

Lora C. Bell
Clerk of Court, Washington County
Post Office Box 647
Chipley, Florida 32428
(850) 638-6285

SMALL CLAIMS

RETAIN COPIES OF ALL FORMS FILED FOR YOUR OWN RECORDS.

DOCUMENTS MUST BE LEGIBLE, TYPE WRITTEN OR LEGIBLY HANDWRITTEN IN BLACK OR BLUE INK.

FILING FEES:

Claims under \$100 or less	\$55.00
Claims \$101 to \$500	\$80.00
Claims \$501 to \$2,500	\$175.00
Claims \$2,501 to \$8,000	\$300.00

Summons issuance fee: \$10.00 per defendant

Copies: 1 Defendant \$6.00
2 Defendants \$12.00
(Additional copies are \$1 per page)

Payable by cash/ check/ cashier's check/ money order/ credit card (MasterCard, Visa, American Express, Discover)

IN ADDITION to the above mentioned filing fee and summons issuance fee, a fee is required to serve each defendant. The Sheriff of Washington County charges \$40 for each defendant served. The Sheriff's office will accept a personal check made payable to WCSO.

*****NOTICE*****

This package is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only.

We do not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedure exactly or accept each and every form drafted. Any person using these instructions and forms does so at his or her own risk.

Please note that Florida law prevents our staff from providing legal advice.

**IN THE COUNTY COURT
WASHINGTON COUNTY, FLORIDA**

SMALL CLAIMS DIVISION

Plaintiff (s)
VS.

Defendant (s)



Case Number _____

STATEMENT OF CLAIM

Plaintiff sues Defendant and alleges: _____

Wherefore Plaintiff requests judgment in the amount of \$ _____, court costs of \$ _____, plus service fee in the amount of \$ _____, for a total of \$ _____.

Telephone

Plaintiff (or agent) Signature

Email Address

STATE OF FLORIDA
COUNTY OF WASHINGTON

Before the undersigned authority this day appeared _____,
who, after being first duly sworn, says the foregoing is a just and true statement of the amount owing by Defendant to Plaintiff, exclusive of all setoffs and just grounds of defense.

In testimony whereof, I have hereunto set my hand and official seal at Chipley, Florida, this _____ day of _____.

Notary Public, Clerk or Deputy Clerk of the County Court

My Commission expires _____

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. Please contact the ADA Coordinator by mail at P.O. Box 1089, Panama City, FL 32402 or by phone at (850) 747-5338 at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before scheduled appearance is less than seven (7) days. If you are hearing impaired, please call 711 or email ADARquest@jud14.flcourts.org.

PARTY INFORMATION SHEET

PLEASE PRINT

CASE NUMBER: _____ DATE OF FILING: _____

PLAINTIFF: _____

DEFENDANT(S): _____

PLAINTIFF'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DEFENDANT #1 NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DEFENDANT #2 NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

**IN THE COUNTY COURT, FOURTEENTH JUDICIAL CIRCUIT,
IN AND FOR WASHINGTON COUNTY, FLORIDA**

Case number: -SC-

Division: SMALL CLAIMS

PLAINTIFF

ADDRESS

PHONE

EMAIL ADDRESS

Vs.

DEFENDANT

ADDRESS

PHONE

EMAIL ADDRESS

ANSWER

The above named Defendant denies the allegations in the Statement of Claim and further says:

[] Please check if additional pages are being attached to this Answer.

DATED this ___ day of _____, 20___

Defendant

CERTIFICATE OF SERVICE

I CERTIFY that a copy hereof has been furnished to _____

Plaintiff

at _____ by mail/hand delivery, this _____

Address

day of _____, _____.

