

## Information Concerning the Authorization of Corporate Officer Form

*[To Be Used Only if the Plaintiff **OR** the Defendant is a Business Entity]*

### **Small Claims Rule 7.050 (a)(2) -- Party Not Represented by Attorney to Sign.**

A party, individual, or business entity recognized under Florida law who or which has no attorney handling such cause shall sign that party's statement of claim or other paper and state that party's address and telephone number, including area code, and may include an e-mail address. **Any business entity recognized under Florida law may be represented at any stage of the trial court proceedings by any principal of the business entity who has legal authority to bind the business entity or any employee authorized in writing by a principal of the business entity. A principal is defined as being an officer, member, managing member, or partner of the business entity.**

Requirements of completing the Authorization form:

- If the PLAINTIFF is a Company/Corporation, then the PLAINTIFF is required to complete the form, furnish a copy to the DEFENDANT and **file the original with the Clerk of Court.**
- If the DEFENDANT is a Company/Corporation, then this blank form needs to be served upon the DEFENDANT along with the Complaint. The DEFENDANT is then required to complete the form, furnish a copy to the PLAINTIFF, **AND file the original with the Clerk of Court.**

**IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT,  
IN AND FOR FLAGLER COUNTY, FLORIDA**

\_\_\_\_\_  
Plaintiff

Case #: \_\_\_\_\_

v.

\_\_\_\_\_  
Defendant

**AUTHORIZATION OF CORPORATE OFFICER\***

\_\_\_\_\_ is an employee of \_\_\_\_\_. This individual has authority to represent the corporation at any stage of the trial court proceedings, including mediation.

The undersigned giving the authority is an officer of the corporation.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury. I declare that I have read the foregoing Corporate Authorization and that the facts stated in it are true.

Date: \_\_\_\_\_

SIGNING AUTHORITY: \_\_\_\_\_

Print name and title: \_\_\_\_\_

(President; Vice-President; Secretary; Treasurer)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that a copy of this form has been furnished to Plaintiff/Defendant on \_\_\_\_\_ by:  
hand delivery; mail; fax; email.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*IMPORTANT- PLEASE NOTE:**

If the PLAINTIFF is a Company/Corporation. then the PLAINTIFF is required to complete the form, furnish a copy to the DEFENDANT and **bring the original to the pre-trial conference.**

If the DEFENDANT is a Company/Corporation. then this blank form needs to be served upon the DEFENDANT along with the Complaint. The DEFENDANT is then required to complete the form. furnish a copy to the PLAINTIFF. and **bring the original to the pre-trial conference.**