



# Traffic Citation Guide

SHARON R. BOCK

Clerk & Comptroller  
Palm Beach County

## OPTION 1 - PAY CIVIL PENALTY

### ONLINE OR BY PHONE

Visit [mypalmbeachclerk.com](http://mypalmbeachclerk.com) or call 561.355.2994. Phone payments accepted from 8 a.m. to 4 p.m., Monday – Friday. *Visa, MasterCard, American Express and Discover are accepted. Service charge applies.*

### IN PERSON

Clerk & Comptroller office locations and hours are listed on the back of this guide. Check wait times by visiting [mypalmbeachclerk.com/waittimes](http://mypalmbeachclerk.com/waittimes).

### BY MAIL

All payments by mail must be made by check or money order. **No credit card or cash payments are accepted.** To pay by mail, follow the instructions under the Mail Payment Form section on the back of this guide.

For information about establishing a payment plan: visit [mypalmbeachclerk.com/traffic](http://mypalmbeachclerk.com/traffic) or inquire at one of the office locations listed on the back of the guide.

## OPTION 2 - PLEAD NOT GUILTY

### MANDATORY PRETRIAL HEARINGS

Upon entering a plea of not guilty either online or in writing, a pretrial hearing will be set for citations listed on this form. Law enforcement officers and witnesses will not be present at the hearing. Citations issued for tolls are not eligible for pretrial hearings. If you have not received a notice of hearing after 30 days, call 561.355.2996.

**PLEA ONLINE:** [mypalmbeachclerk.com/showcase](http://mypalmbeachclerk.com/showcase) and set your court date by selecting "Set Court Date for Citation." *Internet Explorer web browser recommended.*

OR

**SUBMIT WRITTEN PLEA:** Complete this form and mail it to the address listed on the back of this guide or submit it in person at the Clerk's office.

Defendant's Name: \_\_\_\_\_

Citation Number(s): \_\_\_\_\_

Defendant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

By checking here you may receive information about your case by email.

### REQUEST PRETRIAL HEARING (Select one)

Weekday at Courthouse  Weekday via Video Conference (*excludes toll violations*)

Saturday at the Criminal Justice Complex (*excludes toll violations*)  
3228 Gun Club Rd, West Palm Beach

#### Select a video conference location

South Co. Civic Center  
16700 Jog Road,  
Delray Beach

Wellington Library  
1951 Royal Fern Drive,  
Wellington

West Boca Library  
18685 State Rd. 7,  
Boca Raton

*I will have the opportunity to speak with the presiding judicial officer either in person or via a video conference. If the case is not resolved, a trial will be set for a later date.*

*I understand that pursuant to Florida Rules of Court 3.191 and 6.325, I have a right to a speedy trial, or I may forever be discharged unless the prosecuting attorney can show cause why the trial should be extended. By selecting a video conference or Saturday for my pretrial hearing, I waive that right and consent to the Clerk & Comptroller setting my case even though it may be beyond the limits of speedy trial. If there is a finding of guilt, a penalty will be assessed which may consist of a fine, costs, and/or driving school.*

*I hereby enter a plea of Not Guilty and request a hearing. I understand I am waiving my right to the civil penalty provisions pursuant to Florida Statute 318.14(5) and that I must appear in court.*

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you are a **person with a disability** who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number 561.355.4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

## OPTION 3 - ELECT TRAFFIC SCHOOL

### INSTRUCTIONS TO ELECT TRAFFIC SCHOOL

1. Sign and submit this form, along with your payment, by postal mail or in person at the Clerk & Comptroller's office. The Clerk's office must receive your completed form and payment within 30 days from the date the citation was issued. The amount of the fine is listed under Traffic Fees on the back of this guide. *Once elected, failure to complete traffic school will result in the suspension of your driver's license, points assessed to your record, and imposition of additional costs.*
2. Within 90 days of electing traffic school, you must attend a school certified by the State of Florida. For a list of traffic schools, visit the Florida Department of Highway Safety and Motor Vehicles' website at [flhsmv.gov/ddl/drivingcourses.html](http://flhsmv.gov/ddl/drivingcourses.html) or check your local yellow pages. *The traffic school enrollment fee is in addition to any statutory fees for the violation.*
3. After you have completed traffic school, the Clerk & Comptroller's office must be notified within 90 days from the date of your election. You must mail a copy of the completion certificate to the Clerk's office.
4. No further extension of time beyond 90 days will be granted unless due to extraordinary circumstances.

To determine your eligibility, visit [flhsmo.gov](http://flhsmo.gov) and click on Driver License Tracking System.

### TRAFFIC SCHOOL ELECTION FORM

#### YOU MAY SELECT THIS OPTION IF:

1. You have **not elected** to attend traffic school within the past 12 months.
2. You have **not elected** to attend traffic school five times within your lifetime.
3. You do **not** have a CDL license.

I elect to take Traffic School.

Citation # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Email: \_\_\_\_\_

By checking here you may receive information about your case by email.

# Traffic Fees

VIOLATION TYPE	PAYMENT <i>WITHIN 30 DAYS</i>
Failure to Carry or Expired Drivers License	\$116.00
Expired Tag	\$116.00
Failure to Display Registration	\$116.00
Failure to Display Insurance	\$116.00

If you were cited for one of the above violations, but have proof of valid documentation that was issued **BEFORE** the issue date of the citation, a \$10 fee will be assessed in place of the above fee if provided within 30 days. You must submit a copy of your proof (depending on the violation) along with the \$10 payment.

