

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

ADMINISTRATIVE ORDER NO. 10.410-01/26

IN RE: **PLEA OF GUILTY / NO CONTEST** IN CIVIL TRAFFIC CASES

In addition to entering a plea of guilty or not guilty in civil traffic infraction cases, the Florida Rules of Traffic Court allow defendants to enter written pleas of **guilty / no contest** and allow judges and civil traffic hearing officers to withhold adjudication of guilt on a civil traffic infraction when not otherwise prohibited by statute or rule of procedure. The Court has determined that considerable time and expense can be saved by creating a process for civil traffic infraction defendants to seek a withhold of adjudication (no points) via a plea **guilty / no contest** without the necessity of attending a hearing.

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

A. PLEA OF GUILTY / NO CONTEST AND NO REQUEST FOR HEARING

1. Pursuant to Florida Rule of Traffic Court 6.340, a Defendant with a pending civil traffic infraction may enter a written "Plea of Guilty / No Contest and No Request for Hearing" by submitting a written request to the Court. A form Plea of Guilty / No Contest is attached as Exhibit A. By submitting this plea, the Defendant will not have to attend a hearing unless otherwise set by the Court.
2. Pleas of Guilty / No Contest and No Request for Hearing must be filed through the Clerk & Comptroller's Office within 30 days of the infraction to avoid late fees.
3. A Plea of Guilty / No Contest and No Request for Hearing will constitute a waiver of Defendant's right to a speedy trial.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this
5th day of January 2026.



Glenn D. Kelley, Chief Judge

Supersedes Admin. Order 10.410 -8/20

Attachment A

IN THE COUNTY COURT IN AND FOR
PALM BEACH COUNTY, FLORIDA

STATE OF FLORIDA,

CASE NO.: _____

v.

_____,
Defendant.

PLEA OF GUILTY / NO CONTEST AND NO REQUEST FOR HEARING

Before me personally appeared _____, who swears and affirms as follows:

1. My name, address, and telephone number are:

Name: _____

Address: _____

Email: _____

Phone Number: _____

2. I am the defendant in the above-referenced case and am charged with the following violation(s): (list the charges as you understand them.) (Note: This is not an admission that you violated any law)

3. I hereby plead NO CONTEST or GUILTY and I DO NOT REQUEST A HEARING. I understand that I may file this statement as an explanation of what happened and that the judge can consider this statement before pronouncing a sentence, but I am not required to make any statement. By pleading no contest, I understand that I am not admitting or denying that the infraction was committed but do not contest the charge(s), and I understand that I may be sentenced and found guilty even though I entered a plea of no contest. I understand that the hearing officer or judge will determine any appropriate sentence and decide whether to adjudicate me guilty. I am waiving my appearance at a hearing.
4. Defendant's statement: If you choose, you may explain what happened in your own words in this section. Once you submit this statement, it will be considered by the hearing officer or judge.

5. I understand that this statement and explanation is voluntary and is not required of me. I am choosing to submit this statement without the advice of a lawyer. I understand that this form must be notarized before it is submitted and accepted by the Court. I understand that once this form is submitted, this matter will not be set for additional hearings, unless requested by the State of Florida or the Court. I understand that if I am found to have committed this violation, there have been no promises regarding which sentence I will receive.
6. I understand that any material misrepresentation could cause me to be prosecuted for a separate criminal law violation.

Signature of Affiant/Defendant

Sworn to (or affirmed) and subscribed before me, the undersigned authority, on _____
Personally known _____
Produced identification _____
Type of ID produced _____

Notary Public, Deputy Clerk, or other authority

NAME:

Commission No.

My Commission Expires:

NOTE: It is the Affiant/Defendant's responsibility to make sure this affidavit is provided to the clerk of court no more than 30 days after the infraction for this affidavit to be considered by the hearing officer or judge.

If Affiant/Defendant is under the age of 18, a parent or guardian must sign this affidavit:

Signature of Parent/ Guardian

You may submit your completed Plea of Guilty / No Contest and No Request for Hearing to the Clerk & Comptroller's Office by dropping it off at or mailing it to any Clerk & Comptroller's Office location, or by scanning and emailing it to ConditionalPlea@mypalmbeachclerk.com

****Once filed, if you do NOT receive a Court Order after 14-days, please check your spam mail, or review the Clerk's docket to determine if the Court has ruled on your **Plea of Guilty / No Contest and No Request for Hearing******