

# REPLEVIN PACKET

(\$1.00)

## **\*NOTICE\***

Your hearing date will be set at least two (2) months out from the date of filing your case. An emergency writ of replevin can be requested if you do the following:

1. Draft a notarized Affidavit as to why this should be considered an emergency per Florida Statute 78.068  
**AND**
2. Posting a bond per Florida Statute 78.068(3) **in the amount of twice the value** of the goods subject to the writ.

## **Filing fees for Replevin:**

Claims less than \$1,000	\$130.00 (plus \$10 summons fee per defendant)
Claims \$1,001 to \$2,500	\$240.00 (plus \$10 summons fee per defendant)
Claims \$2,501 to \$15,000	\$385.00 (plus \$10 summons fee per defendant)
Claims \$15,001 to \$50,000	\$485.00 (plus \$10 summons fee per defendant)

No personal checks accepted

Cash, Money Order, Cashier's Check, Visa, Mastercard, Discover  
(A service charge of 3.5% will be added when using credit card)

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## **THIS PACKET CONTAINS THE FOLLOWING FORMS:**

**(form AA) COMPLAINT (type or print neatly)**

**(form BB) ORDER TO SHOW CAUSE (complete everything with the exception of any  
dates or times)**

**(form CC) SUMMONS/NOTICE TO APPEAR (names only)**

**(form DD) NOTICE OF DISMISSAL**

Once your case is assigned a Judge and the hearing date is confirmed, the case will be submitted to the Judge for the Order to be signed. The Clerk will contact you once your paperwork is ready to be served on the defendant.

## **HAVING YOUR COMPLAINT SERVED ON THE DEFENDANT:**

A copy of the complaint must be legally served on each defendant by the Sheriff or process server in the county where the defendant resides. The Sheriff's Office **charges \$40.00 (per defendant) to serve the complaint on the defendant(s). Information or forms provided by the Clerk of Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice but as basic and general information only. It does not explain all your options and/or rights. Specific guidance as to how to proceed with filing a lawsuit or answering a lawsuit and legal questions about your particular situation should be directed to a qualified attorney.**

## **FILING YOUR COMPLAINT**

Please type or print the complaint.

The person filing the case is the Plaintiff and the Defendant is the person you are suing.

The proper venue for filing may be one of the following:

1. Where the property sought is located within the State of Florida.
2. Where the contract was signed within the State of Florida.
3. Where the defendant resides within the State of Florida.
4. Where the cause of action accrued within the State of Florida.

You can sue an individual, a business or a corporation. You have the burden of investigating to determine whether you are filing against the correct parties.

Individual – you will need the exact name and address of the person. If the defendant is married and you feel the spouse is also responsible list them as a defendant as well. Avoid using Mr. and Mrs.

Corporation – Obtain the name and address of an officer of the corporation; the president, vice-president, etc. or in the absence of any of these, the name and address of the business agent residing in this state, or the name of the resident agent for the business in this state. To find this information, you may write or call the Secretary of State at the following address and phone number.

SECRETARY OF STATE OF FLORIDA  
ATTN: CORPORATE DIVISION  
TALLAHASSEE, FL 32304  
1-800-755-5111  
<http://www.sunbiz.org>

Business – You will need the name and address of the person that owns the business.

It is important to style your case correctly: (example)

Bill Jones d/b/a Book World

Bill Jones and Joe Smith, a partnership d/b/a Book World

Book World Inc., a Florida Corporation, d/b/a The Book Store by serving Bill Jones

Book World Inc., by serving John Davis, registered agent

Upon payment of the filing fee, the deputy clerk will assign a case number and judge. You may be notified of the court date upon filing the case or by mail.

If you do not receive notification of service of the complaint within 2 weeks from the Sheriff's Office, you should call the Clerk's Office to check on the return of service. THE CLERK'S OFFICE WILL NOT CALL YOU. If the action is returned un-served, you will need to find a better address or place the person can be served.

#### ORDER TO SHOW CAUSE HEARING

A date for this hearing will be scheduled when the case is filed and is usually about 2 months from the date you file your case. Arrive on time and give yourself ample time to find parking and to find your way to the appropriate courtroom. You do not need to bring witnesses. At the hearing the Judge will determine who should have possession of the property until the final hearing.

