



Tiffany Moore Russell
Clerk of the Circuit and County Courts
Orange County • Florida

NOT GUILTY PLEA

Case Number: _____

Citation Number: _____

Defendant's Name: _____

I wish to plead not guilty to my traffic citation and request a hearing.

I understand that by requesting this hearing I forfeit the right to pay the civil penalty. The hearing official may impose a penalty of up to \$500.00 plus court costs, except in cases involving unlawful speed in a school zone, construction zone, or speeds in excess of 50 mph over the posted limit in which case a penalty of \$1,000.00 plus court costs may be imposed. In the event it is a second offense of traveling in excess of 50 mph over the limit, result in a fine of \$2,500.00 plus court costs. In cases involving a motorcycle, both wheels not on ground or attaching tag improperly will result in a fine of \$1,000.00 plus court costs for the first offense or \$2,500.00 plus court costs for second offense. The hearing official may require my attendance at an approved driver improvement school.

To be set in front of a Hearing Official, I certify that this infraction did not include an accident with injuries or occur at the same time as a criminal traffic charge. If this infraction involved injuries, I understand my case will be heard in front of a judge.

- I will attend the hearing in person
- I would like to request a virtual hearing
- I will not be able to attend the hearing in person and will file an Affidavit of Defense

Current Phone Number: _____

Driver's License Number: _____

My email address: _____

Current mailing address: _____

Signature: _____

Date: _____

425 North Orange Avenue • Orlando, Florida 32801 • 407-836-2000

ELECTING THE VIRTUAL HEARING OPTION

YOU HAVE 30 DAYS FROM THE DATE OF THE NOTICE YOU RECEIVED TO COMPLETE THIS FORM OR FILL OUT THE FORM TO ELECT THE CONDITIONAL PLEA OF NO CONTEST VERIFIED STATEMENT OF ADMISSION AND WAIVER OF APPEARANCE. IF YOU FAIL TO TAKE ANY ACTION, YOUR DRIVER'S LICENSE MAY BE SUSPENDED.

PLEASE MAKE SURE YOU FILL OUT THIS FORM ENTIRELY AND FOLLOW THE INSTRUCTIONS BELOW:

Please print out this form and fill it out, making sure you print clearly.

You are NOT required to complete this form, but if you decide to request a virtual hearing, it is your responsibility to make sure the form is completed and filed with the Orange County Clerk of Courts.

Once the form is completed, you may

1. Go to www.MyOrangeClerk.com
2. Click on **Contact Us**
3. Then select Orlando:
 - Traffic – including [Winter Park](#), [Goldenrod](#), [Apopka](#), [Ocoee](#), and [Orlando](#)
4. Complete information requested and attach file using the “Attach File” icon located at the bottom of the page.

If you do not have access to a computer, you may send the completed Request for Virtual Hearing form via US Mail to: Orange County Clerk of Court, 425 N. Orange Ave., Suite 410, Orlando, FL 32801.

We will also accept this form at any Orange County Clerk of Court location. You may find our locations at www.myorangeclerk.com