

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR CITRUS COUNTY, FLORIDA

ADMINISTRATIVE ORDER NUMBER C-2021-06

ORDER PERTAINING TO RESIDENTIAL EVICTIONS

WHEREAS, it is necessary to standardize the procedures that are required for residential evictions to be followed in the County Court in and for Citrus County, Florida; and

WHEREAS, the Florida Supreme Court authorizes that property managers may (on behalf of landlords) complete, sign and file complaints for eviction and motions for default, and obtain final judgments and writs of possession in *uncontested* residential evictions;

THEREFORE, it is

ORDERED and **ADJUDGED** that the following directives shall be followed by landlords, property managers, corporations, tenants, plaintiffs, and defendants in residential evictions.

1. Procedures and requirements for all residential eviction actions.

a. All complaints for eviction shall be filed with the following items attached:

- (1) eviction notice as required in Chapter 83, Florida Statutes, and proof of service,
- (2) lease, if in writing,
- (3) landlord's authorization for property manager to act on behalf of landlord, if applicable.

b. It is the plaintiff's responsibility to prosecute the case in compliance with Chapter 83, Florida Statutes, and with due diligence and within a reasonable amount of time. Action may be taken by the Court upon the filing of proper pleadings, motions, service documents and mailings; including certificates of mailing by the clerk, when required, if service on a defendant was made by *attaching* or *posting* to the premises. See Chapter 83, Florida Statutes.

(1) The case may be brought before the judge for disposition or hearing (i) after the expiration of time in which a defendant has to answer/respond; (ii) upon payment of the amount alleged being made to the Court Registry; (iii) upon a defendant contesting the amount due and filing a motion; (iv) upon the filing of an answer or other motion.

(2) A final judgment may be issued upon compliance with Chapter 83, Florida Statutes, and upon receipt of the proper pleadings and documents filed by Plaintiff.

2. Requirements for complaints filed by property managers.

a. A *property manager*, as defined herein, is a natural person or corporation acting as an agent on behalf of a landlord for the rental and management of residential property with responsibilities of day-to-day management of residential property as evidenced by, but not limited to, the renting of units, maintenance of rental property and collection of rent.

b. A complaint for eviction shall be filed with the landlord's name listed as the plaintiff in the caption at the top of the pleading.

c. The property manager shall sign the complaint, print their name, and include an indication such as "property manager on behalf of the plaintiff/landlord."

d. A corporation acting as a property manager may be represented by an officer of the corporation or employee authorized by an officer of the corporation *only while the eviction case remains uncontested*.

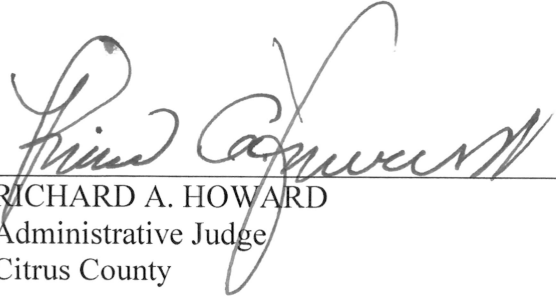
e. A document signed by the landlord authorizing a property manager to act on behalf of the landlord must be attached to the complaint.

f. When a case becomes *contested* (i.e., when a hearing is required), an individual Plaintiff (Landlord/Owner) must then represent themselves or retain an attorney, and a corporate Plaintiff (Landlord/Owner) must then be represented by an attorney.

3. The Clerk is hereby directed to provide a copy of this Administrative Order to each Plaintiff/Landlord or Property Manager upon filing a complaint for residential eviction and to each Defendant or Tenant filing an answer or depositing funds in the Court Registry.

4. This Administrative Order supersedes and replaces Administrative Order Number C96-38.

DONE and ORDERED in Chambers at Inverness, Citrus County, Florida this 2nd day of February, 2021.



RICHARD A. HOWARD
Administrative Judge
Citrus County