

Traffic Citations (Civil Traffic Infractions.)

How much will my citation cost?

The cost of your citation is set by the State or County, not the Clerk's Office and the cost depends on what violation you were charged with and whether or not you pay it within the allotted 30 days, which includes the date the citation was written. If you pay the citation after 30 days, your license will be suspended and a late fee will be assessed in addition to the original cost.

How do I pay my citation?

You can pay your citation in a number of ways:

1. You can pay in person at the Clerk's Office, 10 East Jefferson Street, Quincy, FL 32351, Room 106. Acceptable forms of payment are: Cash, Credit/Debit Card, Personal or Cashier's Check, and Money Order. There is an additional 3.5% processing fee on all credit/debit transactions.
2. You can pay with a credit/debit card online within 30 days of receiving your citation, including the date citation was written, by going to:

<https://www.myfloridacounty.com/ttpay/>

You will need the following information to pay your citation online: **County where the Citation was issued – Gadsden, Citation number (which can be found at the top of the citation.), and date of birth. DO NOT ENTER your License state or number.** This site will charge an additional 3.5% processing fee on all credit/debit transactions.

3. You can pay by mail by sending a cashier's check or money order to the Clerk's Office, P.O. Box 1649, Quincy, FL 32353 Attn: Traffic Division. Make the check payable to Gadsden Clerk of Court. You must also include a copy of your citation or citation number.

DO NOT MAIL CASH.

How do I file for an extension to pay?

You can only request a onetime 30-day extension to pay your citation. If you request an extension, you waive your right to contest the citation in court and have 30 days from the due date to pay the citation. If the citation is not paid after the extension, license will be suspended and a late fee assessed in addition. You may obtain this 30-day extension to pay by coming in person to the Clerk's Office or by calling us. 850-875-8601, ext 2

How do I elect to attend a basic driver improvement course and how do I find a list of approved basic driver improvement (BDI) courses?

There are several steps in this process:

1. Contact the Clerk's Office at (850) 875-8601, ext 2 to determine if you are eligible for this election.

You are NOT eligible for this election IF:

1. You have selected this option in the last 12 months.
 2. You have selected this option 5 times in your lifetime.
 3. You hold a CDL license.
 4. You are licensed out of state. (Out of state drivers need to contact their local DMV/Driving Agency to find out what actions are necessary to keep the points from their record.)
2. You will be able to elect school and pay costs online for this option within 30 days, including the date the citation was written.
 3. Contact and register with a State of Florida approved driving school and complete the course within 60 days from the date of the election. The school will advise you of their associated costs for taking the approved driving course. An approved list of course providers can be found at <https://www.flhsmv.gov/driver-licenses-id-cards/education-courses/driver-improvement-schools/basic-driver-improvement-bdi-find-approved-listing-bdi-course-providers/>.
 4. You must provide the Clerk's Office with a copy of the Certificate of Completion that will be issued to you by the school. Some course providers will send us your Certification of Completion on your behalf but YOU must ensure we receive it within 60 days of the date of the citation. You may email the BDI certificate to Traffic@gadsdenclerk.com **Failure to provide the Certificate within 60 days will result in your license being suspended and late fees will be assessed.**

How do I contest my citation in court?

You may contest your citation by appearing in court before a judge. To do so, you must call the Traffic division to set your court date. Once set, the Clerk's Office cannot reschedule your court date, only the judge. If you have chosen to contest your citation but no longer wish to, you may come in prior to the court date and pay the citation in full. If you have a conflict in scheduling, you need to contact our office immediately.

How do I obtain a copy of my driving record?

You may purchase a copy of your driving record at the Clerk's Office or any Florida Driver's License Office. There is a cost for a copy of your driving record. If you have any questions, please call our office at 850-875-8601, ext 2.

If you receive a letter from the State of Florida Department of Highway Safety and Motor Vehicles (Florida DHSMV) informing you that your license will be suspended, you **must comply prior to the date stated on the letter**. The suspension date listed on the letter goes into effect at midnight on that date. Therefore, if you come in on the that date, you will be late, your license will already be suspended, and there will be reinstatement fee at DMV.

****If you are charged with a criminal violation (D.U.I., driving with a suspended license, driving without a valid driver's license etc.), you must call the County Traffic division at (850) 875-8601, ext 2 within 10 days of the citation for your court date.**