

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY

ADMINISTRATIVE ORDER NO. 10.403-01/26*

IN RE: TRAFFIC INFRACTION MOTIONS
AND CORRESPONDENCE

:

The efficient administration of the Traffic Division requires a uniform policy concerning motions and correspondence that are filed in traffic infraction cases.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. **Correspondence Forwarded to the Judge:**

- a. The Clerk of Circuit Court & Comptroller (Clerk) shall forward, to the Administrative Traffic Judge designated by the Chief Judge for ruling, any motion and/or correspondence related to a **Plea of Guilty/No Contest and No Request for Hearing** as outlined in Administrative Order 10.410.
- b. When a motion or correspondence is filed, **excluding a Plea of Guilty/No Contest and No Request for Hearing** with the Clerk in any traffic infraction case that has been assigned to Divisions: D, H, or BG, the Clerk shall forward the motion and/or correspondence to the assigned judge for ruling. If the case is assigned to Division I, the Clerk shall forward the motion and/or correspondence to email: CAD-CriminalCM. If the case is disposed, the motion and/or correspondence shall be forwarded to the disposition Judge. If the disposition Judge is no longer a sitting Judge, the correspondence shall be forwarded to the CAD-CriminalCM email account.

2. **Correspondence Forwarded to the Administrative Traffic Hearing Officer:**

- a. The Clerk shall forward to the Administrative Traffic Hearing Officer, or any other person designated by the Chief Judge, any motion and/or correspondence filed by a defendant that has not been assigned to a judicial division and which may be heard by a Traffic Hearing Officer for ruling.
- b. Motions and Correspondence to Mitigate or for New Trial that are timely filed pursuant to Florida Rules of Traffic Procedure 6.490(b) or 6.550, shall be ruled upon by the Traffic Hearing Officer who presided over the disposition of the case

unless the orderly administration of justice will be impeded in which case paragraph 2(a) shall apply.

- c. The procedure for resolving any motion or request for continuance shall be governed by Administrative Order 10.402-9/08 (as amended) or any subsequently entered Administrative Order pertaining to same.

3. Oral Argument/Hearing:

- a. The Clerk shall not schedule motions pertaining to traffic infraction cases that do not require a mandatory court hearing without a Court Order.
- b. Upon receipt of a motion and/or a notice of hearing, the Clerk shall follow the procedures set forth in paragraphs 1-2 above. After consideration of the motion, a Judge or Traffic Hearing Officer shall either grant or deny the motion or set it for oral argument/hearing.

DONE and ORDERED in Chambers at West Palm Beach, Palm Beach County, Florida, this 25 day of January 2026.



Glenn D. Kelley, Chief Judge

*supersedes admin. order 10.403-11/22