## SPEEDING FINES & COMMON VIOLATIONS

Speeding or Construction Zone (workers <u>not</u> present)	Speeding in School Zone or Construction Zone (workers <u>present</u> )
<b>Miles Over Limit</b>	<b>Miles Over Limit</b>
6 - 9 \$131.00	1 - 9 \$156.00
10 - 14 \$206.00	10 - 14 \$306.00
15 - 19 \$256.00	15 - 19 \$406.00
20 - 29 \$281.00	20 - 29 \$456.00
30 + \$356.00 <i>(unless mandatory court)</i>	30 + \$606.00

### Improper/Unsafe Equipment (F.S. 316.610 or 316.2935) *See #6 on options section of citation.*

Officer Affidavit <u>Signed</u>	\$100.00
Officer Affidavit <u>Not Signed</u>	\$116.00

Seatbelt Violation	\$116.00
Child Restraint	\$166.00
Bicycle/Pedestrian	\$64.50
Open Container - Driver	\$166.00
Open Container - Passenger	\$116.00
School Bus 316.172(1)(a) (Fail to stop/Pass on left)	\$271.00
Railroad Crossing	\$206.00
Red Light	\$264.00
Motorcycle/Moped (wheels losing contact or tag improperly affixed) First Offense	\$1166.00

### ADDITIONAL VIOLATIONS

(see statute section on citation)  
Violations other than listed above and excluding F.S. 316.191

Moving Violations of F.S. 316	\$166.00
Non-Moving Violations	\$116.00
Moving Violations NOT of F.S. 316	\$163.00

Pursuant to Florida Statute, a \$16 late fee and a \$7 certificate of compliance fee will be assessed if the payment is not received within 30 days from the citation issue date.

# Frequently Asked Questions

## How do I take care of my citation? Can I establish a payment plan?

Within 30 days from the date your citation was issued, you must pay the citation, elect traffic school or plead not guilty. Information for these options are listed on the other side of this guide. You may apply for a Clerk's payment plan by mail or in person at any Clerk & Comptroller location. A payment plan will enable you to make reasonable monthly payments until the citation is paid in full. There is a \$25.00 administrative fee for each payment plan established. The administrative fee can be included into your monthly payment amount.

## Can I schedule a court date online?

Yes, for select traffic infractions, you may plead not guilty and select a weekday pre-trial court date. To do so, visit [mypalmbeachclerk.com/showcase](http://mypalmbeachclerk.com/showcase).

## How do I satisfy a citation for improper/unsafe equipment?

If listed, you may choose **Option 6** on your citation and pay a reduced penalty of \$100, **or** pay the full penalty, **or** plead "not guilty" and appear before a court official (**Options 1 & 2 on this guide**). The driver of the vehicle is responsible for the citation, regardless of who owns the vehicle.

## Can I reinstate my license at the Clerk's office?

You may be eligible to reinstate your license. To determine your eligibility, visit [flhsmv.gov](http://flhsmv.gov) and click on Driver License Tracking System. For applicable fees, call 561.355.2996. The reinstatement fee is payable by cash or credit card only.

## How can I get my driving record?

Driving records are available at any Clerk's office for a fee of \$14.25 for a three-year history or \$16.25 for a complete history.

## What if I cannot speak English fluently?

If you do not speak English, bring an interpreter to court and/or the Clerk's office to provide translation services.

*Si no habla inglés, por favor traiga un interprete.*

*Si ou pa pale anglè, sil vou plè minnen you moun pou tradwi pou-ou.*

## Which traffic tickets cannot be paid online?

The following traffic tickets cannot be paid online and must be paid in person at the Clerk's office: citations issued for driving under suspension; traffic compliance citations where proof is required; toll citations; criminal traffic citations; citations requiring mandatory court; citations issued for improper equipment; citations that are or have been in collections or a payment plan; and citations with not guilty pleas that have not yet been to court.

More frequently asked questions are available online at [mypalmbeachclerk.com](http://mypalmbeachclerk.com).

# Locations & Hours (Closed on holidays.)

### Monday - Friday, 8 a.m. to 4 p.m.

<b>Main Courthouse</b> 205 N. Dixie Hwy, 2.2300 West Palm Beach, FL 33401	<i>Phone Number:</i> 561.355.2996	<b>South County Courthouse</b> 200 W. Atlantic Ave Delray Beach, FL 33444	<i>Phone Number:</i> 561.355.2996
<b>West County Courthouse</b> 2950 State Road 15, Room S-100 Belle Glade, FL 33430	<i>Phone Number:</i> 561.996.4843	<b>North County Courthouse</b> 3188 PGA Blvd, Room 1203 Palm Beach Gardens, FL 33410	<i>Phone Number:</i> 561.355.2996

### Monday - Thursday, 8 a.m. to 4 p.m.

<b>Mid-County Service Center</b> 200 Civic Center Way, Suite 500 Royal Palm Beach, FL 33411 561.355.2996	<i>Mailing Address:</i> P.O. Box 3544 West Palm Beach, FL 33402-3544
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Check wait times at  
[mypalmbeachclerk.com/waittimes](http://mypalmbeachclerk.com/waittimes)

# Mail Payment Form

## INSTRUCTIONS

1. Make your check or money order payable to "Clerk & Comptroller." Funds must be made in U.S. dollars and drawn on a U.S. bank.
2. Include your citation number with your payment.
3. If applicable, include a copy of your driver's license, vehicle registration or insurance card.
4. Mail the form, payment and applicable materials to: \*  
Sharon R. Bock, Clerk & Comptroller, Palm Beach County  
2950 State Road 15, Room S-100, Belle Glade, FL 33430

\* For USPS Express, Priority or Certified Mail (signature required):  
Send to P.O. Box 4115, West Palm Beach, FL 33402.

V. 08.13.19

Citation #	Check #	Amount Paid
Name: _____	<input type="checkbox"/> By checking here you may receive information about your case by email.	
Phone: _____		
Email: _____		
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
<b>TOTAL = \$</b>		_____