

## Traffic Citation Options 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 driver's 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, [http:// www.flhsmv.gov/ddl/bdis.html](http://www.flhsmv.gov/ddl/bdis.html)

As an alternative to 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 select the box by the option you have chosen.
2. Type or print your full name, citation number, current address and a daytime telephone number, and your Email Address for Service of Court Documents on the lines provided.
3. Sign on the line provided and enter the date you signed the form.
4. **If you have elected OPTION 1**, please include with the form, a cashier's check or money order for the court costs and a copy of your traffic citation. Court Costs can be determined by contacting the Clerk's office at 850-689-5000 or 850-651-7200. Your election form and court costs must be received within 30 days from the offense date. The Certificate of Completion of the school must be received within 90 days of the date the school was elected and payment was processed. You may submit the certificate by email to [request@okaloosaclerk.com](mailto:request@okaloosaclerk.com); hand-deliver or submit via US Mail.
5. **If you have elected OPTION 2**, please include a copy of your traffic citation with the form. You will be notified by e-mail of the date and time of your hearing.

Mail completed form to:



**Okaloosa County Florida Clerk of the Circuit Court and Comptroller**  
**Honorable JD Peacock II, Clerk**  
**Attn: Customer Service**  
**101 East James Lee Blvd.**  
**Crestview, FL 32536**  
**(850)689-5000 or (850)651-7200**  
**[www.okaloosaclerk.com](http://www.okaloosaclerk.com)**

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 Select only one box**):

**OPTION 1. Elect Traffic School.** To choose this option and prevent points from being assessed to your Florida 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 submit the certificate by email to [request@okaloosaclerk.com](mailto:request@okaloosaclerk.com); hand-deliver or submit via US mail. **The 90 days begins on the date the school is elected and payment is processed.** (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 driver's 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 driver's 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.** You will receive a notice via e-mail from the clerk advising you of the date and time of your hearing. If you reside **outside** of Okaloosa 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. The defendant, in the above styled action, does hereby enter this plea of Not Guilty to the offense listed on the citation and therefore request the Clerk of County Court to enter such plea into the records of the Court and set such case for a Traffic Infraction Hearing. If cited for a civil traffic infraction, by my signature below, I do acknowledge that the entry of this plea waives my right to pay the statutory civil penalty or to elect the "Driver Improvement School Option." **I understand that all future documents in this case will be e-served to me at the e-mail address designated below. Therefore, if my address, phone number, or e-mail address changes, it is my responsibility to notify the Clerk of Court in writing of said changes.** Further, I am aware that I will not be allowed to change my hearing date as set by the court.

Name

Street Address

City, State and Zip

Telephone number with Area Code

E-mail Address

Citation Number (A series of number and letters found in the upper right-hand area on citation.)

Signature

Date of Signature

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