

IN THE COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT,  
IN AND FOR DUVAL COUNTY, FLORIDA

\_\_\_\_\_,  
Plaintiff,

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

v.

Division: \_\_\_\_\_

\_\_\_\_\_,  
Defendant.

THE STATE OF FLORIDA:

To Each Sheriff of the State:

YOU ARE COMMANDED to serve this summons and copy of the complaint or petition in this  
action on defendant(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [name(s) and address(es)].

Each defendant is required to serve written defense to the complaint or petition on plaintiff's  
attorney whose name and address is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ [name(s) and address(es)]

within 20 days “ **Except when suit is brought pursuant to s. 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 respond shall be 40 days. When suit is brought  
pursuant to. 768.28, Florida Statutes, the time to respond shall be 30 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 Clerk 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 \_\_\_\_\_

RONNIE FUSSELL  
As Clerk of the Court

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