

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2015-061 PI-CTY

**RE: PARKING TICKETS**

In Administrative Order No. 90-19, this Circuit established procedures for the uniform enforcement of parking tickets in Pinellas County. The current process of issuing warrants when a person fails to pay or fails to appear has not had the desired enforcement effect and many parking tickets continue to go unpaid. Accordingly, the Court now finds it necessary to update the procedures.

In accordance with Article V, § 2, Florida Constitution, Florida Rule of Judicial Administration 2.215, and §§ 43.26 and 28.246(6), Florida Statutes, it is therefore

**ORDERED:**

**A. PARKING TICKET CITATIONS:**

1. Parking tickets issued by any authorized agency or authority within Pinellas County must substantially conform in detail to the Approved Form Parking Ticket, which is Attachment A to this Administrative Order. However, a Uniform Traffic Citation may be issued for handicap parking violations under § 316.1955, Fla. Stat. (2014).
2. Every parking ticket must conspicuously bear the words “DO NOT SEND CASH,” in **boldface** type or red print. Envelopes provided for submission of payment by U.S. mail must be of sufficient paperweight and printing style so as to prevent viewing of the contents through the envelope.
3. The issuing officer must complete the parking ticket entering the charged violation and fine amount in accordance with State law, or municipal or county ordinance. All fines must be within State statutory maximum limits.
4. Any parking ticket not paid within the time specified on the ticket will become payable at the higher of the fine amount of the charged ordinance violation or at the maximum State statutory amount. A certified copy of any municipal or county ordinance effecting a change in the fine amount of any parking violation must be recorded with the Pinellas Clerk of the Circuit Court (Clerk) prior to assessment and enforcement of the new fine amounts.

## **B. POST-CITATION PROCEDURES:**

1. Allowing for mail time as provided in Florida Rule of Judicial Administration 2.514, fifteen days after the issuance date of any parking citation, the Clerk will send a warning notice to the registered owner of the offending vehicle advising the owner that unless the fine is paid within ten days of the date of the notice a court summons will be issued.

2. A registered owner may seek cancelation of a parking ticket based upon the theft, care, custody, or control of the offending vehicle by another at the time of the parking violation by filing a sworn affidavit with the Court. The registered owner must execute the Affidavit in a form substantially similar to Attachment B to this Administrative Order and include the name, address, and driver license number of the individual who had the care, custody, or control of the offending vehicle at the time of the parking violation or the name of the law enforcement agency to which the vehicle's theft was reported along with a report number and report date. In the event the registered owner did not report the vehicle as stolen and is unable to name an individual who had care, custody, or control of the offending vehicle at the time of the parking violation, the Clerk will calendar the case for hearing by a Civil Traffic Infraction Hearing Officer or for hearing as otherwise directed by the Court.

3. A registered owner may plead "not guilty" to any alleged parking violation, and the Clerk will calendar the case for hearing by a Civil Traffic Infraction Hearing Officer or for hearing as otherwise directed by the Court. The Clerk will issue a notice of hearing directing the owner to appear in Court at a given date and hour.

4. The Clerk will issue a summons if: the fine has not been paid within the time allowed; a not guilty plea has not been received within that time; or the registered owner has filed an affidavit seeking cancelation of the parking ticket based on another's care, custody, or control of the offending vehicle at the time of the parking violation. The summons will direct the registered owner; or as applicable, the person having care, custody, or control of the offending vehicle at the time of the alleged parking violation, to appear in Court at a given date and hour unless the person makes full payment of the delinquent fine beforehand.

## **C. COLLECTIONS:**

1. The Clerk will send parking ticket violations to collections for the delinquent amount plus a collection fee of 40% if the person who receives a notice or summons in accordance with subparagraphs B.2, 3, or 4. of this Administrative Order:

- a. fails to appear in Court and then does not pay the assessed fine within 90 days; or
- b. appears in Court but then fails to pay any fine assessed within 90 days or other date set by the Court.

2. The Clerk will send all existing parking ticket violations that have not been paid for 90 days or more and are less than 24 months old to collections for the delinquent amount plus a collection fee of 40%.

**D. CLERK’S RECORDS:**

1. The Clerk will record as dismissed any existing parking ticket violation that has remained outstanding on the Clerk’s records for a period of 24 months or longer from the date of this Administrative Order. The Clerk will withdraw and cancel any warrant issued solely for the failure to pay a parking ticket violation.

2. In accordance with any enacted Pinellas County Ordinance and § 316.1967(6), Fla. Stat., any time the Clerk’s records indicate three or more delinquent parking violations or any delinquent violations of the handicap parking laws or ordinances, against any given tag, the Clerk will transmit the tag number of the registered owner to the Department of Highway Safety and Motor Vehicles.

3. The Clerk will record as dismissed any parking violation issued to a vehicle with an out-of-state license tag or a tag in which the registered owner cannot be ascertained, if the violation remains unpaid for a period of 180 days from the date of the warning notice.

Administrative Orders 90-19 and 2006-010 PI-CTY are hereby rescinded.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_ day of November, 2015.