#### REPLEVIN FINAL HEARING

At this hearing the Judge will listen to both sides, review the evidence and determine who will have possession of the property. Should the Judge rule for the plaintiff, a Writ of Possession will be signed and you should have it served by the Sheriff. The costs for this service will be \$90.00 to the BCSO.

You may also be awarded a Final Judgment for costs. You may want to research the methods of collecting on your judgment by searching the Florida Statutes, Chapter 55 or contacting an attorney.

#### **CHECK LIST FOR NUMBER OF COMPLETED FORMS NEEDED FOR FILING YOUR REPLEVIN CASE**

<b>Number of defendants</b>	<b>Complaint (form AA)</b>	<b>Order to Show Cause (form BB)</b>	<b>Summons/ Notice to Appear (form CC)</b>	<b>Attachments (if any)</b>		
<b>One Defendant</b>	<b>Original plus 2 copies</b>	<b>Original plus 3 copies</b>	<b>Original plus 2 copies</b>	<b>2 copies</b>		
<b>Two Defendants</b>	<b>Original plus 3 copies</b>	<b>Original plus 5 copies</b>	<b>Original plus 3 copies</b>	<b>3 copies</b>		

**IN THE COUNTY COURT  
IN AND FOR BAY COUNTY, FLORIDA**

Case No. \_\_\_\_\_ Judge:

**Plaintiff(s)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State & Zip**

\_\_\_\_\_  
**Phone Number**

**Defendant(s)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State & Zip**

\_\_\_\_\_  
**Phone Number**

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**COMPLAINT**

Plaintiff(s), \_\_\_\_\_, sues defendant(s), \_\_\_\_\_  
and alleges:

1. This is an action to recover possession of personal property in Bay County, Florida, the value of which is \$ \_\_\_\_\_.
2. The description of the property is:  
(List Property)

3. \_\_\_\_\_ Plaintiff(s) is entitled to the possession of the property under a security agreement dated \_\_\_\_\_.  
\_\_\_\_\_ A copy of the agreement is attached.

4. To plaintiff's best knowledge, information, and belief, the property is located at \_\_\_\_\_.

5. The property is wrongfully detained by defendant(s). Defendant(s) came into possession of the property by (method of possession)\_\_\_\_\_.  
To plaintiff's best knowledge, information, and belief, defendant(s) detains the property Because (give reasons).  
\_\_\_\_\_  
\_\_\_\_\_

6. The property has not been taken for any tax, assessment, or fine pursuant to law.

7. The property has not been taken under an execution or attachment against plaintiffs property.

WHEREFORE plaintiff(s) demands judgment for possession of the property.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff(s)

IN THE COUNTY COURT  
IN AND FOR BAY COUNTY, FLORIDA

Case No. \_\_\_\_\_

_____	v s	_____
Plaintiff(s)		Defendant(s)
_____		_____
Address		Address
_____		_____
City, State and Zip		City, State and Zip

ORDER TO SHOW CAUSE  
DIRECTED TO DEFENDANT(S)

A replevin statement of claim has been filed in this Court against you alleging that you are wrongfully detaining from plaintiff personal property of the value of \$ \_\_\_\_\_, described as follows:

list items giving description (color, vin number, etc) for identification

A. this Court orders that you shall appear before it at \_\_\_\_\_ am/pm on \_\_\_\_\_, in the Bay County Courthouse, 300 E. 4<sup>th</sup> Street, Panama City, FL 32401, to show cause why the claimed property should not be taken from you and delivered to the plaintiff.

B. Service of this order and the statement of claim shall be made upon the defendant(s) not later than \_\_\_\_\_.

C. Personal service as provided by law shall be made on the defendant(s) if such service is possible. In the event the officer serving the Order is unable to personally serve a defendant within the time specified above, the office shall place the Order, together with the summons, on or in the claimed property or on the main entrance of the defendant's residence; the officer's return shall state the officer was unable to locate the defendant and how the Order was served.

D. Non personal service as provided herein shall be effective to afford notice to the defendant of the show cause order, but for no other purpose.

