

\_\_\_\_\_  
C/O \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PLAINTIFF  
VS.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DEFENDANT

IN THE COUNTY COURT IN AND  
FOR BROWARD COUNTY, FLORIDA

CASE NO. \_\_\_\_\_ SP

JUDGE \_\_\_\_\_

DIV \_\_\_\_\_

SUMMONS  
(NOTICE OF PRETRIAL HEARING)

DEFENDANT (S) TO BE SERVED:

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

**\* NO STIPULATED OR OTHER CONTINUANCES  
GRANTED WITHOUT WRITTEN MOTION FILED  
5 DAYS PRIOR TO TRIAL AND APPROVAL OF  
THE JUDGE.**

THE STATE OF FLORIDA TO: \_\_\_\_\_, DEFENDANT. YOU ARE NOTIFIED  
THAT THE ABOVE NAMED PLAINTIFF HAS MADE A CLAIM AND IS REQUESTING JUDGMENT AGAINST YOU  
IN THE SUM OF \$ \_\_\_\_\_, TOGETHER WITH COURT COSTS, AS SHOWN IN THE ATTACHED STATE-  
MENT OF CLAIM. YOU ARE HEREBY NOTIFIED THAT YOU ARE REQUIRED TO APPEAR IN PERSON OR BY  
ATTORNEY. IF YOU FAIL TO APPEAR ON THE DATE, IN PERSON OR BY ATTORNEY, A JUDGMENT WILL BE  
ENTERED AGAINST YOU. DO NOT BRING WITNESSES ON THIS DATE. THIS COURT HAS SCHEDULED A  
PRETRIAL CONFERENCE TO BE HELD ON THE \_\_\_\_\_ AT \_\_\_\_\_  
AT \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

THE DEFENDANT (S) MUST APPEAR IN COURT ON THE DATE SPECIFIED IN ORDER TO AVOID A DEFAULT  
JUDGMENT. THE PLAINTIFF (S) MUST APPEAR TO AVOID HAVING THE CASE DISMISSED FOR LACK OF  
PROSECUTION. A WRITTEN MOTION OR ANSWER TO THE COURT BY THE PLAINTIFF (S) OR THE  
DEFENDANT (S) SHALL NOT EXCUSE THE PERSONAL APPEARANCE OF A PARTY OR ITS ATTORNEY IN THE  
PRETRIAL CONFERENCE. THE DATE AND/OR TIME OR THE PRETRIAL CONFERENCE CANNOT BE  
RESCHEDULED WITHOUT GOOD CAUSE AND PRIOR COURT APPROVAL.

THE PURPOSE OF THE PRETRIAL CONFERENCE IS TO RECORD YOUR APPEARANCE, TO DETERMINE IF YOU  
ADMIT ALL OR PART OF THE CLAIM, TO ENABLE THE COURT TO DETERMINE THE NATURE OF THE CASE,  
AND TO SET THE CASE FOR TRIAL IF THE CASE CANNOT BE RESOLVED AT THE PRETRIAL  
CONFERENCE. YOU OR YOUR ATTORNEY SHOULD BE PREPARED TO CONFER WITH THE COURT AND TO  
EXPLAIN BRIEFLY THE NATURE OF YOUR DISPUTE, EXHIBIT ANY DOCUMENTS NECESSARY TO PROVE THE  
CASE, STATE THE NAMES AND ADDRESSES OF YOUR WITNESSES, STIPULATE TO THE FACTS THAT WILL  
REQUIRE NO PROOF AND WILL EXPEDITE THE TRIAL, AND ESTIMATE HOW LONG IT WILL TAKE TO TRY THE  
CASE.

IF YOU ADMIT THE CLAIM, BUT DESIRE ADDITIONAL TIME TO PAY, YOU MUST COME AND STATE THE  
CIRCUMSTANCES TO THE COURT. THE COURT MAY OR MAY NOT APPROVE A PAYMENT AND WITHHOLD  
JUDGMENT OR EXECUTION OR LEVY.

