Florida Small Claims Filing Checklist (2026)

From the demand letter to collecting the judgment

Work through these steps in order. Rule means the Florida Small Claims Rules. Guide: clearlegaltips.com/florida-small-claims-court/

1. CHECK THE LIMIT (RULE 7.010(b))

[ ] My demand is for money or property worth $8,000 or less, not counting costs, interest and attorneys' fees.

Amount I am demanding ($): _____

2. ASK FOR PAYMENT IN WRITING

Date I sent my written demand: _____

3. PICK WHERE TO FILE (RULE 7.060)

Defendant's name: _____

Defendant's address: _____

County I am filing in: _____

[ ] This is a place Rule 7.060(a) lists, for example where the contract was entered into, where the event occurred or where a defendant resides.

4. STATEMENT OF CLAIM AND FILING FEE (RULE 7.050)

[ ] My statement of claim is concise and states the basis and the amount of the claim (Rule 7.050(a)(1)).

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

[ ] I signed it and stated my address and telephone number (Rule 7.050(a)(2)).

Miami-Dade Clerk filing fee	Amount
Claim under $100	$55
$100.01 to $500	$80
$500.01 to $2,500	$175
$2,500.01 to $8,000	$300

The Pasco and Monroe clerks list the same four amounts. Service is a separate cost. Ask your clerk.

5. SERVE THE DEFENDANT (RULES 7.060(b), 7.070)

[ ] A copy of the statement of claim is served with the summons/notice to appear (Rule 7.060(b)).

Who will serve the defendant: _____

Date, time and place served: _____

120 days after filing is: _____

Rule 7.070(b), as amended effective July 1, 2026: without service within 120 days the court must direct service within a specified time or dismiss without prejudice or drop that party. A request before day 120 brings an additional 120 days.

6. PRETRIAL CONFERENCE (RULE 7.090)

Pretrial conference date and time: _____

The clerk sets it not more than 50 days after filing. Plaintiff and defendant must appear personally or by counsel, in person or through communication technology.

[ ] Whoever attends mediation for me has full authority to settle without further consultation (Rule 7.090(f)).

[ ] If I want a jury, I made a written demand when I filed (Rule 7.150(a)). A defendant may demand one within 10 days after service or at the pretrial conference.

7. TRIAL

Trial date on the court notice: _____

The court sets trial not more than 60 days after the pretrial conference, with at least 10 days' notice (Rule 7.090(d)).

8. AFTER JUDGMENT

Date the judgment was filed: _____

New trial motion deadline (15 days): _____

A motion for new trial is due not later than 15 days after the date of filing of the judgment in a nonjury action (Rule 7.180(a)).

Notice of appeal deadline (30 days): _____

A notice of appeal goes to the clerk of the lower tribunal within 30 days of rendition (Fla. R. App. P. 9.110(b)); Rule 9.020(h) says when an order is rendered.

Costs and fees motion due (30 days): _____

Serve a motion for costs or attorneys' fees no later than 30 days after the filing of the judgment (Rule 7.175).

9. COLLECTING

[ ] Before paying for a writ, I checked what the debtor owns and what is exempt (wages of a head of family at $750 a week or less, Fla. Stat. 222.11; homestead, Fla. Const. art. X, s. 4).

[ ] To put a lien on real property in a county, I will record a certified copy of the judgment there with my address (Fla. Stat. 55.10).

[ ] I asked for the Enforcement Paragraph of Form 7.340 in the final judgment and for Form 7.343, the Fact Information Sheet (Rule 7.221(a)).

[ ] If I am a natural person who had no attorney before judgment, I may ask for a hearing in aid of execution 45 or more days after judgment (Rule 7.221(b)).

INSTRUCTIONS FOR USE

Checked in November 2026 against the Florida Small Claims Rules and Appellate Rules (Florida Bar compilations), Fla. Stat. 55.10 and 222.11 and the Miami-Dade, Pasco and Monroe clerk pages. General information, not legal advice. Ask your county clerk about fees and local practice, and consult a licensed Florida attorney. Guide: clearlegaltips.com/florida-small-claims-court/