E. You have the right to file affidavits on your behalf with the Court, and you may appear personally or by way of an attorney and present testimony on your behalf at the time of the hearing. Upon a finding by the court, pursuant to Fl St 78.067(2) that the plaintiff is entitled to the possession of the claimed property pending final adjudication of the claim of the parties, you may file with this Court a written undertaking executed by a surety approved by the Court in the amount equal to the value of the property to stay an order authorizing the delivery of the property to the plaintiff.

F. If you fail to appear you shall be deemed to have waived your rights to a hearing and in Such case the Court may order the Clerk of the Court to issue a Writ of Replevin.

PLEASE BE GOVERNED ACCORDINGLY.

DONE AND ORDERED in the Bay County Court, Panama City, Florida, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Judge

**\*\* THE HEARING DATE SHALL NOT BE SET SOONER THAN FIVE DAYS AFTER SERVICE OF THIS ORDER\*\***

**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 COURT ADMINISTRATOR, 14<sup>TH</sup> JUDICIAL CIRCUIT, PO BOX 1089, 301 MCKENZIE AVE, PANAMA CITY FL 32402, 850-747-5370 AT LEAST 7 DAYS BEFORE YOUR SCHEDULED COURT APPEARANCE, OR IMMEDIATELY UPON RECEIVING THIS NOTIFICATION IF THE TIME BEFORE THE SCHEDULED APPEARANCE IS LESS THAN 7 DAYS; IF YOU ARE HEARING IMPAIRED, CALL 711.**

IN THE COUNTY COURT IN AND FOR  
BAY COUNTY, FLORIDA

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

Case No.

Vs

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

**SUMMONS / NOTICE TO APPEAR FOR REPLEVIN**

THE STATE OF FLORIDA

TO: \_\_\_\_\_  
Defendant's Name

You are hereby notified that the above named Plaintiff(s) (has) (have) made a claim and is requesting judgment against you for possession of the property, damages and court costs, as shown by the statement of claim served herewith.

The Court will hold a final hearing on \_\_\_\_\_, at \_\_\_\_\_ am/pm, in the Judge's chambers, in the Bay County Courthouse, Bay County Court, Panama City, Florida.

You are required to be present at this hearing in order to avoid a judgment by default against you. Please bring this notice with you.

If you have witnesses, books, receipts, or other writings bearing on this claim, you should bring them with you at the time of this hearing.

If you wish to have witness subpoenas, see the Clerk at once for assistance.

If you desire to file any counter-claim or set-off to Plaintiff's claim, it must be filed with the Clerk of this Court by you or your attorney in writing at least five (5) days prior to the above date set for trial for this claim.

YOU ARE FURTHER NOTIFIED THAT THIS COURT WILL HOLD A HEARING ON THE ORDER TO SHOW CAUSE SERVED HERewith ON THE DATE AND AT THE TIME STATED THEREIN IN THE RELIEF REQUESTED BY THE PLAINTIFF(S) PRIOR TO THE ABOVE STATED DATE.

You may come to either hearing with or without an attorney.

Dated, \_\_\_\_\_ at Panama City, Bay County, Florida.

Bill Kinsaul  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk of Court

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 COURT ADMINISTRATOR, 14<sup>TH</sup> JUDICIAL CIRCUIT, PO BOX 1089, 301 MCKENZIE AVE, PANAMA CITY FL 32402, 850-747-5370 AT LEAST 7 DAYS BEFORE YOUR SCHEDULED COURT APPEARANCE, OR IMMEDIATELY UPON RECEIVING THIS NOTIFICATION IF THE TIME BEFORE THE SCHEDULED APPEARANCE IS LESS THAN 7 DAYS; IF YOU ARE HEARING IMPAIRED, CALL 711.



**IN THE COUNTY COURT, FOURTEENTH JUDICIAL CIRCUIT  
IN AND FOR BAY COUNTY, FLORIDA**  
300 East 4<sup>th</sup> Street, Room 105 – Post Office Box 2269  
Panama City, Florida 32401

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

Case No: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

-vs-

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**NOTICE OF DISMISSAL**

Comes now, \_\_\_\_\_ (Plaintiff(s)) and gives notice that this cause is hereby voluntarily dismissed.

Dated: \_\_\_\_\_

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

I hereby certify that a copy has been furnished to: list name and address of defendant(s) below:

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

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