

## **Instructions for Using Plea of Guilty/No Contest and No Request for Hearing**

The Plea of Guilty/No Contest and No Request for Hearing is designed for individuals who are unable to appear in court on a Traffic infraction. **Upon completion, this Affidavit will substitute your appearance in Court.**

1. Print or type all information.
2. Sign and have Affidavit notarized.
3. If you have an out of state driver's license, you must include a certified copy of your driving record with your affidavit of defense.
4. Complete and return this Affidavit to the appropriate Clerk of Court, Traffic Division no later than: \_\_\_\_\_.

Clerk of the Circuit Court  
Traffic Division

125 E. Orange Avenue  
Daytona Beach, FL 32114  
(386) 257-6080

P O Box 6043  
DeLand, FL 32721-6043  
(386) 736-5905

**NOTE:** This affidavit will be presented to the presiding judge together with the complaint against you. All appearances by affidavits will be subject to applicable fines and court costs. You will be advised by mail of the result and any instructions (if applicable) that you will need to comply with. The judges of this Court reserve the right to compel personal appearance as may be determined by the gravity or seriousness of the offense charged.

STATE OF FLORIDA

Plaintiff,

vs.

Defendant

IN THE COUNTY COURT, SEVENTH JUDICIAL  
CIRCUIT, IN AND FOR VOLUSIA COUNTY, FLORIDA

Citation No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

**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: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

2. I am the defendant in the above-referenced case and am charged with the following violation(s):  
(List the charge(s) 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 hearing officer or 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: (additional papers, documents, photos, etc. can be attached but should be mentioned here). 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.

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

Signature of Affiant/Defendant

Parent or Guardian

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: \_\_\_\_\_