

- IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.  
 IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

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| <b>DIVISION</b><br><input type="checkbox"/> CIVIL<br><input type="checkbox"/> DISTRICTS<br><input type="checkbox"/> OTHER | <b>NOTICE OF COMMENCEMENT OF ACTION</b><br>(c) Forms for Services by Mail.<br>(1) Notice of Lawsuit and Request for Waiver of Service of Process. | <b>CASE NUMBER</b> |
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| <b>PLAINTIFF(S)</b> | <b>VS. DEFENDANT(S)</b> | <b>CLOCK IN</b> |
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**TO:**

A lawsuit has been commenced against you (or the entity on whose behalf you are addressed). A copy of the complaint is attached to this notice. The complaint has been filed in the  Circuit or  County for the \_\_\_\_\_ and has been assigned case no: \_\_\_\_\_.

This is not a formal summons or notification from the court, but is rather my request that you sign the enclosed waiver of service of process form in order to save the cost of serving you with a judicial summons and an additional copy of the complaint. The cost of service will be avoided if I received a signed copy of the waiver within 20 days, (30 days if you do not reside in the United States), after the date you receive this notice and request for waiver. I have enclosed a stamped self-addressed envelope for your use. An extra copy of the notice and request, including the waiver, is also attached for your records.

If you comply with this request and return the signed waiver, it will be filed with the court and no summons will be served on you. The lawsuit will then be processed as if you had been served on the date the waiver is filed, except that you will not be obligated to respond to the complaint until 60 days after the date on which you received the notice and request for waiver.

If I do not receive the signed waiver within 20 days from the date you received the notice and the waiver of service of process form, formal service of process may be initiated in a manner authorized by the Florida Rules of Civil Procedure. You, (or the party on whose behalf you are addressed), will be required to pay the full cost of such service unless good cause is shown for the failure to return the waiver of service.

I hereby certify that this notice of lawsuit and request for waiver of service of process has been sent to you on behalf of the plaintiff on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 Plaintiff's Attorney or Unrepresented Plaintiff

**AMERICANS WITH DISABILITIES ACT OF 1990  
 ADA NOTICE**

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Aliean Simpkins, the Eleventh Judicial Circuit Court’s ADA Coordinator, Lawson E. Thomas Courthouse Center, 175 NW 1<sup>st</sup> Ave., Suite 2400, Miami, FL 33128, Telephone (305) 349-7175; TDD (305) 349-7174; Email [ADA@jud11.flcourts.org](mailto:ADA@jud11.flcourts.org); Fax (305) 349-7355 at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.”**