

LEON COUNTY COURT
TRAFFIC DIVISION
(850) 577-4100
www.clerk.leon.fl.us

Leon County Courthouse
301 South Monroe St., Suite 100
Tallahassee, FL 32301

Traffic Payment Facility
2810 Sharer Rd., Suite 19
Tallahassee, FL 32312

Option Form

Florida law allows you 30 **calendar** days from the date you received your citation to either pay in full or select one of the following options:

_____ **REQUEST FOR PARTIAL PAYMENTS** – Points will be assessed against your license but you will be allowed a 90 day extension from the date of your enrollment in which to make your payments. A \$25.00 administrative fee is due at the time of enrollment and will not be applied to the assessed court costs and fines. You must track the filing of your application and payment for enrollment. Your balance due is \$ _____ and is due by _____.

_____ **REQUEST A COURT APPEARANCE** – By selecting this option, you will be issued a court date and will waive your right to pay the civil penalty or attend driver improvement school. The court may impose a fine of up to \$500.00, require completion of a driver improvement course, or both.

_____ **REQUEST TO ATTEND DRIVER IMPROVEMENT SCHOOL** – Payment in full is due at the time of the election and you will be given 60 days to file your school completion certificate with the Clerk. You must contact an approved traffic school of your choice in the state of Florida by referring to the yellow pages of your telephone directory, under the listing of “Driver Instruction”, for a list of schools in your area. Please take a copy of your citation and/or a copy of this form to the school to enroll. Your school completion must be filed with our office by _____.

_____ **REQUEST FOR PARTIAL PAYMENTS AND ATTEND DRIVER IMPROVEMENT SCHOOL** – This option will allow a 90 day extension from the date of your enrollment in which to make your payments and submit your school completion certificate. A \$25.00 administrative fee is due at the time of enrollment and will not be applied to the assessed costs and fines. **Failure to pay your citation in full and submit your school completion form within 90 days will result in a failed school assessment and adjudication of guilt. Your school completion must be filed by _____ and the balance due is \$ _____, you may check our website for due date and payment history.**

You may elect to attend Defensive Driving School under Florida Statute 318.14(9). This election requires you to pay the fine and court costs in full. You must submit your certificate of completion to the Clerk of the Court within 60 days of the school election. Upon receiving your certificate of completion, the Clerk will withhold adjudication of guilt and no points will be assessed against your driver’s license. **This office cannot accept a proof of enrollment form as a certificate of completion.**

*If you fail to file your school completion form, an \$18.00 failed school penalty will be assessed and a suspension may be entered against your driver's license. Additionally, you will be adjudicated guilty of the offense and points will be assessed against your license. Further, your case will be referred to a law firm for collection of the past due amounts. **If we request suspension of your license for failure to comply with your payment plan or complete school, an additional \$23.00 processing fee will be added.***

TO BE ELIGIBLE FOR THE SCHOOL ELECTION:

1. You must pay court costs and fines within 30 calendar days of the receipt of your citation.
2. Certificate of Completion must be submitted to this office within 60 calendar days from the date of your election.
3. **365 days** have passed since you last signed a Defensive Driving School Election Affidavit.
4. You have not elected this option more than five (5) times in your lifetime.
5. Out of County Citations: You must contact the Clerk of the Court in the county in which the citation was issued.
6. You may not elect school if you hold a commercial motor vehicle license (CDL).

AFFIDAVIT

I hereby swear or affirm that I am eligible for the option of attending defensive driving school and I understand the requirements as stated above.

Case No.: _____	_____
Citation No.: _____	Defendant Signature
Driver License No.: _____	_____
	Deputy Clerk / Notary
	BOB INZER, Clerk of the Court
	Date Signed