



KELVIN SOTO, ESQ.  
CLERK OF THE CIRCUIT COURT & COUNTY  
COMPTROLLER  
OSCEOLA COUNTY, FLORIDA

DATE: \_\_\_\_\_

CITATION #(s): \_\_\_\_\_

AGENCY (Circle One) **Kissimmee PD Osceola Sheriff's Office St Cloud PD FHP Troop D FHP Troop K**

**I HEREBY REQUEST TO ENTER INTO A CONDITIONAL PLEA OR A HEARING ON THE ATTACHED CITATION.**  
It may be possible for you to resolve your case without a court appearance. *Select an Option below.*

**Option 1: Conditional Plea** - A plea for those defendants who wish to resolve their case without making a personal appearance at the courthouse and desire that their case be reviewed to determine if the infraction be resolved by a withhold of adjudication of guilt resulting in "no points" on their driving record. Not available for citations involving a traffic crash. *Submit the Conditional Plea form found on the following page along with this request.* If the court accepts the Conditional Plea, a disposition order will be entered by the court and returned to you via mail without further hearing, and you will have 120 days to satisfy any penalty imposed by the court.

**Option 2: Schedule a Virtual Hearing** - Complete the information below and you will be sent, via email, a court date to appear for your virtual traffic hearing. You will be required to have a computer, cell phone, or mobile device that has a microphone and camera. All virtual traffic hearings will be held via Microsoft Teams.

**Option 3: Schedule an In-Person Hearing** - Complete the information below and you will be sent a court date to appear by U.S. mail.

**YOU MUST COMPLETE ALL PORTIONS BELOW. FAILURE TO DO SO WILL RESULT IN ALL CORRESPONDENCE BEING SENT TO THE ADDRESS ON THE CITATION OR YOUR VIRTUAL ELECTION BEING DELAYED.**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE & ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- I accept and DO want to receive text messages and/or email notification reminders.
- I decline and DO NOT want to receive text messages and/or email notification reminders at this time.

Cell Phone Provider: AT&T T-Mobile, Sprint, Verizon, Other: \_\_\_\_\_

By Participating in the Osceola County Clerk's office notifications, you authorize the Clerk's Office and/or Deputy Clerks contact you by mail, email, telephone, text, automated contact or other means of communications. Message & data rates may apply.

**A DATE TO APPEAR WILL BE MAILED TO YOU**

If you have not received notification within 3 weeks, please call 407-742-3566.

**\*\*IF MORE THAN 30 DAYS HAS LAPSED SINCE THE ISSUANCE OF YOUR CITATION, YOUR LICENSE MAY ALREADY BE SUSPENDED. PLEASE CALL 407-742-3566 FOR FURTHER ASSISTANCE\*\***

**PLEASE NOTE: THE CLERK'S OFFICE DOES NOT HAVE THE AUTHORITY TO GRANT A CONTINUANCE.**

To CANCEL your HEARING, contact our office at least 3 business days before the hearing date.  
A \$15.00 CANCELLATION FEE is required, along with the entire amount of the citation.

\_\_\_\_\_  
Defendant's Signature  
\_\_\_\_\_  
Receiving Deputy Clerk Signature

**YOU MUST SIGN THIS FORM OR YOUR REQUEST WILL NOT BE HONORED.**

Option 1: Conditional Plea - Signed document may be emailed to [TrafficOsceola@osceolaclerk.org](mailto:TrafficOsceola@osceolaclerk.org).

Option 2 & 3: Virtual or In-Person Hearing - Signed document may be emailed to [HearingRequest@osceolaclerk.org](mailto:HearingRequest@osceolaclerk.org).

IN THE COUNTY COURT OF THE NINTH JUDICIAL CIRCUIT  
IN AND FOR OSCEOLA COUNTY, FLORIDA

STATE OF FLORIDA

CASE NO.: \_\_\_\_\_

CITATION NO.: \_\_\_\_\_

v.

\_\_\_\_\_,

Defendant.

CONDITIONAL PLEA OF NO CONTEST  
VERIFIED STATEMENT OF ADMISSION AND  
WAIVER OF APPEARANCE

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

1. My name, address and telephone number are: \_\_\_\_\_  
\_\_\_\_\_.
2. My email address is: \_\_\_\_\_.
3. My date of birth is: \_\_\_\_\_.
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) [please list the charges as you understand them to be]: \_\_\_\_\_  
\_\_\_\_\_.
6. This is not an admission that I violated any law. This is a conditional plea of no contest to the citation(s) I have listed above. I am requesting the Court to **withhold the adjudication of guilt** on the above listed citation(s) so that I will be assessed **no points** on my driving record. If the Court rejects my conditional plea of no contest, I understand that my case will be set on a regularly scheduled civil traffic infraction pre-trial docket and this conditional plea form will **not** be considered as evidence that the civil traffic infraction was committed in any future proceeding.
7. I understand that if the Court accepts my conditional plea of no contest, adjudication of guilt will be withheld on the above-listed citation(s) so I will be assessed **no points** on my driving record, but I also understand I will be required to comply with the conditions that the Court imposes – which may include the payment of applicable fines, fees, costs

and any other imposed sanction (i.e. driver improvement school) – within **120 days** or my driver’s license may be suspended. The Court may impose fines up to \$500, except for cases of unlawful speed in a school or construction zone where the fine may be up to \$1000.

8. If my citation(s) involve(s) improper equipment or failure to display a valid driver’s license, valid insurance or a valid registration, I have attached: proof that any equipment defect has been repaired; a copy of my current valid driver’s license; proof of valid insurance; or a copy of my valid motor vehicle registration.

**I hereby plead NO CONTEST** and file this verified statement as an explanation of what happened and as a statement that the judge or hearing officer can consider before determining any punishment. By pleading no contest, I understand that I am not admitting or denying that the infraction was committed, but I do not contest the charges. I understand that if this plea is accepted, the judge or hearing officer will withhold adjudication of guilt and assess no points on my driving record. I understand that I am not required to make any statement. I understand that the judge or hearing officer will determine the appropriate sentence in withholding the adjudication of guilt which may include the payment of applicable fines, fees, costs and any other imposed sanction.

I understand I am waving my personal appearance in this matter and if the plea is accepted, I will not have a final hearing before the Court. I further understand this plea is completely voluntary and if I do not complete this form, my case will be set for a civil traffic hearing in the future.

Statement of Defendant (A statement is not required. Any additional papers, documents or photos can be attached, but should be mentioned here. Add additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_

I understand any material misrepresentation could cause me to be prosecuted for a separate crime. Under penalties of perjury, I declare I have read the foregoing statement and the facts stated in it are true.

\_\_\_\_\_  
Defendant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed name of Defendant)

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

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_