Florida Small Claims Claim Worksheet (2026)

Your amount, proof, witnesses, service and trial notes in one place

Fill this in before you file, then bring it to your pretrial conference and trial. Guide: clearlegaltips.com/florida-small-claims-court/

Part 1: Your claim

Defendant's name: _____

Defendant's address: _____

County I am filing in: _____

Amount I am demanding ($): _____

The rules cover demands of $8,000 or less, not counting costs, interest and attorneys' fees (Rule 7.010(b)).

[ ] I attached a copy of any written document the claim is based on (Rule 7.050(a)(1)).

Why the defendant owes it: _____

Date the problem happened: _____

Date I asked for payment in writing: _____

Part 2: Damages math

A repair estimate or an invoice is stronger than your own guess.

Item	Amount ($)	Proof (exhibit number)

Total demanded ($): _____

Filing fee paid ($): _____

Service cost paid ($): _____

Part 3: Exhibit list

Exhibit	What it is (contract, invoice, receipt, photo, email)	What it proves
1		
2		
3		
4		

Part 4: Witnesses

Witness name: _____

Witness name: _____

[ ] A witness who testifies by communication technology is treated as a live witness, with no relaxed evidence rules (Rule 7.140(f)).

Part 5: Deadline tracker

Date I filed: _____

120 days after filing is: _____

Rule 7.070(b): the court must direct service within a specified time or dismiss without prejudice or drop that party. A request before the 120 days end brings an additional 120 days.

Server and date served: _____

Pretrial conference (within 50 days): _____

Counterclaim due (5 days before): _____

A defendant's counterclaim from the same transaction is due not less than 5 days before the pretrial conference, or it is abandoned (Rule 7.100(a)).

Trial date on the court notice: _____

Part 6: Trial notes

My one-sentence opening: _____

Who owes me, how much and why.

The three points I must make: _____

What I am asking the judge to order: _____

Part 7: After judgment

Date the judgment was filed: _____

New trial motion deadline (15 days): _____

Notice of appeal deadline (30 days): _____

Costs and fees motion due (30 days): _____

Form 7.343 due date from the order: _____

Property I can reach (not exempt): _____

Judgment lien recorded (date): _____

INSTRUCTIONS FOR USE

Checked in November 2026 against Florida Small Claims Rules 7.010, 7.050, 7.070, 7.090, 7.100, 7.140, 7.175, 7.180 and 7.221, Fla. R. App. P. 9.020 and 9.110, and Fla. Stat. 55.10. General information, not legal advice. Ask your county clerk about fees and local practice, and consult a licensed Florida attorney for advice. Guide: clearlegaltips.com/florida-small-claims-court/