

## PAYMENT FORM

- Mail the yellow citation or a copy with this form. You may pay by check or money order, in U.S. funds. Please make check or money order payable to CLERK OF COURTS.
- DO NOT SEND CASH.
- To avoid late fees and the suspension of your driver's license, your payment must be received in this office within 30 DAYS of the issue date of the citation.

### PLEASE PRINT

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Street Address    Apt. #

\_\_\_\_\_  
City                                      State                                      Zip Code

\_\_\_\_\_  
Area Code                      Telephone Number

CITATION NUMBERS

AMOUNT PAID

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check  Money Order  TOTAL \$ \_\_\_\_\_

**SEND PAYMENT AND/OR CORRESPONDENCE TO:**

**CLERK OF COURTS, P.O.BOX 2507  
FORT MYERS, FL 33902**

DEPUTY CLERKS ARE AVAILABLE TO ASSIST YOU FROM 8:00 A.M. TO 5:00 P.M. MONDAY-FRIDAY, AT EITHER OF THE FOLLOWING LOCATIONS:

**Cape Coral Office                      Fort Myers Office**  
**1039 SE 9<sup>th</sup> Place                      1700 Monroe Street**

*Due to concerns with credit card security and for our customer's protection we do not accept credit card payments by mail. Refer to Convenience Options if this is your preferred method of payment.*

## TRAFFIC SCHOOL ELECTION FORM

\_\_\_\_\_  
Citation Number

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Driver License Number / State                      Date of Birth

I am eligible and elect to attend a four (4) hour basic traffic course, pursuant to Section 318.14(9) Florida Statutes, because I have not elected to attend such a course within the past twelve (12) months, or five (5) times in my lifetime, do not hold a Commercial Driver License and was not cited while driving a commercial vehicle.

I, the undersigned, do solemnly swear or affirm that I am eligible for the option checked above. I am pleading no contest to the charge, and requesting to attend a school program.

\_\_\_\_\_  
Signature    Date

### **HOW TO ENROLL IN TRAFFIC SCHOOL**

1. Contact the traffic school of your choice. For a list of traffic schools in your area refer to the Yellow Pages of your telephone directory, or check online at [www.flhsmv.gov/ddl/bdis.html](http://www.flhsmv.gov/ddl/bdis.html)
2. You must mail the SCHOOL ELECTION FORM along with your payment and the yellow copy of your citation to the Clerk of Courts.
3. You must mail the SCHOOL COMPLETION CERTIFICATE to the Clerk of Courts within 60 days of your election date (as noted on signature line above) OR via email to [TrafficSchoolCompletions@LeeClerk.org](mailto:TrafficSchoolCompletions@LeeClerk.org)

### **WARNING NOTICE**

Failure to complete the four (4) hour Traffic School Program listed on the SCHOOL ELECTION FORM within 60 days of your election will cause points to be assessed against your driver license, suspension of your driver license, and the assessment of additional fines and costs.

### **AMERICANS WITH DISABILITIES ACT OF 1990**

If you are a person with a disability who needs any accommodation to participate in court proceedings, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Court Operations Manager located at Lee County Justice Center, 1700 Monroe St., Fort Myers, FL 33901, and whose telephone number is (239) 533-1700 within seven working days prior to your court appearance. If you are hearing or voice impaired, please call 711.

## CONVENIENCE OPTIONS

Pay/Elect Traffic School

Pay/Elect Traffic School

BY PHONE



**1-239-533-5087**

ONLINE



**[www.LeeClerk.org](http://www.LeeClerk.org)**

Both are available 24 hours a day/7 days a week. Please wait 15 days from the date you receive the citation before selecting the above services. If using these options, payment must be made within 29 days from issue date of the citation in order to avoid a delinquent fee and driver license suspension.

\*\*\*\*\* NOTE \*\*\*\*\*

If the citation is not in the system and you are unable to process your citation online or by phone, you are still responsible to satisfy the citation within 30 days of issue date either by mail or in person. Call 239-533-5087 to make your payment by phone to the Clerk's Office. Payment by credit card will incur an additional convenience fee.

**DEBIT / CREDIT CARDS ACCEPTED ONLINE, BY PHONE AND AT OUR OFFICE LOCATIONS**

We honor VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS.



You may also pay in person at The Check Cashing Store



- 1444 Lee Blvd  
Lehigh Acres, FL 33936 (239) 368-5411
- 27990 Tamiami Trail  
Bonita Springs, FL 34134 (239) 947-8770

For additional locations visit:  
[www.TheCheckCashingStore.com](http://www.TheCheckCashingStore.com)

**OPTIONS TO SATISFY YOUR CITATION**

**OPTION 1 – PAY Civil Penalty.** Points will be applied against your license when applicable.

PENALTIES:	WITHIN 30 DAYS	AFTER 30 DAYS
Bicycle/pedestrian violations	\$ 59.50	\$ 82.50
Child restraint violations	161.00	184.00
Failure to stop for a school bus	266.00	289.00
Handicap parking (F.S.316.1955)	181.00	204.00
Moving violations	161.00	184.00
Non-moving violations	111.00	134.00
Seat Belt violations	111.00	134.00
Speeding violations	<b>See below</b>	<b>See below</b>
Toll facility violations	131.00	224.00
	<b>(Plus amount of unpaid toll)</b>	
Failure to move over/slow down F.S. 316.126(1)(a) &(3) only	161.00	184.00
All other Subsections of above	131.00	154.00
All terrain vehicle violations	106.00	129.00
Failure to stop at traffic signal F.S. 316.074(1) or 316.075(1)(c)1	259.00	282.00
Failure to obey traffic control device	161.00	184.00

