

**JEROME KASZUBOWSKI, CLERK OF COURT**

[www.hcclerk.org](http://www.hcclerk.org) 863/402-6635

**590 South Commerce Avenue, Traffic Dept., Rm.#3 (mail)  
430 S. Commerce Ave. (over nights-deliveries)  
Sebring, FL 33870**

This form must be completed and returned with payment within 30 days

Pursuant to Florida Statute 318.14(4) you have thirty (30) calendar days from the date you receive your citation to select one of the following options. Please note: We DO NOT honor postmark dates. Carefully read this form before selecting your option. You may also pay your fine with a credit/debit card\* or elect to attend a Driver Improvement Course (if eligible) and pay the fine amount within thirty (30) calendar days by going online at [www.myfloridacounty.com](http://www.myfloridacounty.com). Enclose a copy of your citation with this form. You should maintain a copy of all information for your records.

Initial only one of the following options and complete the form below. Payment received without this form will be returned and may be subject to late fees and driver license suspension. Option may NOT be changed once payment is received.

\_\_\_\_\_ **OPTION 1. Pay Fine.** Points will be assessed if applicable.

\_\_\_\_\_ **OPTION 2. Plead Not Guilty.** By electing this option, you are requesting a Civil Infraction Hearing and you are waiving your right to elect traffic school. A court date will be set and notice will be mailed to the address you provide below.

\_\_\_\_\_ **OPTION 3. Pay Fine and Elect Traffic School.** No points will be assessed.

This option is available if you:

1. Have not made an election within the last twelve months or more than five times in a lifetime.
2. Are making this election within thirty (30) calendar days of the date this citation was issued.
3. Have not been charged with a driver license, registration, or insurance violation.
4. Do NOT have a commercial driver license (CDL).

**If you elect the school option you must:**

1. Attend an approved school within the state of Florida. See the Telephone book's Yellow Pages under "Driving Instruction" for available schools, or go online to select and complete the 4 hour basic driver improvement course.
2. Present the certificate of completion to the Highlands County Clerk within ninety (90) days of your payment date. It is your responsibility to provide the original certificate to the Clerk of Court by the due date.

Failure to comply with any of these instructions shall result in a report for suspension of your driver license to The Department of Highway Safety & Motor Vehicles; additional court costs, fines and late fees.

I, (print your name here) \_\_\_\_\_, hereby elect the option marked above for disposition of this traffic citation. I understand this option MAY NOT BE CHANGED after it is filed with the Clerk of Court, Highlands County, Florida.

Violator's Signature \_\_\_\_\_ Date signed: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Telephone# \_\_\_\_\_

Citation No.: \_\_\_\_\_ and Date citation was written \_\_\_\_\_

Driver License No.: \_\_\_\_\_ DL State: \_\_\_\_\_

On time Payment Method: Check (enclosed), Money Order (enclosed) or Credit Card (information below)

For credit card payments, please log on to: [www.myfloridacounty.com](http://www.myfloridacounty.com) or contact our office.  
\*Credit Card must be in Your Name and a convenience fee is charged by MyFloridaCounty.com

Florida drivers can check their eligibility to elect the school option at:  
[www.flhsmv.gov/dlcheck](http://www.flhsmv.gov/dlcheck)