



SCAN ME FOR MORE INFO

MIKE CARUSO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

Traffic Citation Guide

OPTION 1 - PLEA OF GUILTY / NO CONTEST

NO COURT APPEARANCE

If you received a traffic ticket in Palm Beach County that does not require a mandatory hearing under Florida Statutes section 318.19, you may elect to submit a Plea of Guilty / No Contest and No Request for Hearing.

If your plea is accepted by the court:

- The court may withhold adjudication of guilt (no points on your record).
- A court hearing will not be necessary.
- You will be required to comply with any resolution the court imposes, such as paying a fine or attending driver improvement school.

Download the Plea of Guilty / No Contest form at:

mypalmbeachclerk.com/traffic

If for any reason the court declines to accept your Plea of Guilty / No Contest, your case will be handled through the normal traffic ticket process and may be set for a pre-trial teleconference. At that time, the plea that you submitted earlier cannot be used as evidence against you.

OPTION 2 - PAY CIVIL PENALTY

ONLINE OR BY PHONE

Visit mypalmbeachclerk.com/pay or call 561-207-7189. Phone payments are accepted:

Monday – Friday, 8 a.m. to 6 p.m.
Weekends and holidays 10 a.m. to 2 p.m.

Visa, MasterCard, American Express and Discover are accepted. Service charge applies to all credit card payments.

NEED MORE TIME TO PAY?

For information about establishing a payment plan, visit mypalmbeachclerk.com/paymentplan or inquire at one of the locations listed on the back of this guide.

PAYITCLERKPBC APP

Visit payitclerkpbc.mypalmbeachclerk.com to pay online or download our free mobile app.

Search for and pay your cases, get reminders for upcoming due dates and keep track of receipts.

IN PERSON OR BY MAIL

Locations are on the back of this guide. Check wait times at mypalmbeachclerk.com/waittimes.

Payments by mail must be made by a check or money order payable to “Clerk of the Circuit Court & Comptroller.” Include your citation number. **No credit card or cash payments are accepted by mail.**

OPTION 3 - ELECT TRAFFIC SCHOOL

1. Sign and submit this form and your payment by mail or in person at the Clerk of the Circuit Court & Comptroller’s office. You may also pay and elect traffic school at mypalmbeachclerk.com/traffic.
2. The Clerk’s office must receive your completed form and payment within 30 days from the date the citation was issued. 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.
3. 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/driver-licenses-id-cards/education-courses or check your local yellow pages. The traffic school enrollment fee is in addition to any statutory fees for the violation.
4. If you receive a citation for texting in a school or work zone, go to the FLHSMV website if you choose to elect a wireless communications device course.

To determine your eligibility to elect traffic school, visit flhsmv.gov and select Driver License Check.

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 eight times within your lifetime.
3. You do **not** have a CDL license and have not been cited while driving a commercial motor vehicle.
4. You have **not received** a citation for texting in a school or work zone.

I elect to take traffic school.

Citation # _____

X Signature _____ Date ____ / ____ / ____

Phone: _____

Email: _____

OPTION 4 - PLEAD NOT GUILTY

SUBMIT A WRITTEN PLEA or PLEA ONLINE

To submit a plea online, go to mypalmbeachclerk.com/showcase and set your court date by selecting "Set Court Date for Citation." It is recommended that you use a modern web browser such as Edge or Chrome, and NOT Internet Explorer. You may submit a written plea by completing the below 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: _____

REQUEST PRETRIAL HEARING

All traffic hearings will be held via Zoom/teleconference.

I will have the opportunity to speak with the presiding judicial officer via Zoom/teleconference. If the case is not resolved, a trial will be set for a later date.

If there is a finding of guilt, a penalty will be assessed that 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 via Zoom/teleconference.

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

X Signature _____ Date ____/____/____

Frequently Asked Questions

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

If listed on your citation, you may choose Option 6 on your citation, fix the issue, get the ticket signed by a police officer and pay a reduced \$100 penalty, or pay the full penalty, or plead "not guilty" and appear before a court official. 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 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.

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 issued for use of a wireless communications device while driving; 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/traffic.

Traffic Fees - Payment Within 30 Days

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)	\$371.00
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.

Speeding or Construction Zone (workers not present)

Miles Over Limit	
6 - 9	\$131.00
10 - 14	\$206.00
15 - 19	\$256.00
20 - 29	\$281.00
30 +	\$356.00 (unless mandatory court)

Speeding in School Zone or Construction Zone (workers present)

Miles Over Limit	
1 - 9	\$156.00
10 - 14	\$306.00
15 - 19	\$406.00
20 - 29	\$456.00
30 +	\$606.00

Failure to Carry or Expired 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.

Locations & Hours

Monday - Friday, 8 a.m. to 4 p.m. | Closed Holidays

Main Courthouse
 205 N. Dixie Hwy, 2.2300
 West Palm Beach, FL 33401
 561-355-2996

South County Courthouse
 200 W. Atlantic Ave
 Delray Beach, FL 33444
 561-355-2996

North County Courthouse
 3188 PGA Blvd, Room 1203
 Palm Beach Gardens, FL 33410
 561-355-2996

West County Courthouse
 2950 State Road 15, Room S-100
 Belle Glade, FL 33430
 561-996-4843

Royal Palm Beach Branch
 200 Civic Center Way, Suite 400
 Royal Palm Beach, FL 33411
 561-355-2996

Mailing Address:
 P.O. Box 3544
 West Palm Beach, FL
 33402-3544

Check wait times at mypalmbeachclerk.com/waittimes