



**GREGORY C. HARRELL**  
CLERK OF COURT AND COMPTROLLER – MARION COUNTY, FLORIDA

CLERK OF COURT  
RECORDER OF OFFICIAL RECORDS  
CLERK AND ACCOUNTANT OF THE BOARD OF COUNTY COMMISSIONERS  
CUSTODIAN OF COUNTY FUNDS AND COUNTY AUDITOR

POST OFFICE BOX 1030  
OCALA, FLORIDA 34478-1030  
TELEPHONE (352) 671-5604  
WWW.MARIONCOUNTYCLERK.ORG

**Please read the following carefully before making your election as Florida law allows you 30 calendar days from the date of issuance of the citation to either pay in full or select one of the following options:**

- 1. REQUEST TO ATTEND DRIVER IMPROVEMENT COURSE:** Payment in full is due at the time of the election and you will be given 60 calendar days from the date the signed affidavit and payment is received to file your school completion certificate with this office. Some citations qualify for a 18% discount when making the school election pursuant to FS 318.14(9). If you fail to complete the school and turn in the certificate you will be required to repay any discount received and all other applicable fees pursuant to FS 318.15(1)(b) & FS 318.18 (8)(a).
- 2. REQUEST A COURT APPEARANCE:** By selecting this option you will be issued a court date by mail. If you go to court, you will waive your right to elect a basic driver improvement course and your right to the civil penalty provisions of section 318.18 of the Florida Statutes; and the Court may: impose a fine up to \$500.00; require completion of a driver improvement course; or both.
- 3. REQUEST FOR PAYMENT PLAN AGREEMENT:** A \$25.00 non-refundable service fee is due at the time of this request and will not be applied to the assessed civil penalty. Payments are \$50.00 a month. If you cannot afford \$50.00 a month you can fill out the application to have the payment based on your income. At the time of setting up the payment plan you must pay the \$25.00 non-refundable service fee plus a down payment (lesser of 10% of the total financial obligation or \$100.00) and any late fees.

**\*By selecting this form, you have chosen option 3.**

IN THE COUNTY COURT OF THE FIFTH JUDICIAL CIRCUIT  
IN AND FOR MARION COUNTY, FLORIDA

Citation #(s): \_\_\_\_\_

Case Number: \_\_\_\_\_

STATE OF FLORIDA

vs.

\_\_\_\_\_  
Defendant

**PAYMENT PLAN OPTIONS**

**REQUEST FOR PAYMENT PLAN AGREEMENT:** A \$25.00 non-refundable service fee is due at the time of this request and will not be applied to the assessed civil penalty. You are waiving your right to ask for a hearing. You are waiving your right to attend a basic driver improvement course. You will be entering a plea of guilty and will be adjudicated guilty, with points being assessed against your license if applicable. Failure to make a monthly payment will result in the contract being terminated, your driver's license being suspended pursuant to FS 322.245, and the outstanding balance being forwarded to a collection agency pursuant to FS 28.246(6) with additional fees being assessed. Once a payment plan has been terminated, an additional \$25.00 fee will be assessed each time a new payment plan agreement is established in the case(s) listed on the agreement.

**Please select (1) one of the following options:**

- ☐ Monthly payment in the amount of \$50.00 per citation, per month will apply.
- ☐ Monthly payment based on income, to be calculated by the Marion County Clerk's Office with a minimum of \$25.00 per month. To make this election you must complete the Payment Plan Agreement Request Form and submit with this form. Payment Plan Agreement Request Form is located on the Marion County Clerk's Office website [www.marioncountyclerk.org](http://www.marioncountyclerk.org) under Traffic Forms.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Defendant

Printed Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_