

**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)

_____ /

CERTIFICATE OF COMPLIANCE WITH FORECLOSURE PROCEDURES

I, _____, attorney of record for the plaintiff, in compliance with Administrative Order S-2009-025, certify by my signature below that the following actions have been completed on the following dates:

1. Service of process was completed on all defendants on _____ [date]. If constructive service by publication has been made, proof of publication was filed with the clerk on _____ [date].

2. Affidavit of non-military service or memorandum for certificate of military service 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 _____ [date]:

- Motion for Final Summary Judgment
- Notice of Hearing
- Notice of Dropping Defendants
- Affidavit of Indebtedness/Amount Due
- Affidavit of Attorney's Time Expended
- Affidavit as to Costs
- Affidavit as to Reasonable Attorney's Fees

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.

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

Date