



COUNTY CIVIL FEE SCHEDULE - EFFECTIVE JULY 1, 2009

AMOUNT OF CLAIM	FILING FEE
Less than \$100.00.....	\$ 55.00
\$100.01 thru \$500.00.....	\$ 80.00
\$500.00 thru \$2500.00.....	\$ 175.00
\$2,500.01 thru \$15,000.00.....	\$ 300.00
Issue Summons (per Defendant).....	\$ 10.00
Removal of Tenant (Eviction).....	\$ 185.00
Reopen Fee Claims less than \$500	\$ 25.00
Reopen Fee Claims more than \$500.....	\$ 50.00
*Plus \$2.00 for each additional defendant when over 5 defendants.....	

IN ADDITION FOR ALL PROCEEDINGS

Attachment, Replevin, Distress (writ).....	\$ 85.00
Garnishment (continuous writ).....	\$ 188.00

SERVICE OF PROCESS

Insurance Commissioner - (suit against insurance company - in addition to sheriff's fee).....	\$ 15.00
Sheriff's Service.....	\$ 40.00
U.S. Mail – Certified - (for the 1 st oz. - add 21¢ for each additional oz.)	\$ 5.54
Registered mail.....	\$ 12.90

WITNESS SUBPOENA

Prepare & Issue Subpoena..... (payable to Clerk of Court).....	\$ 7.00
Issue Subpoena...(sign & seal only - payable to Clerk of Court).....	\$ 2.00
Serve Subpoena(payable to Sheriff's Department.....	\$ 40.00
Witness Fee.....(payable to witness) (plus 6¢ per mile traveled - minimum 2 miles).....	\$ 5.00

APPEALS – FROM COUNTY COURT TO CIRCUIT COURT

From County Court to Circuit Court.....	\$ 281.00
Preparing, numbering & indexing original record (Per Instrument).....	\$ 3.00
Transfer Certification..(writing, signing and sealing) (Per Instrument)	\$ 3.00

OTHER CLERK'S FEE

Approving Bond.....	\$ 8.50
Certifying copy – per instrument.....	\$ 2.00
Copy fees - Any instrument in the Public Records (per page).....	\$ 1.00
Anything NOT in the Public Records page).....	.15
Receiving Money into Registry of Court.....	3%
3% (percent) of the first \$500 and 1.5 percent for each subsequent \$100.....	
Recording and Indexing into the Official Records of Putnam County.....First page...	\$ 10.00
Each additional page.....	\$ 8.50



SMALL CLAIMS INFORMATION

1. **JURISDICTION:** The jurisdiction of this division of this Court is \$5,000.00 exclusive of costs, interest and attorney's fees. If your claim is for more than this amount, you will need to seek the advice of an attorney.
2. **PREPARING YOUR CLAIM:** Small Claims "General Complaint" forms can be obtained in Room 233 of the Putnam County Courthouse or online at www.putnam-fl.com. You are the plaintiff and the person(s) you are suing are the defendant(s). You will need the full name, physical address and phone number of each person you are suing. It may also be helpful to know the defendant(s) place of employment.
3. **SUING A CORPORATION:** If you are suing a corporation, we suggest you serve the registered agent, and/or an officer of the corporation (i.e., President, Vice President). You may obtain this information by contacting the Florida Department of State, Division of Corporations in Tallahassee at the (850) 245-6051 or online at www.sunbiz.org
4. **SUING A BUSINESS OR INDIVIDUAL:** If suing an individual "DOING BUSINESS AS," you must so indicate it on your claim (such as; John Doe D/B/A John Doe's Lawn Care.)
5. **PROOF OF CLAIM:** If your claim is founded on an instrument in writing such as Sales Contract, returned check, promissory note, written warranty, lease, etc. it will be necessary for you to furnish one copy of such instrument for attachment as an exhibit to each claim.
6. **SERVICE OF PROCESS:** The Putnam County Sheriff's Office charges \$40.00 per defendant(s) to serve a summons in Putnam County. If the defendant(s) are to be served outside Putnam County a money order is to be provided by the plaintiff and made payable to the Sheriff's Office in which they are located.

Note: This form is meant ONLY to give you basic and general information about what Small Claims Court means. It is only a brief statement and **DOES NOT** explain all your options and/or rights.

PLEASE UNDERSTAND THAT THE JUDGES, JUDICIAL ASSISTANTS AND DEPUTY CLERKS CANNOT PRACTICE LAW OR GIVE YOU LEGAL ADVICE.

IN THE COUNTY COURT, SEVENTH
JUDICIAL CIRCUIT, IN AND FOR
PUTNAM COUNTY, FLORIDA

COUNTY CIVIL DIVISION

Telephone Number: _____

Plaintiff,

vs.

CASE NO. _____

Defendant,

STATEMENT OF CLAIM

The above named Plaintiff sues the above named Defendant for money that is owed to Plaintiff by Defendant which is past due and unpaid; This is an action for damages that do not exceed \$5,000.00, for: (as checked (X) below:)

- () Goods, wares and merchandise sold by Plaintiff to Defendant.
- () Work done and materials furnished by Plaintiff to Defendant.
- () Money loaned by Plaintiff to Defendant.
- () Money due to Plaintiff by Defendant upon an account stated and agreed to between them.
- () On a written instrument, copy of which is attached hereto.
- () Damages to Plaintiff's vehicle due to auto negligence by Defendant.
- () Other (explain below or attach a separate sheet - 8 ½ " X 11" in size)

And the Plaintiff claims \$ _____ plus all costs.

