

Service of Eviction Summons/Unlawful Detainer Summons

****Florida Statute Chapter 83****

- Original Document is considered one (1) the following:
 - Document must be signed and recorded with the Clerk of Court
 - Document can be a certified copy with a colored or raised seal by the Court
 - Document must state electronically filed by/with the Court
- Copy of the Original Serve document per person, per service
- The Original document must be accompanied with a Complaint
- Address provided must be a valid and within Hillsborough County jurisdiction
 - This can be checked with the Hillsborough County Property Appraiser
- The \$40.00 (*per person, per service*) fee can be paid by the following:
 - Cash (in person)
 - Money Order
 - Cashier's Check
 - Government Check
 - Attorney Law Firm Check
 - Credit/Debit Card

***** If you have an indigent, insolvency or fee waiver please provide a certified copy or original provided by the Clerks of Court in which the documents were filed*****
- Self addressed, stamped envelop for return of service
- Your contact information
- Attention: For business services, ensure the business type (ie LLC, Corp, Inc etc.), is listed with the full title of the business on the document for service. For more information visit Sunbiz website.

Writ of Possession

****Florida Statute Chapter 83.62****

- Original Document to Serve can be one (1) the following:
 - Document must be signed and/or have a colored or raised seal by the Clerk of Court
 - Document can be a certified copy with a colored or raised seal by the Clerk of Court
 - Document must state electronically filed by/with the Clerk of Court
- Copy of the Original Served document per person per service
- Address provided must be a valid and within Hillsborough County jurisdiction
 - This can be checked with the Hillsborough County Property Appraiser
- Fee amounts are the following:
 - \$90.00 for the first entity
 - \$40.00 for any additional entity
- The fee(s) can be paid by the following:
 - Cash (in person)
 - Money Order
 - Cashier's Check
 - Government Check
 - Attorney Law Firm Check
 - Credit/Debit Card

***** If you have an indigent, insolvency or fee waiver please provide a certified copy or original provided by the Clerks Office in which the documents were filed*****
- Self addressed, stamped envelop for return of service
- Your contact information
- Attention: For business services, ensure the business type (ie LLC, Corp, Inc etc.), is listed with the full title of the business on the document for service. For more information visit Sunbiz website.

After your Writ of Possession has been received by our Office, the Writ of Possession will be assigned to a Deputy who will contact the party listed on the paperwork to schedule the eviction. If there are issues with your Writ of Possession, please contact the Clerk of Court for further information.