

IN THE CIRCUIT COURT FOR  
DUVAL COUNTY, FLORIDA

\_\_\_\_\_  
\_\_\_\_\_,  
Plaintiff(s),

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

v.

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

\_\_\_\_\_  
\_\_\_\_\_,  
Defendant(s).

**SUMMONS**

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 \_\_\_\_\_  
\_\_\_\_\_ [Insert defendant's name and address].

Each defendant is required to serve written defense to the complaint or petition on \_\_\_\_\_, plaintiff/plaintiff's attorney, whose name and address is \_\_\_\_\_ within 20 days<sup>1</sup> after service of the 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/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 \_\_\_\_\_

JODY PHILLIPS  
As Clerk of the Court  
By: \_\_\_\_\_  
As Deputy Clerk

<sup>1</sup> 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 be inserted as to it is 40 days. When suit is brought pursuant to 768.28, Florida Statutes, the time to be inserted is 30 days.