION - POSSESSION ONLY

ONE TENANT

- 1. File with the Clerk of Court:
 - Original signed complaint and two (2) copies for one tenant.
 - Three (3) copies of the notice given informing the tenant of an impending eviction suit.
 - Three (3) copies of written lease agreement, not applicable for oral agreements.
 - Three (3) copies of anything else you wish to file or attach.
- 2. Provide three (3) envelopes of adequate size and postage with proper addresses:
 - One addressed to the tenant.
 - One addressed to the plaintiff who wishes to have copies of documents filed or that we prepare returned to them.
 - One addressed to the plaintiff for the sheriff to use to return proof that the summons is served.
- 3. Make payment for the filing fee and summons issuance fee to the "Clerk of the Court"
 - See current fee schedule to establish costs.
- 4. Separate check for "Volusia County Sheriff's Office" (VCSO) for service of process.
 - See current fee schedule to establish costs.

TWO TENANTS

- 1. File with the Clerk of Court:
 - The original signed complaint and four (4) copies.
 - Five (5) copies of the notice to the tenant of the impending eviction suit.
 - Five (5) copies of the written lease agreement, not applicable for oral agreements.
 - Five (5) copies of anything else you wish to file or attach.
- 2. Provide four (4) legal size envelopes with adequate postage and proper addresses:
 - One addressed to each tenant.
 - One addressed to the plaintiff for the clerk to mail copies of documents for which they prepare.
 - One addressed to the plaintiff for the sheriff to return proof of service of the summons.
- 3. Make payment for filing fee and summons issuance fee to the "Clerk of the Court".
 - See current fee schedule for fees.
- 4. Separate check payable to "Volusia County Sheriff" (VCSO) for service of process.
 - See current fee schedule to establish costs.

POSSESSION AND DAMAGES – COUNT 1 AND 2

When filing a two (2) count complaint (for possession and damages), an <u>additional copy</u> of the complaint, notice and exhibits is required for <u>each</u> defendant.

- 1. Make payment for filing fee and summons issuance fee to the "Clerk of the Court".
 - Five (5) day Summons issued for possession of property.
 - Twenty (20) day Summons issued for Count II for damages.
 - See current fee schedule to establish costs.
- 2. Separate check payable to "Volusia County Sheriff" (VCSO) for service of process.
 - See current fee schedule to establish costs.

Note: When evicting more than two (2) tenants, additional copies of the complaint, notice and lease agreement with envelopes are required for each additional defendant, along with added service fees for the sheriff.