

SMALL CLAIMS SERVICE BY CERTIFIED MAIL GUIDELINES

For Postal Rates in effect on July 14, 2024

Florida Small Claims Rule 7.070 provides that service of process on Florida residents only may also be effected by certified mail, return receipt signed by the defendant, or someone authorized to receive mail at the residence or principal place of business of the defendant.

The small claims service packet must contain:

- Statement of Claim/Complaint and any attachments
- Pretrial summons (2 pages)
- Mediation information sheet (1 page)

CERTIFIED, RETURN RECEIPT MAIL Guidelines for Calculating Postage

This cost assumes that standard paper and a standard #10 envelope is used and the entire package is less than 1/4 inch thick.

Certified mail return receipt cost for #10 < 1 ounce **\$9.68**

To estimate postage to be paid to the Clerk:

- Count the number of pages to be included in the service packet, see the above requirements for the service packet;
- Determine which envelope type to use;
- Select the correct postage;* and
- Use the table to calculate the amount to be paid to the Clerk.

Regular No. 10 envelope

fold paper in thirds

1-6 sheets (≤ 1 oz) = \$9.68

7-10 sheets (≤ 2 oz) = \$9.96

*Envelopes thicker than **1/4 inch** are treated as a flat

9 x 12 inch flat

1-6 sheets (≤ 1 oz)= \$12.02

7-10 sheets (≤ 2 oz)= \$12.30

11-15 sheets (≤ 3 oz)= \$12.58

