



TRAFFIC CITATION GUIDE

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Clerk of Courts & Comptroller
Polk County, FL

Florida law allows you **30 calendar days from the date you received your citation** to select **ONE** of the choices on this form (multiple choices will not be honored):
YOU MUST RETAIN A COPY FOR YOUR RECORDS.
Return the original Form to the Clerk's office.

OPTION 1: PAY CIVIL PENALTY*

ONLINE

You can pay traffic citations online. Follow the steps listed on our website and make a payment. Select "departments", and then click on "traffic tickets" on the menu on the right.

***CONTACT THE CLERK'S OFFICE AT (863) 534-4000 AS SOON AS YOU REALIZE YOU ARE UNABLE TO MAKE FULL PAYMENT BY THE DUE DATE. WE WILL WORK WITH YOU TO ENSURE YOUR OBLIGATIONS ARE MET.**

BY MAIL

To pay by mail, follow the instructions under the mail payment form section on the back of this form. Acceptable forms of payment by mail include check, money order or credit card. **DO NOT** send cash by mail.

IN PERSON

Visit a Polk County Clerk's Office listed on the back of this form. We gladly accept cash, check and credit card payments. Credit Card payments can be made over the phone within the first 30 days by calling **1-877 716-1781**

***DID YOU KNOW?** AS OF JULY 2004 THE LAW AUTHORIZED THE CLERK TO SEEK OUTSIDE COLLECTIONS EFFORTS FOR UNPAID OBLIGATIONS. THE LAW AUTHORIZES 40% TO BE ADDED ONTO THE TOTAL AMOUNT OF THE UNPAID FINANCIAL OBLIGATIONS THAT REMAIN UNPAID FOR 90 DAYS OR GREATER FROM THE PAYMENT DUE DATE.

OPTION 2: SELECT DRIVING SCHOOL

If you are eligible to attend a driving school, sign and submit this form, along with your fine payment and \$7 fee by mail or in person at the Clerk's office. Payments can be made online at www.polkcountyclerk.net. To see if you are eligible for driving school, visit <https://services.flhsmv.gov/DLCheck/>

You must contact an approved traffic course of your choice in the state of Florida. Visit the Florida Department of Highway Safety and Motor Vehicles' website or check the yellow pages for a list of approved driving schools. The traffic school enrollment fee is in addition to any fees listed for your citation.

You will be given 90 days from the payment/election date to submit or confirm receipt of the school completion with the Polk County Clerk's Office

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
4. You have not been cited for a child restraint violation

I elect to attend Driving School

Citation # _____
Signature X _____ Date ___/___/___
Phone: _____
Email: _____

OPTION 3: ARRAIGNMENT COURT APPEARANCE

By selecting this choice, you will be issued a court date and will waive your right to pay the civil penalty or attend a Basic Driver Improvement Course. The Court may impose a fine of up to \$500 (\$1,000 in some cases) along with the court cost and require completion of a Basic Driver Improvement course, or both. You will be required to appear at an arraignment court hearing and enter a Guilty, No Contest, or Not Guilty plea. If you enter a Not Guilty plea at arraignment, you will be required to reappear for a non-jury trial date at a later time. The Clerk of Courts will notify you by mail with further instructions.

Please complete the Violator Information:

Name: _____
Citation # _____
Address: _____
Email: _____
Phone: _____
Signature X _____ Date: ___/___/___

OPTION 4: PLEAD NOT GUILTY

I am entering a plea of not guilty and requesting a court hearing. I understand that by making this choice:

1. I am waiving my right to pay the civil penalty listed on the citation
2. I am waiving my right to elect driver improvement school
3. If I am found guilty, I may be assessed a fine up to \$500 plus court costs and, in some cases, up to \$1,000 plus court costs
4. I may be required to attend a driver improvement school in addition to paying a fine and court costs
5. If I fail to appear, the hearing officer will conduct the hearing in my absence
6. I am confirming that no fatality or serious bodily injury resulted from an accident involved with this citation and no criminal traffic charges were issued with this citation
7. In order to cancel this hearing I must pay the fine and subpoena fees per subpoena issued at least 24 hours prior to the hearing if I pay in person, and 3 days prior if paid by mail
8. My hearing will only be rescheduled for good cause and any request for rescheduling must be received 10 days prior to the hearing
9. My right to a speedy trial is waived if for any reason a delay in this hearing is at my request
10. If I fail to attend the court date assigned, in addition to statutory civil penalty and/or costs, my driving privilege may be suspended until such time as my case is satisfied. Late fees may also be assessed
11. If there are any witnesses which I would like to have subpoenaed for my hearing, I must provide their names and addresses to the Clerk's Office and pay all applicable fees.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled to provision of assistance at no cost. Contact the Office of the Court Administrator whose office is located at 255 N. Broadway Ave., Bartow, FL, 33830, and whose phone number is (863) 534-4686. Please contact at least seven (7) days prior to your scheduled appearance, or immediately upon receiving this notification if the time before your appearance is fewer than 7 days. If you are hearing or voice impaired, call 711

Signature _____ Date ___/___/___
Citation # _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

LOCATIONS AND HOURS

If you would like to make a payment by mail, refer to the Office location listed on the bottom of your citation. Address envelopes to:

Polk County Clerk of the Courts

Payments can be made at any one of the convenient Clerk of Court Offices located at:

Polk County Courthouse
255 N. Broadway Ave.
P.O. Box 9000,
Drawer CC-10
Bartow, FL
33831

Lakeland Government Center
930 E. Parker Street
Room 240
Lakeland, FL
33801

Northeast Government Center
3425 Lake Alfred Road
#7 Grill Jones Center
Winter Haven, FL
33881

Payments may also be made at any AMSCOT or Western Union location

Save time and go online!
You can pay your traffic citations online. Visit www.polkcountyclerk.net and click on "traffic tickets" located in the right-hand menu. You will be prompted to pay your ticket online at the top of the webpage. Be sure to read the information provided on the webpage regarding your citation before making your payment.

CREDIT OR DEBIT PAYMENTS

Card Type: Visa MasterCard American Express Discover

Name (as it appears on the card): _____

Card # _____

Expiration Date: ____/____ CVV # _____

Billing Zip Code: _____

Card Holder's Phone # _____

Card Holder's Email: _____

** Please note that the credit card processing vendor will charge a 3.5% convenience fee for this service. The Clerk's office does not receive any portion of the credit card processing fee.*

Credit card payments can be made over the phone within the first 30 days after the date you received a citation. Call and make a payment at **1-877 716-1781**

Contact the Clerk's Office at (863) 534-4000 as soon as you realize you are unable to make full payment by the due date. We will work with you to ensure your obligations are met.

CHECK PAYMENTS

INSTRUCTIONS

1. Make your check or money order payable to "Polk County Clerk of Courts". Funds must be 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.
4. Mail this form, your payment and applicable materials to the address listed on your citation, or any of our three convenient locations listed above.

<u>citation #</u>	<u>check #</u>	<u>Amount paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____