

**IN THE COUNTY COURT, EIGHTEENTH JUDICIAL CIRCUIT,
BREVARD COUNTY, FLORIDA**

DIVISION: _____ **CASE NUMBER: 05 -** _____ **- SC -** _____ **-** _____

PLAINTIFF

DEFENDANT

Service Information

To Whom:

Date:

Time:

Served by:

**SMALL CLAIMS/SUMMONS NOTICE TO APPEAR
FOR A PRETRIAL CONFERENCE**

PRETRIAL INFORMATION

DATE:

TIME:

LOCATION:

JUDGE:

STATE OF FLORIDA:

NOTICE TO PLAINTIFFS AND DEFENDANTS:

YOU ARE HEREBY NOTIFIED that you are required to appear in person or by attorney at the time and location indicated above for Small Claims Pretrial Conference before a judge of this Court.

The parties and counsel may appear for Small Claims Pretrial Conference either:

- a. In person, provided they comply with the applicable public health requirements; or,
- b. By video conference as arranged in advance by email with the Judicial Assistant to the presiding Judge.

WITNESS my hand and Official Seal on the _____ day of _____, 20____, in _____, Brevard County, Florida.

Deputy Clerk:
Brevard County Clerk of Courts

NOTICE TO PERSONS WITH A DISABILITY

REQUEST FOR ACCOMMODATIONS BY PERSONS WITH

DISABILITIES: 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 the ADA Coordinator at Brevard Court Administration at The Moore Justice Center, 2825 Judge Jamieson Way, 3rd Floor, Viera, FL 32940-8006, (321) 633-2171, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

CLERK OF COURTS OFFICE LOCATIONS

TITUSVILLE CLERK'S OFFICE

CLERK OF COURTS
400 SOUTH STREET
TITUSVILLE, FL 32780
TELEPHONE: (321)637-5413
FAX: (321)264-5269

MERRITT ISLAND CLERK'S OFFICE

CLERK OF COURTS
2575 N. COURTENAY PARKWAY
ROOM 129
MERRITT ISLAND, FL 32953
TELEPHONE: (321)637-5413
FAX: 637-6525

MELBOURNE CLERK'S OFFICE

CLERK OF COURTS
51 S. NEIMAN AVENUE
MELBOURNE, FL 32901
TELEPHONE: (321)952-4604
FAX: (321)952-4602

PALM BAY CLERK'S OFFICE

CLERK OF COURTS
450 COGAN DR. S.E.
PALM BAY, FL 32909
TELEPHONE: (321)637-5413
FAX: (321)637-6526

VIERA CLERK'S OFFICE

CLERK OF COURTS
HARRY T. & HARRIETTE V.
MOORE JUSTICE CENTER
2825 JUDGE FRAN JAMIESON WAY
MELBOURNE, FL 32940
TELEPHONE: (321)637-5413
FAX: (321)617-7311

IMPORTANT – READ CAREFULLY

ONLINE DISPUTE RESOLUTION

Parties in debt collection cases must participate in ONLINE DISPUTE RESOLUTION by doing the following:

1. Within 10 days of service of the summons, complete a Non-Attorney Designation of Email Address form and file it with the Clerk of Court. The form is attached to this summons and may be found at <http://www.brevardclerk.us/index.cfm/small-claims-forms> and may be filed using the application at <https://www.myflcourtaccess.com>.
2. You will then receive notice of hearings by email and be able to participate in Online Dispute Resolution (ODR).
3. You will receive an email from no-reply@flcourts18sc.modria.com with the link to begin negotiations in ODR before the Pretrial Conference. Either party can send a message or make an offer. You may request the assistance of a mediator during ODR after the first offer has been made. **There is no charge to either party.**
4. Parties and attorneys may participate in ODR using their smartphone, computer, or tablet at any time prior to the Pretrial Conference, including evenings and weekends.
5. After making good faith efforts, **either party may discontinue the process at any time, for any reason, with written notice to the other party.**

For an explanation of ODR and a (90 second) video go to <http://www.brevardclerk.us/small-claims>. Questions and other communication concerning ODR should be directed to: BrevardODR@flcourts18.org.

- This process does not apply to PIP actions or lawsuits involving an insurance carrier,

If the parties reach an agreement using ODR and the agreement is filed with the Clerk of Court, the parties will not have to appear in court on the Pretrial Conference date.

If you have not reached a settlement agreement before the Pretrial Conference date, you are required to attend the Pretrial Conference as indicated on the summons. Failure to attend the proceedings, when required, may result in the entry of a default judgment against you.

PRETRIAL CONFERENCE

1. If your case has not been settled, you must appear in person or by counsel at the Pretrial Conference. Your filing a motion or an answer does not excuse your appearance.
2. The Pretrial Conference is a scheduling proceeding, not a trial so do not bring witnesses.
3. At the Pretrial Conference, your case may be scheduled for trial, hearing or continued for you to participate in Mediation, Online Dispute Resolution or for other reasons.
4. If you claim you were sued in the wrong location - the issue of venue – you may raise that at the Pretrial Conference. Additional information about the right to venue may be found at <http://brevardclerk.us/small-claims-faqs>.
5. Unless the Court grants additional time, you are required to file any counterclaim at or before the Pretrial Conference.

**IN THE COURT FOR THE EIGHTEENTH JUDICIAL
CIRCUIT IN AND FOR BREVARD COUNTY, FLORIDA**

CASE NO.: 05- - SC - - -

_____,
Petitioner/Plaintiff,

vs

_____,
Respondent/Defendant,

NON-ATTORNEY DESIGNATION OF EMAIL ADDRESS

Pursuant to Florida Rules of Judicial Administration 2.516, I, _____,
_____, designate the below email address(es) for electronic service of all
documents related to this case.

Primary email address: _____

Secondary email address: _____

Secondary email address: _____

I certify that a copy of the foregoing has been furnished, if applicable, to the following at the
address listed:

By () US Mail () Email () Hand delivery

Dated this _____ day of _____, 20____.

Signature

Address

Printed Name

City/State/Zip Code

Telephone Number (please provide
telephone number if court notifications may
be provided by text)