ORIGINAL SIGNED ON NOVEMBER 4, 2015  
BY ANTHONY RONDOLINO, CHIEF JUDGE

Attachment A:       Approved Form Parking Ticket  
Attachment B:       Care, Custody, or Control Affidavit

cc:     All Pinellas Judges  
          The Honorable Bernie McCabe, State Attorney  
          The Honorable Bob Dillinger, Public Defender  
          The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
          The Honorable Bob Gualtieri, Sheriff, Pinellas County  
          Gay Inskeep, Trial Courts Administrator  
          Ngozi C. Acholonu, Assistant Regional Counsel  
          Lillian Simon, Director Administrative Services, Pasco County  
          All Pinellas Law Enforcement Agencies  
          Bar Associations, Pasco and Pinellas Counties  
          Law Libraries, Pasco and Pinellas Counties

**TICKET NUMBER  
PARKING CITATION**

DATE \_\_\_\_\_ TIME \_\_\_\_\_<sup>A.M.</sup>/<sub>P.M.</sub>  
MAKE OF VEHICLE \_\_\_\_\_ TAG YEAR \_\_\_\_\_  
TAG NO. \_\_\_\_\_ STATE \_\_\_\_\_  
METER NO. \_\_\_\_\_ OFFICER \_\_\_\_\_  
LOCATION \_\_\_\_\_

**YOU HAVE BEEN CHARGED WITH THE  
PARKING ORDINANCE MARKED BELOW:**

1. \_\_\_\_\_ OVERTIME PARKING  
\_\_\_\_\_ METERED \_\_\_\_\_ UNMETERED
2. \_\_\_\_\_ IMPROPER PARKING TO WIT:  
\_\_\_\_\_
3. \_\_\_\_\_ DOUBLE PARKING
4. \_\_\_\_\_ NO PARKING ZONE TO WIT:  
\_\_\_\_\_
5. \_\_\_\_\_ MOTOR RUNNING - NO ATTENDANT
6. \_\_\_\_\_ KEYS IN IGNITION
7. \_\_\_\_\_ DISABLED PERMIT ONLY
8. \_\_\_\_\_ OTHER TO WIT \_\_\_\_\_

NOTES: \_\_\_\_\_

**IMPORTANT - PLEASE READ CAREFULLY**

- A. IF PAID AFTER 15 DAYS \$ \_\_\_\_\_      B. IF PAID WITHIN 15 DAYS \$ \_\_\_\_\_

1. THIS IS A NON-CRIMINAL VIOLATION;
2. REGISTERED VEHICLE OWNERS ARE RESPONSIBLE FOR PAYMENT OF THE FINE UNLESS THE TICKET IS CANCELLED BASED UPON OWNER FURNISHING ADMISSIBLE EVIDENCE OF THE NAME OF THE PERSON WHO HAD CARE, CUSTODY, OR CONTROL OF THE VEHICLE AT THE TIME THE TICKET WAS ISSUED;
3. PERSONS WHO FEEL THEY ARE NOT GUILTY OF THE VIOLATION CHARGED MAY ELECT TO APPEAR BEFORE A COURT OFFICIAL. ADDITIONAL CIVIL PENALTIES AND COURT COSTS MAY BE ASSESSED IF FOUND GUILTY OF THIS VIOLATION;
4. **WARNING:** FAILURE TO EITHER PAY FINE, PLEAD NOT GUILTY, OR RESPOND TO COURT NOTICES MAY RESULT IN A WARRANT FOR THE VEHICLE OWNERS ARREST AND MAY RESULT IN DENIAL OF THE VEHICLE TAG RENEWAL.

**DO NOT SEND CASH  
NAME OF MUNICIPALITY**

PINELLAS COUNTY  
TRAFFIC DEPARTMENT

**AFFIDAVIT**

\_\_\_\_\_  
(Name of Registered Owner of Vehicle)

\_\_\_\_\_  
(Parking Ticket Number)

IN THE COUNTY COURT,  
IN AND FOR PINELLAS COUNTY, FLORIDA

Before me, personally appeared, \_\_\_\_\_,  
who, having been duly sworn, deposes and says:

1) I am employed by \_\_\_\_\_,  
(Name of Company)  
located at \_\_\_\_\_,  
(Address: Street, City, State and Zip Code)  
My position with the company is that of \_\_\_\_\_.  
(Title of Position)

2) At the time of the alleged violation on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
the vehicle with tag number \_\_\_\_\_, issued by the State of \_\_\_\_\_,  
was in the custody or car of the individual whose complete name and address is  
listed as:

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

and whose driver license number is \_\_\_\_\_.

3) The Rental Agreement (a copy of which is attached) states that the vehicle listed  
above was rented on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.M. and  
returned the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.M.

4) At the time of the alleged violation on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
the vehicle with tag number \_\_\_\_\_, issued by the State of \_\_\_\_\_,  
was reported stolen to \_\_\_\_\_,

(Name of Law Enforcement Agency)

Offense # \_\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Deputy Clerk, County Court or Notary Public