FREE MEDIATION WILL BE CONDUCTED AT THE PRETRIAL CONFERENCE PURSUANT TO RULE 1.750 FLA .R .CIV .P. AN ATTORNEY OR REPRESENTATIVE MAY APPEAR ON YOUR BEHALF ONLY IF HE OR SHE HAS FULL AUTHORITY TO APPEAR AND TO SETTLE THE CASE WITHOUT CONSULTING YOU. NONLAWYER REPRESENTATIVES MUST HAVE THIS AUTHORITY IN WRITING. IF YOU FAIL TO APPEAR AT A DULY NOTICED MEDIATION CONFERENCE WITHOUT GOOD CAUSE, OR IF YOUR ATTORNEY OR REPRESENTATIVE APPEARS WITHOUT AUTHORITY TO SETTLE, THE COURT UPON MOTION SHALL IMPOSE SANCTIONS, INCLUDING ATTORNEY'S FEES AND OTHER COSTS, AGAINST YOU.

RIGHT TO VENUE: THE LAW GIVES THE PERSON OR COMPANY WHO HAS SUED YOU THE RIGHT TO FILE SUIT IN ANY ONE OF SEVERAL PLACES LISTED BELOW. HOWEVER, IF YOU HAVE BEEN SUED IN ANY PLACE OTHER THAN ONE OF THESE PLACES, YOU, AS THE DEFENDANT, HAVE THE RIGHT TO REQUEST THAT THE CASE BE MOVED TO A PROPER LOCATION OR VENUE. A PROPER LOCATION OR VENUE MAY BE ONE OF THE FOLLOWING: 1. WHERE THE CONTRACT WAS ENTERED INTO; 2. IF SUIT IS ON UNSECURED PROMISSORY NOTE, WHERE NOTE IS SIGNED OR WHERE MAKER RESIDES; 3. IF THE SUIT IS TO RECOVER PROPERTY OR TO FORECLOSURE A LIEN, WHERE THE PROPERTY IS LOCATED; 4. WHERE THE EVENT GIVING RISE TO THE SUIT OCCURED; 5. WHERE ANY ONE OR MORE OF THE DEFENDANTS SUED RESIDE; 6. ANY LOCATION AGREED TO IN A CONTRACT; 7. IN AN ACTION FOR MONEY DUE, IF THERE IS NO AGREEMENT AS TO WHERE SUIT MAY BE FILED, WHERE PAYMENT IS TO BE MADE. IF YOU, AS A DEFENDANT, BELIEVE THE PLAINTIFF HAS NOT SUED IN ONE OF THESE CORRECT PLACES, YOU MAY APPEAR ON YOUR COURT DATE AND ORALLY REQUEST A TRANSFER OR YOU MAY FILE A WRITTEN REQUEST FOR TRANSFER, IN AFFIDAVIT FORM (SWORN TO UNDER OATH) WITH THE COURT SEVEN DAYS PRIOR TO YOUR FIRST COURT DATE AND SEND A COPY TO THE PLAINTIFF OR PLAINTIFF'S ATTORNEY, IF ANY. IN ANY EVENT, YOU MUST APPEAR AT THE PRETRIAL CONFERENCE OR SUFFER A DEFAULT.

DATED AT \_\_\_\_\_, FLORIDA, ON THE \_\_\_\_\_ .

FILED BY: \_\_\_\_\_

HOWARD C. FORMAN  
AS CLERK OF THE COURT

ADDRESS: \_\_\_\_\_

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

BY: \_\_\_\_\_

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. Within two working days of your receipt of this notice, contact **Lauren Failla at (954) 831-6364; 201 SE 6th Street, Ft. Lauderdale, FL 33301**. The phone line will accommodate voice or TDD transmissions for the hearing impaired or voice impaired.

DOC. NO. \_\_\_\_\_