SPEEDING PENALTIES:	POSTED ZONE		SCHOOL, CONSTRUCTION, TOLL ZONES	
	WITHIN 30 DAYS	AFTER 30 DAYS	WITHIN 30 DAYS	AFTER 30 DAYS
MPH.OVER				
1 - 5 mph	-	-	\$ 151.00	\$ 174.00
6 - 9 mph	\$126.00	\$149.00	151.00	174.00
10 - 14 mph	201.00	224.00	301.00	324.00
15 - 19 mph	251.00	274.00	401.00	424.00
20 - 29 mph	276.00	299.00	451.00	474.00
30 & over mph	<b>Requires Mandatory Court Appearance</b>			

**NOTE: Add \$2.00 if jurisdiction is City of Fort Myers or City of Cape Coral**

**ADDITIONAL INFORMATION**

**Driver License, Tag, Registration, Insurance violations**

These violations will be DISMISSED if you mail proof that before the citation was issued you had valid documentation. A \$10.00 dismissal fee is required. If document was not valid before the citation was issued but is valid now, you may mail proof of valid document and pay a fine of \$96.25 for license tag and registration violations. For insurance violations the fine would be \$75.90.

**Improper/Unsafe Equipment Violations (F.S. 316.610 & 316.2935)**

You may receive a reduced civil penalty on these violations, if you follow the directions on your citation, and have law enforcement sign off that the defect has been corrected. The signed citation must accompany payment of the reduced civil penalty of \$91.00.

**Mandatory Court Appearance Required**

If your citation indicates a court appearance is required, you can complete and mail the REQUEST FOR HEARING FORM to obtain a court date. If you fail to obtain a court date within 30 days from the issuance date of the citation, additional fees will be assessed to obtain a court date. An Affidavit of Defense will not be accepted for mandatory appearances.

**OPTION 2 – ATTEND a Traffic School.** Points will not be assessed against your license and it increases the civil penalty. Drivers holding a Commercial Driver License (CDL) are not eligible to attend traffic school to avoid points. In addition, this option does not apply to Driver License, Tag, Registration, Tolls, or Insurance violations. Complete and mail the attached **SCHOOL ELECTION FORM** and the **PAYMENT FORM**. To elect school see instructions on back of this form.

SCHOOL CIVIL PENALTIES:	WITHIN 30 days
Child restraint violations	\$ 168.00
Failure to move over/slow down	168.00
Moving violations (except speeding / failure to stop at traffic signal)	168.00
Failure to stop at traffic signal F.S. 316.074(1) or 316.075(1)(c)1	266.00
Failure to stop for school bus	273.00
Speeding violations	<b>See below</b>

**SPEEDING VIOLATIONS SCHOOL CIVIL PENALTY**

M.P.H.OVER	POSTED ZONE	SCHOOL, CONSTRUCTION, TOLL ZONES
	WITHIN 30 DAYS	WITHIN 30 DAYS
1 - 9 mph	\$133.00	\$158.00
10 - 14 mph	208.00	308.00
15 - 19 mph	258.00	408.00
20 - 29 mph	283.00	458.00
30 & over mph	<b>Requires a Mandatory Court Appearance</b>	

**IMPORTANT PAYMENT INFORMATION**

Failure to satisfy your citation(s) by selecting one of the options within 30 days of issue date (or 29 days if using convenient payment options) will result in the suspension of your Driver License and will require the payment of additional fees.

**WARNING NOTICE**

Pursuant to F.S. 28.246(6), any fine and cost that remain unpaid in excess of 90 days may be referred to a collection agency, and an additional charge up to 40% of the outstanding balance will be added to the amount owed.

**For additional information on Traffic Citations,  
Visit our website  
[WWW.LEECLERK.ORG](http://WWW.LEECLERK.ORG)**

**OPTION 3 – REQUEST a Hearing on the Violation(s).** If it is determined that an infraction has been committed, the Court may impose a civil penalty not to exceed \$500.00\* in addition to applicable court costs or require you to attend traffic school, or both. To make your request, call **239-533-5000**, or complete and mail the attached **REQUEST FOR HEARING FORM**.

\*For violations involving a death or speeding in school/construction zones the fine shall not exceed \$1,000.00 in addition to applicable court costs. Speeding fines for 50 mph and over will be higher.

**REQUEST FOR HEARING FORM**

Call **239-533-5000** to request a hearing (Traffic Division) or you may complete and mail this form.

1. Mail the yellow citation or a copy with this form to the Clerk of Courts.
2. To avoid late fees and the suspension of your driver license, your Request for Hearing Form must be received in this office WITHIN 30 DAYS of the issue date of the citation.
3. Sign your request on the line provided.

**PLEASE PRINT**

\_\_\_\_\_  
CITATION NUMBER(S)

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

\_\_\_\_\_  
DRIVER LICENSE NUMBER /STATE DATE OF BIRTH

I request the citation(s) listed above be set for a hearing.

- I Plea No Contest (No Subpoenas Issued)
- I Plea Not Guilty (Subpoenas Issued)

\_\_\_\_\_  
Signature Date

**CHANGE OF ADDRESS FORM**

Please complete if your address is different from the address on your citation(s). We must have your current address to notify you of your hearing date.

\_\_\_\_\_  
STREET ADDRESS APT#

\_\_\_\_\_  
CITY STATE ZIP CODE