



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Traffic Citation Guide

OPTION 1 - PAY CIVIL PENALTY

ONLINE

Visit www.mypalmbeachclerk.com and click on Traffic Ticket Payments in the bottom right corner to be directed to the online citation payment system.

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 www.mypalmbeachclerk.com/waittimes, or text CLERKPBC to 41411 to get estimated wait times on your mobile phone. Standard messaging rates apply. Service charges apply to payments by credit card.

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.

OPTION 2 - PLEAD NOT GUILTY

PLEA ONLINE

www.mypalmbeachclerk.com/showcase

Set your court date immediately by going online. Select "Login," and click on "Set Court Date for Citation."

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)

MANDATORY PRETRIAL HEARINGS

A pretrial hearing will be set for citations listed on this form upon entering a plea of not guilty. 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.

REQUEST PRETRIAL HEARING

Select one

- Weekday at Courthouse
Saturday at the Criminal Justice Complex (excludes toll violations)
Weekday via Video Conference (excludes toll violations)

Select a video conference location

- South Co. Civic Center, Wellington Library, West Boca Library

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 found guilty, I am required to pay fines and court costs.

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.

X Signature Date

Address:

City: State: Zip:

Phone:

Email:

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

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.
2. Within 90 days of electing traffic school, you must attend a school certified by the State of Florida.
3. After you have completed traffic school, the Clerk & Comptroller's office must be notified within 90 days from the date of your election.

To determine your eligibility, visit www.flhsmv.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 #

X Signature Date

Phone:

Email:

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

Traffic Fees

VIOLATION TYPE	PAYMENT WITHIN 30 DAYS
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>)
Miles Over Limit	Miles Over Limit
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 <small>(unless mandatory court)</small>	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?

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.

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 www.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 www.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 www.mypalmbeachclerk.com.

Locations & Hours (Closed on holidays.)

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

Main Courthouse 205 N. Dixie Hwy, 2.2300 West Palm Beach, FL 33401 561.355.2996	West County Courthouse 2950 State Road 15, Room S-100 Belle Glade, FL 33430 561.996.4843
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Check wait times at www.mypalmbeachclerk.com/waittimes or text CLERKPBC to 41411 to get estimated wait times on your mobile phone. Standard messaging rates may apply.

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

Mid-County Service Center 200 Civic Center Way, Suite 500 Royal Palm Beach, FL 33411 561.355.2996	Mailing Address: P.O. Box 3544 West Palm Beach, FL 33402-3544
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South County Courthouse 200 W. Atlantic Ave Delray Beach, FL 33444	Phone Number: 561.355.2996
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North County Courthouse 3188 PGA Blvd, Room 1210 Palm Beach Gardens, FL 33410	Phone Number: 561.355.2996
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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
200 W. Atlantic Ave.
Delray Beach, FL 33444

V. 09.16.16

Citation # Check # Amount Paid

Name: _____
Phone: _____ By checking here you may receive information about your case by email.
Email: _____

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL = \$ _____