



## CLERK OF THE CIRCUIT & COUNTY COURT

Alachua County Courthouse – Family & Civil Justice Center  
201 E University Ave • Gainesville, FL 32601  
Telephone 352.374.3636 • Fax 352.338.3201  
J.K. “Jess” Irby, Esq. - Clerk

### NOTICE-PLAINTIFF MUST HAVE COURT PAPERS SERVED ON DEFENDANT(S)

Your small claims case is scheduled for a pre-trial conference. In order for the defendant to know about the court case, the defendant has to be served. You may elect to have the defendant served by sheriff's service or to have the clerk send service by certified mail.

\*\*\*\*\***It is your responsibility to make sure this happens**\*\*\*\*\*

**To print out** the Notice to Appear for Pretrial (summons) and/or your Statement of Claim and attachments:

Access your case on the Clerk's website, [www.alachuaclerk.org](http://www.alachuaclerk.org), select Court Records in the top list, in the Quick Links on the right select Begin your Court Records Search, Enter the captcha, click on the Search button (enter does not work), select General Index Search, and enter the case number using this format, without the "01" as that is already hard-coded in:

Case Number 01-2020-CA-12345-A

**To have the defendant(s) served by the sheriff:**

- Deliver or mail to the sheriff the following:
  - Your payment of \$40.00 per defendant to the Sheriff payable to the Sheriff of the County in which it is to be served
  - 2 Copies of the Statement of Claim with all attachments stapled
  - 2 Copies of the Summons(es). Staple 1 summons to each copy of the Statement of Claim.
- If the defendant does not live in Alachua County, you will need to mail your copies to the appropriate Sheriff.
- When the defendant has been served, the Sheriff will return the extra copy to the Clerk's office with a return of service.
- The clerk does not process payments to the Sheriff's Office.

**To have the defendant(s) served by certified mail:**

THE CERTIFIED MAIL MUST BE SENT BY THE CLERK NOT BY THE PLAINTIFF

- Pay the certified mail fee for each defendant to the Clerk
- Print out and provide 1 copy of the Statement of Claim with all attachments to the Clerk
- Print out and provide 1 copy of the Summons(es) per defendant to Clerk
- See above instructions for printing the documents for service

**COST OF COPIES.** If you want the Clerk office to make copies of the documents needed for service from the file, you will need to pay \$1 per page for this service. Otherwise, you can print these documents from the case online as shown above.

When the mail has been delivered, the Post Office will send the Green Card to the Clerk showing Claimed or Unclaimed.

NOTE: you cannot use Certified Mail for service outside the State of Florida and cannot use Certified Mail for service on a defendant at the defendant's Place of Employment.