

IN THE COUNTY COURT IN AND FOR  
BROWARD COUNTY, FLORIDA

Case # \_\_\_\_\_

Div # \_\_\_\_\_

VS

Plaintiff(s)

**NOTICE TO APPEAR FOR PRETRIAL  
CONFERENCE/MEDIATION**

Defendants(s)

STATE OF FLORIDA -- NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

\_\_\_\_\_

\_\_\_\_\_

**YOU ARE HEREBY NOTIFIED** That you are required to appear in person or by attorney at the Broward County Courthouse located at \_\_\_\_\_ Rm# \_\_\_\_\_ at \_\_\_\_\_,

on \_\_\_\_\_ 200\_\_.. For a **Pretrial Conference**.

**IMPORTANT -- READ CAREFULLY**

**THE CASE WILL NOT BE TRIED AT THE PRETRIAL CONFERENCE, BUT MAY BE MEDIATED AT THAT TIME.**

**DO NOT BRING WITNESSES, YOU MUST APEAR IN PERSON OR BY ATTORNEY.**

**WHOEVER APPEARS FOR A PARTY MUST HAVE FULL AUTHORITY TO SETTLE FOR ALL AMOUNTS FORM ZERO TO THE AMOUNT OF THE CLAIM WITHOUT FURTHER CONSULTATION. FAILURE TO COMPLY MAY RESULT IN THE IMPOSITION OF SANCTIONS, INCLUDING COST, ATTORNEYS FEES, ENTRY OF JUDGMENT, OR DISMISSAL.**

The defendant(s) must appear in court on the date specified 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/MEDIATION. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pretrial Conference/Mediation.

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, state what efforts have been made to settle the 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.

### **MEDIATION**

Mediation may take place during the time scheduled for the pretrial conference. Mediation is a process whereby an impartial and neutral third person called a mediator acts to encourage and facilitate the resolution of a dispute between two or more parties, without prescribing what the resolution should be. It is an informal and non-adversable process with the objective of helping the disputing parties reach a mutually acceptable and voluntary agreement.

In mediation, decision making rests with the parties. Negotiations in county court mediation are primarily conducted by the parties. Counsel for each party may participate. However, presence of counsel is not required. If a lawful agreement is not reached at mediation, the remaining issues of the case will be set for trial. Mediation communications are confidential and privileged except where disclosures are required or permitted by law.

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If you admit the claim, but desire additional time to pay, you must come and state the circumstances. The court may or may not approve a payment plan and may withhold judgment or execution or levy.

**RIGHT TO VENUE. -- The law give the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), 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 the suit is on an unsecured promissory note, where the note is signed or where the maker resides; (3) if the suit is to recover property or to foreclose a lein, where the property is located; (4) where the event giving rise to the suit occured; (5) where any of one or more of the defendant(s) sued resides; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where the suit may be filed, where payment is to be made. If you, as the defendant(s), believe the plaintiff(s) has/have sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn under oath) with the court (7) seven days prior to the first court date and send a copy to the plaintiff(s) or plaintiff(s) attorney, if any.**

A copy of the Statement of Claim shall be served with this summons.

DATED AT \_\_\_\_\_, FLORIDA ON \_\_\_\_\_

Filed By:

**HOWARD C. FORMAN**  
**AS CLERK OF COURTS**

by: \_\_\_\_\_

If you are a person with a disability who needs accomadations in order to participate in a proceeding, you are entitled, at no cost to you, to a provision of certain assistance. Please contact the ADA coordinator at (954) 831-6364 (voice or TDD) within two working days of your receipt of this notice to arrange assistance.

<b>IN THE COUNTY COURT IN AND FOR BROWARD COUNTY FLORIDA</b>		<b>CLOCK IN</b>
<b>DIVISION:</b> <input type="checkbox"/> CIVIL <input type="checkbox"/> OTHER	<b>STATEMENT OF CLAIM</b>	
<b>PLAINTIFF (S)</b>	<b>vs. DEFENDANT (S)</b>	<b>CASE NUMBER</b>
		<b>SP</b>
		<b>DIV:</b> _____

The Plaintiff sues the Defendant for money owed Plaintiff by Defendant; and which is past due and unpaid; for (As marked (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 upon accounts stated and agreed to between them;
- On a written instrument, copy of which is attached hereto;
- Rent for certain premises in Broward County, Florida, Viz;
- Other (Explain)
- Any additional facts in connection with any of the above:  
(Use additional sheet if necessary)

Where Plaintiff demands judgment in the sum of \$ \_\_\_\_\_ together with court costs which the court may assess. The Plaintiff, says the foregoing is a just and true statement of the amount owing by the Defendant to Plaintiff, exclusive of all set-offs and just grounds of defense.  
 Affiant states that the Defendant(s) is/are not in the military service of the United States.

**SWORN AND SUBSCRIBED BEFORE ME** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

<b>PLAINTIFF OR ATTORNEY</b> _____	<b>HOWARD C. FORMAN,</b> <b>CLERK OF COURTS</b>
<b>ADDRESS OF PLAINTIFF/ATTORNEY</b> _____ _____ _____	by: _____ <b>DEPUTY CLERK</b>
<b>PLAINTIFF/ATTORNEY TELEPHONE</b>  ( _____ ) _____	<b>NOTARY PUBLIC</b>  State of Florida
<b>ATTORNEY BAR NUMBER:</b> _____	<b>MY COMMISSION EXPIRES:</b> _____