

LAURA E. ROTH
Clerk of the Court, Volusia County, FL

REQUIREMENTS FOR FILING EVICTION – POSSESSION ONLY

ONE TENANT

1. File with the Clerk of Court:
 - Original signed Complaint and two (2) copies for one tenant.
 - Three (3) copies of the Notice given informing the tenant of an impending eviction suit.
 - Three (3) copies of written lease agreement, not applicable for oral agreements.
 - Three (3) copies of anything else you wish to file or attach.
2. Provide three (3) envelopes of adequate size and postage with proper addresses:
 - One addressed to the tenant.
****Plaintiff'(s)/Landlord(s) may pay a \$5.00 per defendant/tenant mail service fee for the Clerk to mail copies of Summons and Complaint, etc. to the defendants/tenants.**
 - One addressed to the plaintiff who wished to have copies of documents filed or that we prepare returned to them.
 - One addressed to the plaintiff for the Sheriff to use to return proof that the summons is served.
3. Make payment for the filing fee and summons issuance fee to the “Clerk of the Court”
 - See current fee schedule to establish costs.
4. Separate check for “Volusia County Sheriff’s Office” (VCSO) for service of process.
 - See current fee schedule to establish costs.

TWO TENANTS

1. File with the Clerk of Court:
 - Original signed Complaint and four (4) copies.

****Plaintiff'(s)/Landlord(s) may pay a \$5.00 per defendant/tenant mail service fee for the Clerk to mail copies of Summons and Complaint, etc. to the defendants/tenants.**

- Five (5) copies of the Notice given informing the tenant of an impending eviction suit.
 - Five (5) copies of the written lease agreement, not applicable for oral agreements.
 - Five (5) copies of anything else that you wish to file or attach to your Complaint.
2. Provide four (4) legal size envelopes with adequate postage and proper addresses:
 - One addressed to each tenant.
 - One addressed to the Plaintiff for the Clerk to mail copies of the documents that they prepare.
 - One addressed to the Plaintiff for the Sheriff to return “proof of service” of the Summons.
 3. Make payment of filing fee and summons issuance fee to the “Clerk of Court.”
 - See current schedule of fees
 4. Separate check payable to “Volusia County Sheriff” (VCSO) for service of process.
 - See current fee schedule to establish costs.

REQUIREMENTS FOR FILING EVICTION POSSESSION AND DAMAGES – COUNT I AND II

When filing a two (2) count Complaint (for possession and damages), an additional copy of the Complaint, Notice and exhibits is required for **each** defendant.

1. Make payment for filing fee and Summons issuance fee to the “Clerk of the Court”.
 - Five (5) day Summons issued for possession of property.
 - Twenty (20) day Summons issued for Count II for damages.
 - See current fee schedule to establish costs.
2. Separate check payable to “Volusia County Sheriff” (VCSO) for service of process.
 - See current fee schedule to establish costs.

Note: When evicting more than two (2) tenants, additional copies of the Complaint, Notice and lease agreement with envelopes are required for each additional defendant, along with added services fee for the Sheriff.