



## Don Barbee Jr.

Clerk of Circuit Court & Comptroller,  
Hernando County FL

20 N. Main St. Brooksville FL, 34601 - (352) 540-6377

### TENANT EVICTION FILING INFORMATION

---

#### FILING AND SERVICE FEES:

---

- **\$185.00 Filing Fee**
  - Payable by credit card, debit card, cash, money order or cashier's check. Credit card and debit card transactions shall incur an additional 3.5% service charge. Personal checks are accepted for clerk (only with government photo identification) made payable to Clerk of Court.
- **\$17.00 Summons fee *PER TENANT* to prepare, sign, and seal each summons**
  - Payable by credit card, debit card, cash, money order or cashier's check. Credit card and debit card transactions shall incur an additional 3.5% service charge. Personal checks are accepted for clerk (only with government photo identification) made payable to Clerk of Court.
- **\$40.00 Sheriff's Fee for service *PER ADULT* (over the age of 18)**
  - *If the summons is delivered to the Sheriff's office personally by the Plaintiff*, the Sheriff's office will only accept money order, cashier's check, business check, or the exact fee in cash (no change provided).
  - *If the summons is to be forwarded by the Clerks to the Sheriff's office*, you may pay by money order or cashier check made payable to Sheriff. ***No cash or personal checks accepted.*** This will be attached to the tenant eviction summons when issued and forwarded to the sheriff for service.

---

#### POST JUDGMENT FEES:

*If a judgment is rendered for possession of the premises:*

---

- **\$7 to prepare the Writ of Possession**
  - Payable to the Clerk of Court - Payable by credit card, debit card, cash, money order or cashier's check. Credit card and debit card transactions shall incur an additional 3.5% service charge. Personal checks are accepted for clerk (only with government photo identification) made payable to Clerk of Court.
- **\$90 for the Sheriff to serve the Writ of Possession**
  - The Plaintiff takes the Writ directly to the Sheriff's office and pays the fees there. The Sheriff's office will only accept money order, cashier's check, business check or the exact fee in cash (no change provided).

---

**PLEASE HAVE THE FOLLOWING READY BEFORE FILING YOUR TENANT  
EVICTION:**

---

1. Written (legal) notice must be given prior to filing an eviction. The **original** of the written notice and **two** copies for **each tenant** named, must be provided to the Clerk at the time of filing.
2. One original complaint for eviction and **two** copies for each tenant named.
3. If a lease exists, a copy of the lease is needed for the file and **two** copies for **each** tenant named in the action. This is extremely important as the case can be dismissed for failure to provide the court and the tenant(s) with said copies.
4. One **legal size tenant-addressed stamped envelope** for **each tenant** named, with no return.
5. The filing and service fees as specified on the first page (not the post judgment fees at this time).

When filling out papers for the complaint for eviction, **all questions must be answered**, every blank filled in. The actual complaint may be filled out by the manager of the property, **but the signature must be of the owner(s) and it must be notarized**. Motions for default are available on our website [hernandoclerk.com](http://hernandoclerk.com). Owner(s) must sign the appropriate default, but it does not have to be notarized.

---

**COMPLETING EVICTION NOTICES**

---

1. Complete only the top portion of the notice
2. Make a copy, but keep the original for filing of your complaint
3. Serve the **COPY** to the tenant by handing it to them personally or posting it to the front door.
4. **DO NOT MAIL NOTICES** – with the exception of the 7 Day Notices which may be mailed in **ADDITION** to another option for service.
5. Prior to filing your case with the court, complete the SERVICE information (or bottom portion) of the **ORIGINAL** notice. **Note: The original notice must accompany the eviction paperwork when you file your case or we cannot accept your case.**

Please note, the eviction process can only be used when in fact there was an actual agreement for some type of rent to be paid. This agreement can be in writing, such as a lease, or rental agreement, or it could be an oral agreement. Usually such agreements are for money but can be in lieu of work performed.

If no agreement has been made, either written or oral, you will need to seek the help of an attorney as the simple eviction paperwork the Clerk's office can provide does not address any other issues.