IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Administrative Order 2025-33-CO
CONDITIONAL PLEA OF NO CONTEST IN CIVIL TRAFFIC INFRACTION PROCEEDINGS NOT INVOLVING TRAFFIC CRASHES

(a) Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

(b) Florida Rule of General Practice and Judicial Administration 2.215(b)(3) states the Chief Judge "ensures the efficient and proper administration of all courts within [this] circuit, considering available resources."

(c) Florida Rules of Traffic Court allow civil traffic infraction defendants to enter a written plea of no contest and also allow judges and civil traffic hearing officers to withhold adjudication of guilt on civil traffic infractions when not otherwise prohibited by statute or rule of procedure.

(d) In cases not involving a traffic crash, the Court has determined that considerable time and expense can be saved by creating a process for civil traffic infraction defendants to have adjudication withheld by way of a plea of no contest without the necessity of attending a hearing.

(e) In accordance with the authority vested in the chief judge by Article V, section 2(d) of the Florida Constitution, 43.26, Florida Statutes, Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED:**

Resolution of **Civil Traffic Infractions:**

(1) A defendant with a pending civil traffic infraction (not arising out of a traffic crash) who wishes to resolve the case without making a physical appearance at the courthouse, and who would like to avoid points on the driving record, may file a "Conditional Plea of No Contest and Waiver of Appearance Form" (hereinafter "Conditional Plea"). The infraction must also not require a mandatory appearance under section 318.19, Florida Statutes. Upon the filing of a Conditional Plea with the Clerk of Court, the defendant's case will be reviewed to determine if the

infraction(s) will be resolved by a withhold of adjudication of guilt resulting in "no points" on the driving record The Conditional Plea form is attached as Attachment "A".

(2) To use this procedure, a defendant must file a Conditional Plea with the Clerk of Court within 30 days of the date of the infraction (to avoid late fees). If a defendant chooses to use this procedure after having already filed a timely election to contest the infraction, the defendant may still use this procedure by filing a Conditional Plea with the Clerk of Courts no later than 10 days before the schedule pretrial hearing.

(3) If the court accepts the Conditional Plea, a disposition order shall be entered by the court and returned to the defendant without further hearing, and the defendant will have 60 days to satisfy any penalty imposed by the court.

(4) If the court determines that the Conditional Plea cannot be accepted for any reason, the court shall reject the plea and the matter shall be reset in due course for a regularly scheduled civil traffic pretrial conference. At any subsequent proceeding, the prior submission of a Conditional Plea may not be considered as evidence of guilt as to the related civil traffic infraction.

(5) This Administrative Order does not apply to civil traffic infractions in which the infraction was the result of a traffic crash, or for which a mandatory appearance is required.

(6) The Conditional Plea of No Contest and Waiver of Appearance form will be available on the webpages for the Seventeenth Judicial Circuit and Broward County Clerk of Courts.

(7) This Administrative Order hereby supersedes and vacates Administrative Order 2024-12-CO.

DONE AND ORDERED in Chambers, Fort Lauderdale, Broward County, Florida, this 22nd day of August, 2025.

/s/ Carol-Lisa Phillips
Carol-Lisa Phillips, Chief Judge

IN THE COUNTY IN AND FOR
BROWARD COUNTY, FLORIDA

STATE OF FLORIDA, CASE NO.: _____

vs.

Defendant.
_____/

CONDITIONAL PLEA OF NO CONTEST AND WAIVER OF APPEARANCE
(TRAFFIC INFRACTION CITATION NOT INVOLVING A TRAFFIC ACCIDENT)

Under penalty of perjury, I swear or affirm as follows [*please print clearly*]:

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

_____

_____

2. Email address: _____

3. Date of Birth: _____

4. Traffic Citation Number(s): _____
(*Please attach a copy of each citation, if available*)

5. I am the defendant in the above-referenced case and I have been charged with the following violation(s): (List the charges as you understand them to be. Attach additional pages, if necessary.):

_____

6. In the past two years, I have been adjudicated, guilty of, or have had adjudication withheld for the following civil or criminal traffic violations (please provide date, location, and nature of each violation).

_____

7. This is not an admission that I violated any law. I am requesting the Court to withhold adjudication of guilt on the above listed citation(s) so that I will have no "points" on my record. I understand that if the Court declines to approve my Conditional Plea of No Contest, this matter will be set on a regularly scheduled traffic infraction pretrial docket. I further understand that if the Court accepts my Conditional Plea of No Contest, I will be obligated to comply with the resolution the Court has imposed within 60 days, or my driver's license may be suspended.

Further, if my citation(s) involve(s) improper equipment or failure to display a valid driver license, valid insurance, or a valid registration, I have attached copies of my current valid driver's license; insurance that was

valid on the date of the infraction; a valid motor vehicle registration and/or proof that any equipment defect has been repaired, as the case may be.

☐ **I am entering a Conditional Plea of No Contest.** By pleading no contest, I understand that I am not admitting or denying that the infraction was committed but do not contest the charges and I understand that if this plea is accepted the Court will withhold adjudication of guilt. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine the appropriate sentence in withholding adjudication of guilt. I further understand that I am waiving my personal appearance in this matter. I understand that by making this request, I am waiving my right to a speedy trial.

Statement of Defendant: (Not required, but I am providing an explanation of what happened so that the court may consider it before pronouncing sentence) (Additional papers, documents, photos, etc. can be attached but should be mentioned here).

_____

_____

_____

_____

_____

8. If the court rejects my Conditional Plea of No Contest, I *wish* to:

(Check only one box)

☐ Pay the Civil Penalty within 30 days from the date of the Court's ruling

☐ Pay the school civil penalty within 30 days of the Court's ruling and complete defensive driving school within 60 days of the Court's ruling. (I certify that I am eligible to elect to attend the defensive driving school.)

☐ Request a court date.

I understand that any material misrepresentation could cause me to be prosecuted for a separate criminal law violation.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Signature of Defendant: _____

If you are under the age of 18, a parent or guardian must also sign this statement:

Signature of Parent/Guardian: _____

You may drop off this completed Plea at the Clerk's drop box at any location of the Broward County Courthouse; you may also send it via U.S. Mail to Broward County Clerk of Court, P.O. Box 14610, Fort Lauderdale, Florida 33302-4610; or you may scan and email the form to the Clerk of Court at TrafficEclerk@browardclerk.org.