

**IN THE CIRCUIT/COUNTY COURT OF THE TENTH JUDICIAL CIRCUIT  
IN AND FOR POLK COUNTY, FLORIDA**

\_\_\_\_\_  
Plaintiff(s)

Case Number: \_\_\_\_\_

vs

Division: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s)

\_\_\_\_\_/

**SUMMONS**

**THE STATE OF FLORIDA:**

To Each Sheriff of the State:

**YOU ARE COMMANDED** to serve this summons and a copy of the complaint or petition in this action on defendant(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are required to serve written defenses to the complaint or petition on \_\_\_\_\_, Plaintiff's attorney, whose address is \_\_\_\_\_ within 20 days after service of this summons, exclusive of the day of service, and to file the original of the defenses with the clerk of this court either before service on plaintiff's attorney or immediately thereafter. If a defendant fails to do so, a default will be entered against that defendant for the relief demanded in the complaint or petition.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

STACY M. BUTTERFIELD  
As Clerk of the Court

\_\_\_\_\_  
As Deputy Clerk

### **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 to the court you must also mail or take a copy of your written response to the "Plaintiff/Plaintiff's Attorney" named in the documents.

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Office of the Court Administrator, (863) 534-4690, within two (2) working days of your receipt of this (describe notice); if you are hearing or voice impaired, call TDD (863) 534-7777, or Florida Relay Service 711.**