
HOW TO ENTER PARTY NAMES

Always Print in Black Ink



How To Enter Party Names

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The following examples are meant to provide you a basic understanding of how party names can be entered on pleadings.

Individual

Tim Ramos
Full Legal Name

TO SERVE AN INDIVIDUAL, YOU NEED:

Their Address

TO BE ENTERED ON THE SUMMONS FORM

Multiple Individuals and or Businesses Are A Specific Party

Separate each party with a semi-colon

Tim Ramos ; Barbara Sweet
Full Legal Name of First Individual/Business Full Legal Name of Second Individual/Business

A Corporation – Limited Liability Company

Full Name of the Business as Registered as found on Sunbiz.org

Full Legal Name Of the Registered Agent as found on Sunbiz.org

Fast Lanes LLC, by serving Tim Ramos, registered agent

TO SERVE An LLC, YOU NEED:

The Registered Agent's Name and Address

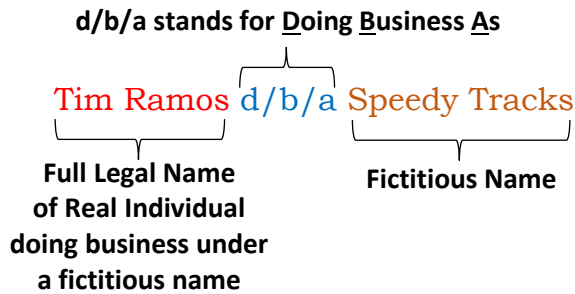
TO BE ENTERED ON THE SUMMONS FORM



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A Sole Proprietorship - Real Person Doing Business Under A Fictitious Name:

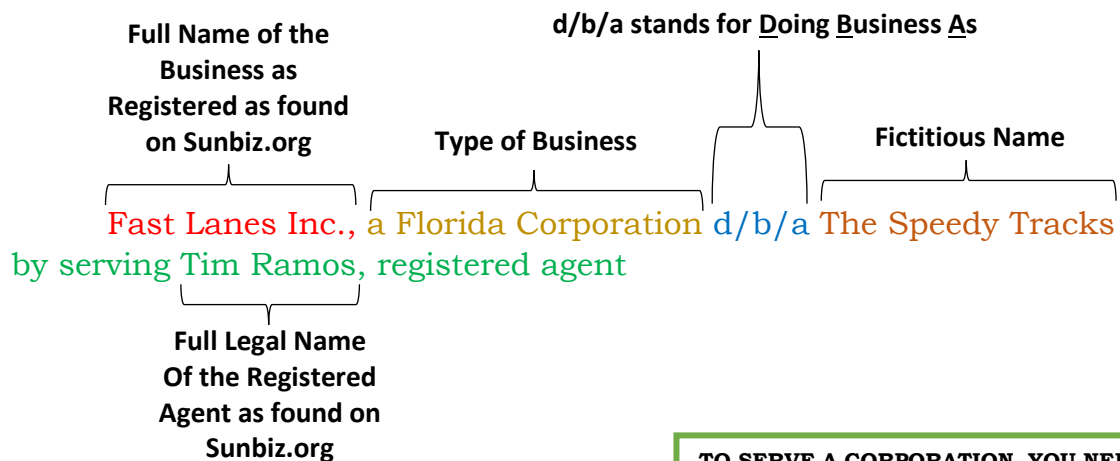


TO SERVE A SOLE PROPRIETORSHIP, YOU NEED:

The Real Individual's Name and Address as listed on Sunbiz.org

TO BE ENTERED ON THE SUMMONS FORM

Real Corporation Doing Business Under A Fictitious Name:



TO SERVE A CORPORATION, YOU NEED:

The Registered Agent's Name and Address as listed on Sunbiz.org

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Partnership (Several Individuals) Doing Business Under A Fictitious Name:

Full Legal Names of All Partner

Tim Ramos and Barbara Sweet, a partnership

TO SERVE A PARTNERSHIP, YOU NEED:

At Least One Partner's Name and Address

TO BE ENTERED ON THE SUMMONS FORM

Limited Partnership Doing Business Under A Fictitious Name:

Full Legal Names of All Partner

d/b/a stands for Doing Business As

Sample Enterprises, Ltd., a limited partnership d/b/a Speedy Tracks

Fictitious Name

TO SERVE A LIMITED PARTNERSHIP, YOU NEED:

The Registered Agent's Name
and Address

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An Estate

Full Legal Names of
Estate's Representative

Full Legal Names of
Deceased Individual

Tim Ramos, as a personal representative of the estate of Barbara Sweet, deceased.

TO SERVE AN INDIVIDUAL, YOU NEED:

Their Address

TO BE ENTERED ON THE SUMMONS FORM

An Insurance Company

Full Name of Insurance Company
As Found on

<https://companysearch.myfloridacfo.gov/>

Sample Marine Insurance Company

**TO SERVE AN INSURANCE COMPANY, YOU
NEED:**

The company's home office
address

**TO BE ENTERED ON THE STATEMENT OF
CLAIMS AND SUMMONS FORM**

**INSURANCE COMPANIES MUST BE SERVED
VIA INSURANCE COMMISSIONER FOR THE
STATE OF FLORIDA**



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If A Minor Child is Involved In Claim

Full Name of the Parent or Guardian
of Minor Child

Sam Sutton Smith

TO SERVE AN INDIVIDUAL, YOU NEED:

Their Address

TO BE ENTERED ON THE SUMMONS FORM

A Trust

Full Name of Trustee

Name of Trust

Tim Ramos, as trustee of Ramos Trust.

TO SERVE AN INDIVIDUAL, YOU NEED:

Their Address

TO BE ENTERED ON THE SUMMONS FORM