



**INSTRUCTIONS FOR ATTORNEYS
COMPLETING THE CIVIL COVER SHEET (FL)**

Form 1.997
(8/18/2020)

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INSTRUCTIONS FOR COMPLETING THE CIVIL COVER SHEET

STATE: Florida

FORM: 1.997



INTRO

Plaintiff must file this cover sheet with the first document filed in the action or proceeding (except small claims cases, probate, or family cases). Domestic and juvenile cases should be accompanied by a completed Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases. Failure to file a civil cover sheet in any civil case other than those excepted above may result in sanctions.

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I | CASE STYLE

Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of plaintiff(s) and defendant(s).

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II | AMOUNT OF CLAIM

Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not considered dispositive of the claim.

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III | CASE TYPE

Place an "X" on the appropriate line. If the cause fits more than one type of case, select the most definitive. If the most definitive label is a subcategory (indented under a broader category label), place an "X" on the category and subcategory lines. Definitions of the cases are provided below in the order they appear on the form.

Circuit Civil

(A) Condominium

all civil lawsuits pursuant to Chapter 718, Florida Statutes, in which a condominium association is a party.

(B) Contracts and Indebtedness

all contract actions relating to promissory notes and other debts, including those arising from the sale of goods, but excluding contract disputes involving condominium associations.

(C) Eminent Domain

all matters relating to the taking of private property for public use, including inverse condemnation by state agencies, political subdivisions, or public service corporations.

(D) Auto Negligence

all matters arising out of a party's allegedly negligent operation of a motor vehicle.

(E) Negligence – Other

all actions sounding in negligence, including statutory claims for relief on account of death or injury, that are not included in other main categories.

(F) Business Governance

all matters relating to the management, administration, or control of a company.



(G) Business Torts

all matters relating to liability for economic loss allegedly caused by interference with economic or business relationships.

(H) Environmental/Toxic Tort

all matters relating to claims that violations of environmental regulatory provisions or exposure to a chemical caused injury or disease.

(I) Third Party Indemnification

all matters relating to liability transferred to a third party in a financial relationship.

(J) Construction Defect

all civil lawsuits in which damage or injury was allegedly caused by defects in the construction of a structure.

(K) Mass Tort

all matters relating to a civil action involving numerous plaintiffs against one or more defendants.

(L) Negligent Security

all matters involving injury to a person or property allegedly resulting from insufficient security.

(M) Nursing Home Negligence

all matters involving injury to a nursing home resident resulting from negligence of nursing home staff or facilities.

(N) Premises Liability – Commercial

all matters involving injury to a person or property allegedly resulting from a defect on the premises of a commercial property.

(O) Premises Liability – Residential

all matters involving injury to a person or property allegedly resulting from a defect on the premises of a residential property.



(P) Products Liability

all matters involving injury to a person or property allegedly resulting from the manufacture or sale of a defective product or from a failure to warn.

(Q) Real Property/Mortgage Foreclosure

all matters relating to the possession, title, or boundaries of real property. All matters involving foreclosures or sales of real property, including foreclosures associated with condominium associations or condominium units. (The amount of claim specified in Section II. of the form determines the filing fee pursuant to section 28.241, Florida Statutes.)

(R) Commercial Foreclosure

all matters relating to the termination of a business owner's interest in commercial property by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property.

(S) Homestead Residential Foreclosure

all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has been granted a homestead exemption.

(T) Non-Homestead Residential Foreclosure

all matters relating to the termination of a residential property owner's interest by a lender to gain title or force a sale to satisfy the unpaid debt secured by the property where the property has not been granted a homestead exemption.

(U) Other Real Property Actions

all matters relating to land, land improvements, or property rights not involving commercial or residential foreclosure.

(V) Professional Malpractice

all professional malpractice lawsuits.



(W) Malpractice – Business

all matters relating to a business's or business person's failure to exercise the degree of care and skill that someone in the same line of work would use under similar circumstances.

(X) Malpractice – Medical

all matters relating to a doctor's failure to exercise the degree of care and skill that a physician or surgeon of the same medical specialty would use under similar circumstances.

(Y) Malpractice – Other Professional

all matters relating to negligence of those other than medical or business professionals.

(Z) Other

all civil matters not included in other categories.

(AA) Antitrust/Trade Regulation

all matters relating to unfair methods of competition or unfair or deceptive business acts or practices.

(AB) Business Transactions

all matters relating to actions that affect financial or economic interests.

(AC) Constitutional Challenge – Statute or Ordinance

a challenge to a statute or ordinance, citing a violation of the Florida Constitution.

(AD) Constitutional Challenge – Proposed Amendment

a challenge to a legislatively initiated proposed constitutional amendment, but excluding challenges to a citizen-initiated proposed constitutional amendment because the Florida Supreme Court has direct jurisdiction of such challenges.

(AE) Corporate Trusts

all matters relating to the business activities of financial services companies or banks acting in a fiduciary capacity for investors.



(AF) Discrimination – Employment or Other

all matters relating to discrimination, including employment, sex, race, age, handicap, harassment, retaliation, or wages.

(AG) Insurance Claims

all matters relating to claims filed with an insurance company.

(AH) Intellectual Property

all matters relating to intangible rights protecting commercially valuable products of the human intellect.

(AI) Libel/Slander

all matters relating to written, visual, oral, or aural defamation of character.

(AJ) Shareholder Derivative Action

all matters relating to actions by a corporation's shareholders to protect and benefit all shareholders against corporate management for improper management.

(AK) Securities Litigation

all matters relating to the financial interest or instruments of a company or corporation.

(AL) Trade Secrets

all matters relating to a formula, process, device, or other business information that is kept confidential to maintain an advantage over competitors.

(AM) Trust Litigation

all civil matters involving guardianships, estates, or trusts and not appropriately filed in probate proceedings.



County Civil

(AN) Civil

all matters involving claims ranging from \$8,001 through \$30,000 in damages, exclusive of interest, costs, and attorney fees.

(AO) Replevins

all lawsuits pursuant to Chapter 78, Florida Statutes, involving claims up to \$30,000.

(AP) Evictions

all matters involving the recovery of possession of leased land or rental property by process of law.

(AQ) Other Civil (Non-Monetary)

includes all other non-monetary county civil matters that were not described in other county civil categories.

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IV | REMEDIES SOUGHT

Place an "X" on the appropriate line. If more than one remedy is sought in the complaint or petition, check all that apply.

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V | NUMBER OF CAUSES OF ACTION

If the complaint or petition alleges more than one cause of action, note the number and the name of the cause of action.

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VI | CLASS ACTION

Place an "X" on the appropriate line.

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VII | RELATED CASES

Place an "X" on the appropriate line.

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VIII | JURY TRIAL DEMAND

Is Jury Trial Demanded In Complaint? Check the appropriate line to indicate whether a jury trial is being demanded in the complaint.

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APPENDIX



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<u>#</u>	<u>Item</u>	<u>Link</u>
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INTERACTIVE VERSION

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1	Web	TextBookDiscrimination.com/Handbooks/Forms/CV/FL/

CONTACT INFORMATION

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Congratulations! You're now **booked up** how to fill out Florida's Civil Cover Sheet (*Form 1.997*) for state court lawsuits!

