

# WRIT GUIDELINES:

Plaintiff/Landlord

- Service fee for writs of possession \$90.00 non-refundable per F.S. 30.231(3)
- Contact information for person to turn property over to or for any questions that might arise. Please provide the full name and phone number.
- We require the original writ, a confirmed copy and a copy of the judgment.
- Property card and aerial view map from the Property Appraisers Office. You can contact them at [www.mcpafl.org](http://www.mcpafl.org) or call them:
  - ❖ **Key West:** 500 Whitehead St, Key West, FL (305) 292-3420
  - ❖ **Marathon:** Mile Marker 48 Street Address: 2798 Overseas Highway, Suite 310 Marathon, FL 33050 Telephone: (305) 289-2550 Fax: (305) 289-2555
  - ❖ **Tavernier:** Mile Marker 88.7 88700 Overseas Highway Tavernier, FL 33040 Telephone: (305) 852-7130

Writs of possession will generally be posted Monday through Thursday and finalized Tuesday through Friday. Writs requiring posting or executing on Friday, Saturday or Sunday will need prior approval from the Civil Division or a directed court order.

If you have any questions, please contact the main Civil office at 305-809-3041.

Note: Private Civil Service Processors can only serve NON-ENFORCEABLE PAPERS (i.e. they cannot serve WRITS as they are considered ENFORCEABLE)