

PAY BY MAIL

CHECK OR MONEY ORDER ONLY - DO NOT SEND CASH

You may pay by check or money order, in U.S. funds made payable to **CLERK OF COURTS**.

To avoid late fees and the suspension of your driver license, your payment must be received in this office within 30 DAYS of the issue date of the citation.

PAYMENT FORM

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Street Address		Apt. #
_____	_____	_____
City	State	Zip Code
_____		_____
Area Code	Telephone Number	

CITATION NUMBERS

AMOUNT PAID

_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL \$ _____

SEND PAYMENT AND/OR CORRESPONDENCE TO:

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

For more information, visit our website
www.LeeClerk.org

ATTEND TRAFFIC SCHOOL

Points will not be assessed against your license and the civil penalty increases by \$7. Drivers with 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, Toll, or Insurance violations. Complete and mail the **TRAFFIC SCHOOL ELECTION FORM** and the **PAYMENT FORM**.

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 traffic school. 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
2. You must mail the TRAFFIC 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

WARNING NOTICE

If you elect traffic school and fail to attend, or if you turn in your school certificate late, you will be assessed additional fees, points and possible driver license suspension. Certificates submitted after 5 PM will be processed the following business day. Note: if the completion due date falls on the holiday or weekend, the certificate must be received prior to that date.

REQUEST A HEARING

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 mail the completed **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

Complete, sign and date this form; then mail the form and the yellow citation, or a copy of the citation to:

Clerk of Courts, P.O. Box 2507, Fort Myers, FL 33902

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 Plead No Contest (No Subpoenas Issued)
 I Plead Not Guilty (Subpoenas Issued)

Signature Date

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**.

CHANGE OF ADDRESS FORM

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 Apartment #

City State Zip Code

HOW TO PAY YOUR TRAFFIC CITATION

Within 30 days of the issuance of your citation, your options are to pay your citation and incur points, pay citation and elect traffic school, or request a court date. You can pay by mail, by phone, online, or in-person. After 30 days, you must pay by mail, in-person or by calling 239-533-5000. Weekends are counted in the number of days.

General Information

Failure to satisfy your citation(s) within 30 days of issue date will result in the suspension of your Driver License and additional fees.

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.

Driver License, vehicle registration, / tag, insurance: These violations will be DISMISSED if you provide proof that you had valid documentation before the citation was issued. **A \$10.00 dismissal fee is required.** *If document was not valid before the citation was issued but is valid now, you may provide proof of valid document and pay a \$96.25⁺⁺ fine for license, tag, and registration violations. For insurance citation violations, the fine is \$75.90⁺⁺. (*N/A for CDL Licenses)

⁺⁺Add \$2.00 if jurisdiction is City of Fort Myers or City of Cape Coral.

Unknowingly Driving on a Suspended License

Citation, F.S. 322.34(1), A voluntary payment will count as an Adjudication which could result in the loss of your driving privilege. A five year suspension of your driving privileges is the result of being adjudicated on three citations in a five year period or having a combination of (three) citations for DWLS/R and DUI. If eligible, an election to attend a 4-hr traffic school, or proof of a reinstated license, will dispose the case as a Withhold of Adjudication thereby causing no future impact to your license for the citation.

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⁺⁺.

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

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, or call 239-533-1700 within seven working days prior to your court appearance. If you are hearing or voice impaired, please call 711.

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

Fast, easy and secure. Use your credit/debit card, ACH (eCheck), Apple Pay or Android Pay to make your payment.



* A convenience fee is charged by the financial service provider. The Clerk of Courts does not receive any part of this fee nor is your credit card information stored in our database. This fee is non-refundable. The payment description on your credit card billing statement will be **nCourt**.

Pay Online:

Go to www.LeeClerk.org

Choose: [Pay Online](#)

Choose: [Traffic, Ordinance Violations & Misdemeanor](#)

Choose: [Pay Your Traffic Citation Online](#)

Pay by Phone

To make a payment by phone, please call 239-271-3252

Mon – Fri 7 AM – 12 AM

Sat – Sun 9 AM – 6 PM

Pay in Person

All Major Debit/Credit Cards, Apple Pay, Android Pay, Cash, Check or Money Order (Payable to **CLERK OF COURTS**)

Fort Myers Office

1700 Monroe St. /
2075 Dr. MLK Blvd
First Floor
Fort Myers, 33901

Mon - Fri 7:45 AM – 5 PM

Cape Coral Office

Cape Government Complex
1039 SE 9th Place
Second Floor
Cape Coral, 33990

Tues - Thurs 8 AM – 5 PM

For more information, visit our website

www.LeeClerk.org