The undersigned, being by me first duly sworn, says that he/she is Plaintiff, agent for Plaintiff, attorney for Plaintiff; that the foregoing is a just and true statement of the amount owing by the above named Defendant, exclusive of all set-offs and just grounds of defense, and that the Defendant is not in the military service.

Plaintiff, Agent, or Attorney

Sworn before me this ____ day of _____.

Deputy Clerk or Notary Public

TRIAL INFORMATION

1. **NON-JURY TRIAL**- the case will be scheduled for a Non-Jury Trial before a County Judge.
2. **TRIAL DATE**- Remember your trial date. Failure to come to court on the given date at the right time can result in the loss of your case.
3. **EXCHANGE OF DOCUMENTS AND INFORMATION**- If the Judge tells you to give any documents or information to the other party, **DO IT**. Failure to follow the Judge's directions can result in penalties against you for extra court costs, contempt of court, or delays.
4. **COUNTERCLAIMS**- If you receive a written notice of a counterclaim filed against you; you are being counter-sued by the defendant. The Judge will hear both suits at the trial. If both claims are settled before trial, both parties should notify the Clerk in writing so the trial can be cancelled. If only one of the claims is settled before trial, the remaining claim will proceed to trial as scheduled.
5. **TRIAL PREPARATION**- Written estimates are usually not accepted as evidence unless all the parties agree that the estimates are proper for the Judge to consider or unless the person who wrote the estimates is present to testify. Bring all witnesses, documents and evidence you plan to use at the trial. Have everything ready and be on time. There is only one trial.
6. **SUBPOENAING WITNESSES**- Witnesses do not have to be subpoenaed if they will testify voluntarily. Contact the Clerk's office to subpoena any witness who will not appear voluntarily. Fees must be paid at the time the subpoena is issued (see the attached fee schedule).
7. **COURT REPORTER AND APPEALS**- Non-jury trials are not recorded. If you want a record of the trial, it is your responsibility to have a court reporter present. Appellate court requires a complete record of the trial to review for errors. Your chances for successful appeal will be severely limited without a court reporter.
8. **SETTLEMENT**- If all parties agree to settle all claims before trial, each party must notify the Clerk by phone and file a written notice of the settlement so the trial can be canceled.
9. **ADDRESS CHANGES**- All changes in mailing addresses must be furnished to the Clerk and to the opposing party in writing.
10. **ADDITIONAL PROBLEMS**-The Clerk is glad to assist you with questions concerning court procedures. However, **the Clerk Is Not Authorized To Practice Law And Cannot Give Legal Advice**. Contact an attorney for legal advice.

Post Office Box 758
Palatka, FL 32178

TIM SMITH
CLERK OF COUNTY COURT
County Civil Department

Phone (904) 326-7620
410 St. Johns Ave.

THE FOLLOWING INFORMATION MAY HELP YOU WHEN TRYING TO COLLECT YOUR JUDGMENT

The Judge cannot order anyone to pay a Judgment. The function of the court is to apply the law to the facts presented and determine who legally owes how much money to whom. The entry of a Judgment allows you to legally collect a debt.

CERTIFIED COPY OF THE JUDGMENT IN OFFICIAL RECORDS

Get a certified copy of the Judgment from the Clerk in the county where the Judgment was entered and then have it recorded in the Official Records in any county in Florida where the Defendant owns property. The recorded Judgment becomes a lien against the Defendant's interest in any real estate within that county and will remain for seven (7) years or until such time as the Judgment is re-recorded, as provided by F. S. 55.10, or until the Judgment is paid and a Satisfaction of Judgment is entered. (See Fee Schedule)

EXECUTION AND LEVY

Ten (10) days after entry of the Judgment you can request a WRIT OF EXECUTION from the Clerk in the county where the Judgment was entered. Forward the execution to the Sheriff's Department in the county where the Defendant resides or has personal property and request levy upon the property. Contact the Sheriff's Department for instructions and costs. (See below for additional information on executions.)

RULE 7.221 - The Judge, at the request of the Judgment Creditor, shall order a Judgment Debtor to appear at a HEARING IN AID OF EXECUTION at a time certain thirty (30) or more days from the date of the entry of a Judgment for the purpose of inquiring of the Judgment Debtor under oath as to earnings, financial status, and any assets available in excess of exemptions to be applied towards Satisfaction of Judgment. The provisions of this rule shall only apply to a Judgment Creditor who is a natural person and was not represented by an attorney prior to Judgment. Forms 7.341, and 7.344 shall be used in connection with this rule. (Clerk has these forms)

GARNISHMENT

If you know of a third person who owes the defendant money or who has in their possession any of the Defendant's assets, you may want to obtain a WRIT OF GARNISHMENT against such third person. CONTACT AN ATTORNEY FOR THIS PROCEDURE. (Clerk does not have forms)

EXCEPTIONS

The Defendant has certain property which, by law, CANNOT be levied upon, nor garnished.

1. One Thousand (\$1,000.00) Dollars of personal property which includes money.
2. If the Defendant is the "Head of Household", all salary, wages, and commission earned by his personal labor and services.
3. The cash surrender value of life insurance policies issued upon the lives of citizens of the State of Florida.
4. Disability income benefits due under a policy or contract of life, health, or accident insurance.

SATISFACTION OF THE JUDGMENT

Florida Statutes 701.04 and 701.05: The Plaintiff shall give a SATISFACTION OF JUDGMENT to the Defendant when the Judgment is paid in full. Read these Statutes to understand your rights and obligations; or consult an attorney. (Clerk does not have form)
