

## TRAFFIC FORM 1 – TRAFFIC TICKET OPTION FORM

### A. PROVISIONS

Florida Statutes § 318.14(9) addresses provisions where, if qualified, a person who has received a Florida traffic citation can elect to attend a basic driver improvement course approved by the Florida Department of Highway Safety and Motor Vehicles to prevent points from being assessed to his or her driving record as a result of this citation. 'If qualified' means that he or she (1) does not possess a valid Class A, B or C commercial drivers license (CDL), and (2) has not elected to attend a Florida basic driver improvement course within the last 12 calendar months or more than 5 times in a lifetime. A resident of another state receiving a traffic citation in Florida should contact their state's DMV and inquire as to their policy regarding a withheld adjudication due to completion of a driver improvement course. *Florida approved Defensive Driving Schools can be found in the yellow pages under "Traffic School" or Driving Instruction" or visit the Department of Highway Safety and Motor Vehicles' website.*

As an alternative to paying the citation fine and having points assessed to the driver's record, the TRAFFIC TICKET OPTION FORM allows the violator two alternatives: elect either **OPTION 1**, pay **court costs**, and attend an approved driver improvement course if he or she qualifies; or **OPTION 2**, plead 'Not Guilty' and request a hearing, which waives his or her right to pay the initial traffic fine or attend traffic school.

### B. INSTRUCTIONS FOR COMPLETING THE TRAFFIC TICKET OPTION FORM

1. Read carefully the listed election options available and enter your initials in the box by the option you have chosen.
2. Type or print your full name, citation number, current address and a daytime telephone number, on the lines provided.
3. Sign on the line provided and enter the date that you signed the form.
4. **If you have elected OPTION 1**, please include with the form, a check or money order for the **court costs** and a copy of your traffic citation. Total charges can be determined by contacting the Clerk's Traffic Division at (850) 595-4360 or by clicking on the **court costs** link. Once you have successfully completed the school, you may mail or hand deliver the completion certificate to us.
5. **If you have elected OPTION 2**, please include a copy of your traffic citation with the form. You will be notified of the date and time of your hearing. Send no money at this time.



Escambia County Florida Clerk of the Circuit Court and Comptroller  
 Honorable Ernie Lee Magaha, Clerk  
 Traffic Division  
 M.C. BLANCHARD JUDICIAL BUILDING 190 GOVERNMENTAL CENTER  
 PO Box 333 PENSACOLA, FLORIDA 32591-0333  
 (850) 595-4375 <http://www.escambiaclerk.com>

### On-Line Traffic Ticket Option Form

If you have received a traffic infraction citation not requiring a court appearance, and you do not wish to use your option of paying the civil penalty, which will result in points being assessed on your driving record, if applicable, you have the choice of one of the following options (**Please initial only one box**):

**OPTION 1. *Elect Traffic School.*** To choose this option and prevent points from being assessed to your driving record for this citation, you first must pay the **court costs** amount. You will then be given 90 days to successfully complete a Florida approved basic driver improvement course and provide the completion certificate to the Clerk of Court. You may return the certificate in person or via U.S. Mail. **The 90 days begins on the date you sign below or the date payment was made.** (See the yellow pages under "Traffic School" or "Driving Instruction" for Florida approved schools or visit the Department of Highway Safety and Motor Vehicles' website). **Failure to comply with these instructions once you have chosen this option, will result in a report for suspension of your drivers license to the Department of Motor Vehicles; additional court costs, fines and late charges.**

PLEASE NOTE: You **CANNOT** choose Option 1 if you:

- possess a valid Class A, B or C commercial drivers license (CDL) or
- have elected to attend a Florida approved basic driver improvement course within the last 12 calendar months or more than a total of 5 times in a lifetime.

**OPTION 2. *Plead Not Guilty.*** To choose this option, you waive your right to pay the fine or elect traffic school. You will receive a notice from the Clerk advising you of the date and time of your hearing. If you reside **outside** of Escambia County, you may attend in person at your own expense or be heard at the hearing by way of an **Affidavit of Defense**. THE COURT MAY IMPOSE A FINE UP TO \$500 (IN CASES OF SPEED IN A SCHOOL ZONE, WORK ZONE OR A DEATH, FINE MAY BE \$1,000) OR REQUIRE YOU TO ATTEND TRAFFIC SCHOOL, OR BOTH.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

(       )  
\_\_\_\_\_

Daytime Telephone Number with Area Code

\_\_\_\_\_  
Citation Number (A series of numbers followed by a dash and a series of letters found in the upper right-hand area on citation. Example: 1234-ABC)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

NOTE: To better serve you, please include a copy of your traffic citation with this correspondence. If you have elected Traffic School, please include a check or money order for the court cost.