

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

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

\_\_\_\_\_  
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: \_\_\_\_\_.

Each defendant is 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 on that defendant, 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 on: \_\_\_\_\_

Kevin C. Karnes, Clerk of the Court

By: \_\_\_\_\_  
As Deputy Clerk

\*Except when suit is brought pursuant to section 768.28, Florida Statutes, if the State of Florida,  
one of its agencies, or one of its officials or employees sued in his or her official capacity is a  
defendant, the time to be inserted as to it is 40 days. When suit is brought pursuant to section  
768.28, Florida Statutes, the time to be inserted is 30 days.