Defendant



**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER # 2025-00-01
(Rescinding AO # 2024-00-01)**

RE: CIVIL CASE MANAGEMENT

WHEREAS, the Florida Supreme Court has issued amended Florida Rule of Civil Procedure 1.200¹, requiring the Chief Judge of each judicial circuit to enter an administrative order addressing certain case management requirements; and

WHEREAS, pursuant to the aforementioned authorities, each civil case must be assigned within 120 days after the action commences to a designated case management track; and

WHEREAS, except for case management orders issued in "Complex"² cases, the Chief Judge sets the forms for case management orders;

NOW, THEREFORE, pursuant to the authority vested in the Chief Judge by article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215(b);

IT IS HEREBY ORDERED:

1. The case management procedures set forth in this Order must be followed in all civil actions unless the action falls within an exception set forth in Rule 1.200(a). Case management orders already in effect prior to January 1, 2025, shall continue to govern pending actions. Any extensions or modifications of deadlines specified in case management orders in effect prior to January 1, 2025, shall be governed by amended Rule 1.200.
2. Not later than 120 days after an action commences as provided in Rule 1.050, the court shall assign each civil case as being on a "General" or "Streamlined" track. Such an initial case track

¹ Rewritten rule 1.200 becomes effective January 1, 2025.

² "Complex" cases are actions designated by court order as complex under rule 1.201.

designation shall be determined on the nature of the cause of action and as specified in the presumptive track assignments established below. The case management order for a "Streamlined" or "General" civil case must be in the form provided in the attachments to this Order, consistent with the requirements of Rule 1.200³.

Presumptive Track Assignments	
Track	Case Type
<p><i>Streamlined Track:</i> causes of actions that reflect some mutual knowledge about the underlying facts, have limited needs for discovery, well-established legal issues related to liability and damages, few anticipated dispositive pretrial motions, minimal documentary evidence, and an anticipated trial length of no more than three (3) days.</p>	<p>Replevin Declaratory Judgment Equitable Relief Foreclosure Injunctive Relief Petition for Adverse Preliminary Hearing Civil Forfeiture</p>
<p><i>General Track:</i> actions that do not meet the criteria for "streamlined" or "complex" cases.</p>	<p>Personal Injury Protection Insurance Claim Contract & Indebtedness Auto Negligence Other Negligence Other Civil Complaint</p>

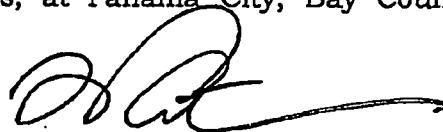
3. Upon commencement of every civil action, Plaintiff must serve the appropriate standing civil case management order⁴, along with the initial process and initial pleadings, on all named Defendants. Should an initial pleading seek relief as set forth in *both* the "Streamlined" and "General" track, said matter shall be initially designated by Plaintiff as being on the "General" track for purposes of serving the standing civil case management order.

³ Rule 1.200 does not require the Chief Judge to set the form for case management orders in complex cases.

⁴ The Streamlined Track Standing Civil Case Management Order, attached hereto as Exhibit A, shall be served for cases designated within said category in the chart above. The General Track Standing Civil Case Management Order, attached hereto as Exhibit B shall be served for cases designated in said category in the chart above.

4. Pursuant to Rule 1.200, the case management order must specify, at a minimum, the following deadlines: service of complaints; service under extensions; adding new parties; completion of fact discovery; completion of expert discovery; filing and service of motions for summary judgment; filing and resolution of all objections to pleadings; filing and resolution of all pretrial motions; and completion of alternative dispute resolution.
5. Any request to change the track initially assigned to a case shall be governed by Rule 1.200(c). Any request to change or modify the deadlines contained in a case management order shall be governed by Rule 1.200(e).
6. Should any party desire for a case to be designated as "Complex", the party shall file a motion requesting such designation promptly after the appearance of good cause to support the motion. Any motion seeking such relief shall be governed according to the requirements of Rule 1.201. Nothing in this Administrative order prevents the presiding judge from designating the action as complex on the Court's own motion.
7. Attorneys shall comply with Florida Rule of General Practice and Judicial Administration 2.545(a), which requires lawyers to conclude litigation as soon as it is reasonably and justly possible to do so.
8. The procedures set forth herein do not supplant any existing rule, statute, or law, nor should they be construed as granting any rights not already provided for by rule, statute, or law. To the extent that any timeframe or other provision of this Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.
9. This Order is effective January 1, 2025.

DONE AND ORDERED in Chambers, at Panama City, Bay County, Florida, this 3rd day of February, 2025.



CHRISTOPHER N. PATTERSON
CHIEF JUDGE

Copies to:
All Judges, Fourteenth Judicial Circuit
All Clerks, Fourteenth Judicial Circuit
Robyn Gable, Trial Court Administrator
Bay County Bar Association
www.jud14.flcourts.org