

## SUMMONS

1. Complete the Summons. [Florida Supreme Court Form 12.910(b) and 12.910(a)]
2. Deliver the completed paperwork and one set of copies to the Clerk of Court.
3. There is a \$10.00 per summons processing fee payable to the Clerk of Courts. Payment may be made in the form of cash, check, cashier's check, money order, debit card, American Express, Discover, MasterCard or Visa.

**NORTH BREVARD SERVICE COMPLEX**  
400 South Street, 2<sup>nd</sup> Floor  
Titusville, Florida

**MELBOURNE COURTHOUSE**  
51 S. Nieman Avenue  
Melbourne, Florida

**MOORE JUSTICE CENTER**  
**Viera Complex**  
2825 Judge Fran Jamieson Way  
Viera, Florida

**MERRITT ISLAND OFFICE**  
2575 North Courtenay Parkway  
Room 129  
Merritt Island, FL

**PALM BAY OFFICE**  
450 Cogan Drive S. E.  
Palm Bay, FL

The Sheriff charges for serving a Summons. Therefore, you must also bring the Clerk a cashier's check or money order, made out to the Sheriff to cover the cost of serving the papers. Personal checks are not accepted. After the Sheriff serves your spouse/former spouse the Sheriff will return the served summons to the Clerk. It is your responsibility to make sure the proof of service has been returned to the Clerk and placed in your file.

4. If your spouse/former spouse/other party resides outside of Brevard County you will need to contact the Sheriff where the party resides to find out the Sheriff's address as well as how much that Sheriff charges to serve a summons. Then you bring the summons, a certified check or money order for that amount **and** the papers to be served, to the Clerk of Court. The Clerk will then file and seal the summons. Also bring:

- a) a stamped envelope addressed to the Sheriff in the other county/state.
- b) a stamped envelope addressed to the Clerk of Court, P.O. Box 219, Titusville, FL 32781-0219 so the Sheriff can return proof of service to the Clerk.

The local Clerk will mail the service documents to the appropriate Sheriff if you specifically ask them to do this and have both envelopes and the money order.

5. You will need to call the Clerk at (321) 637-5413, periodically, to check to see if the Sheriff was able or unable to serve your spouse/former spouse/other party. (Wait about 2 weeks before you make your first call.) You are responsible for providing his/her address as well as new addresses if he/she is not found. You also call this number to see if an Answer has been filed.

6. A Judge **will not** hear your case unless your former spouse has been served with a Summons and there is proof of service in your file.

7. When the other party answers **or** if you have called the Clerk and they confirm that a response has not been filed by the other party in the past 20 days, call 321-633-7780, extension 59410, provide your case number, indicate whether the other party has answered or not and ask what to do next.