



**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 1.**

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

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

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

STATE OF FLORIDA

vs.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Certificate Due By

**SCHOOL ELECTION AFFIDAVIT**

**REQUEST TO ATTEND DRIVER IMPROVEMENT COURSE:** Payment in full is due at the time of the election. Then 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. You will be pleading Nolo Contendere to the infraction and adjudication will be withheld at the time you file the school completion certificate with our office. You must contact an approved traffic school of your choice in the State of Florida by visiting <http://www.flhsmv.gov/ddl/drivingcourses.html> or by referring to the telephone directory yellow pages under "Driver Instruction." Some citations qualify for a 18% discount when making the school election pursuant to FS 318.14(9).

**TO BE ELIGIBLE FOR A WITHHOLD OF ADJUDICATION AFTER ATTENDING A DRIVER IMPROVEMENT COURSE:**

1. You must pay the civil penalty within 30 days of the receipt of your citation.
2. You must submit a Certificate of Completion to this office within 60 days from the date of the election.
3. It has been one year (365 days) since you last signed a Defensive Driving School Election Affidavit.
4. You have not elected this option more than eight (8) times in your lifetime.

**NOTE:**

1. Out of County citations: You must contact the Clerk of the Court in the County in which the citation was issued.
2. You may NOT elect to attend the driver improvement course if you hold a commercial motor vehicle license (CDL).
3. Failure to file your completion form will result in additional statutory fees and suspension of your driver license. You also will be adjudicated guilty of the offense, points will be assessed against your driver license, and the outstanding balance will be sent to a Collection Agency, with additional fees being assessed.
4. I will be required to repay any applicable discounts I received for making the election for traffic school.

**AFFIDAVIT**

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

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

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

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

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

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

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

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

GREGORY C. HARRELL  
CLERK OF COURT AND COMPTROLLER

by \_\_\_\_\_  
Deputy Clerk

## DRIVER IMPROVEMENT SCHOOL INFORMATION

It is your responsibility to contact a school and enroll in a Basic Driver Improvement Course as soon as possible. Retain your copy of the Affidavit and present to the school personnel when you enroll in a class. A course tuition fee will be due at the time of enrollment. For a list of Florida DHSMV approved schools in your area, please look in your phone book under the listing “Driving Instruction or Traffic School” or online at [www.flhsmv.gov](http://www.flhsmv.gov) for an approved course.

**\*NOTE:** You have (60) calendar days from the date you sign the affidavit to file the school completion certificate in the Traffic Division of the Marion County Clerk’s Office. You can file it in person, by e-mail to [Trafficforms@marioncountyclerk.org](mailto:Trafficforms@marioncountyclerk.org) or by mail at one of the following addresses:

**MAILING ADDRESS**

Marion Clerk’s Office  
Traffic Division  
PO Box 907  
Ocala, FL 34478

**OFFICE HOURS**

Monday – Friday  
8:00AM – 5:00PM

**PHONE HOURS**

Monday – Friday  
8:00AM – 4:00PM  
Phone (352)671-5599

**STREET ADDRESS**

Marion County Courthouse  
Traffic Division Room 101  
110 NW 1<sup>st</sup> Avenue  
Ocala, FL 34475

SPEED	STANDARD FINE	SCHOOL FINE	SCHOOL ZONE FINE	CONSTRUCTION ZONE FINE	SCHOOL FINE
1-5	WARNING	N/A	\$156.00	WARNING	\$154.00
6-9	\$131.00	\$133.50	\$156.00	\$156.00	\$154.00
10-14	\$206.00	\$195.00	\$306.00	\$306.00	\$277.00
15-19	\$256.00	\$236.00	\$406.00	\$406.00	\$359.00
20-29	\$281.00	\$256.50	\$456.00	\$456.00	\$400.00
30-UP	COURT	N/A	COURT	COURT	N/A
OTHER CIVIL OFFENSES	STANDARD FINE	SCHOOL FINE	OTHER CIVIL OFFENSES	STANDARD FINE	SCHOOL FINE
MOVING VIOLATIONS	\$166.00	CONTACT CLERK’S OFFICE	CHILD RESTRAINT	\$166.00	\$162.20
DWLS UNKNOWINGLY	\$160.00	\$156.20	CURFEW	\$160.00	\$156.20
NON-MOVING VIOLATIONS 320/322	\$113.00	N/A	ALL TERRAIN VEHICLE	\$111.00	N/A
PARKING VIOLATIONS	\$110.00	N/A	HANDICAP PARKING VIOLATIONS	\$110.00	N/A
PASS STOPPED SCHOOL BUS	\$271.00	\$278.00	RAILROAD CROSSING	\$606.00	NA