

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
HILLSBOROUGH COUNTY, FLORIDA
GENERAL CIVIL DIVISION**

[Financial Institution], Plaintiff

Case No.: _____

v.

Division: _____

[Defendant(s)], Defendant(s)
_____ /

AFFIDAVIT OF COMPLIANCE WITH FORECLOSURE PROCEDURES
(THE FORM AND CONTENTS OF THIS AFFIDAVIT MAY NOT BE MODIFIED)

I, _____, attorney of record for the plaintiff, and in compliance with Administrative Order S-2012-053, or any successor administrative order, swear or affirm that the following information is true and that the following actions have been completed on the following dates:

1. Service of process was completed on all defendants as follows as to each named Defendant:

Name of Defendant	Date of service and how service was obtained (i.e., personal, substitute or constructive)	If constructive service by publication, date proof of publication filed with clerk
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____

2. Affidavit of non-military service and Military Status Report from the Department of Defense Manpower Data center (<https://www.dmdc.osd.mil/scra/owa/home>) was filed with the clerk on **[date]** for defendants who have not answered.

3. The following documents were sent to all defendants by regular U.S. Mail on the following dates:

- Motion for Final Summary Judgment on **[date]:**
- Notice of Dropping Defendants on **[date]:**
- Affidavit of Indebtedness/Amount Due on **[date]:**
- Affidavit of Attorney's Time Expended on **[date]:**
- Affidavit as to Costs on **[date]:**
- Affidavit as to Reasonable Attorney's Fees on **[date]:**

4. The note and mortgage were filed with the clerk on **[date]**. OR – An affidavit of lost instrument was filed with the clerk on **[date]**.

5. The Motion for Final Summary Judgment was filed with the clerk on **[date]**.

6. A default was entered against defendants on **[date]**.- OR- A default has not been entered.

7. **[Name]** was appointed as guardian ad litem/attorney ad litem for defendant **[name of defendant]** on **[date]**.- OR- Neither a guardian ad litem nor an attorney ad litem has been appointed for any defendant.

8. The Chapter **[number]** Bankruptcy filed by defendant **[name of defendant]** was discharged/dismissed on **[date]**.- OR- Plaintiff has obtained relief from the automatic stay (provide proof of relief).-OR- No defendant is in bankruptcy.

I understand that I am swearing or affirming under oath to the truthfulness of the statements made in this affidavit and that the punishment for knowingly making a false statement includes fines or imprisonment or both.

[Name], Attorney for Plaintiff
Florida Bar#: **[number]**

Date

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and signed before me on this _____ day of _____, 20____ by

NOTARY PUBLIC

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

----- OR -----

Under penalties of perjury, I declare that I have read the foregoing Affidavit of Compliance with Foreclosure Procedures and that the facts stated in it are true.

[Name], Attorney for Plaintiff
Florida Bar#: **[number]**

Date