

IN THE COUNTY COURT,  
MONROE COUNTY,FLORIDA

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

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

DL # \_\_\_\_\_

STATE OF FLORIDA,  
Plaintiff  
Vs.

\_\_\_\_\_  
Defendant

**AFFIDAVIT OF DEFENSE OR ADMISSION AND WAIVER  
OF APPEARANCE**

Before me personally appeared \_\_\_\_\_, who after first being placed under oath,  
swears or 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 charges as you understand them to be.)  
\_\_\_\_\_

3. Check *only one* as your plea:

[  ] I hereby plead NOT GUILTY and file this affidavit of defense as my sworn statement herein. I understand that when I plead not guilty, I do not have to supply any further statement. I understand that by my filing this affidavit, the hearing officer or judge will have to make a decision as to whether I committed the alleged violation by the sworn testimony of the witnesses, other evidence, and my statement. I understand that I am waiving my personal appearance at the final hearing of this matter. *Note: If found guilty of this charge, the magistrate can impose a civil penalty not to exceed \$1000.*

[  ] I hereby plead GUILTY and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine the appropriate sentence and decide whether to adjudicate me guilty.

[  ] I hereby plead NO CONTEST and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. 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 I may be sentenced and found guilty even though I entered a plea of no contest. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine any appropriate sentence and decide whether to adjudicate me guilty.

4. Defendant's Statement: (additional papers, documents, photos, etc can be attached but should be mentioned herein)

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

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

X \_\_\_\_\_  
Affiant/Defendant

Sworn to and subscribed before me, the undersigned authority, on \_\_\_\_\_  
Date

Personally known  
Produced ID Y/N \_\_\_\_\_ Type of ID produced \_\_\_\_\_

X \_\_\_\_\_  
Notary Public, Deputy Clerk, or other authority

NAME: \_\_\_\_\_

COMMISSION NO. \_\_\_\_\_

COMMISSION EXPIRES \_\_\_\_\_

REMIT TO: \_\_\_\_\_ TRAFFIC VIO BUREAU      \_\_\_\_\_ TRAFFIC VIO BUREAU      \_\_\_\_\_ TRAFFIC VIO BUREAU  
500 WHITEHEAD ST                              3117 OVERSEAS HWY                              88820 OVERSEAS HWY  
KEY WEST, FL 33040                              MARATHON, FL 33050                              PLANTATION KEY, FL 33080

MAKE BOND PAYABLE TO MONROE COUNTY SHERIFF DEPT IN THE AMOUNT  
OF \$ \_\_\_\_\_ WHICH  
MUST ACCOMPANY THE AFFIDAVIT OF DEFENSE. (PERSONAL CHECKS ARE ACCEPTED)

DANNY L KOLHAGE,  
CLERK OF THE 16<sup>TH</sup> JUDICIAL CIRCUIT  
IN AND FOR, MONROE COUNTY, FLORIDA  
500 WHITEHEAD STREET SUITE 101  
KEY WEST, FLORIDA 33040  
(305)294-4641

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

CASE: \_\_\_\_\_

DEFENDANT'S NAME: \_\_\_\_\_

DEFENDANT'S ADDRESS: \_\_\_\_\_

PLEASE BE ADVISED THAT IF YOU ARE INTENDING TO SUBMIT AN 'AFFIDAVIT OF DEFENSE' FOR YOUR TRAFFIC CITATION- YOU ***MUST*** ALSO SEND A CHECK OR MONEY ORDER MADE PAYABLE TO: ***MONROE COUNTY SHERIFF'S DEPARTMENT***. THIS CHECK OR MONEY ORDER WILL BE A 'BOND' FOR YOUR CASE. IT MUST BE IN THE AMOUNT OF THE ORIGINAL CITATION. IF YOU ARE FOUND GUILTY, THIS BOND WILL BE APPLIED TO YOUR COSTS AND YOU WILL RECEIVE A LETTER FOR THE BALANCE OWED (IF APPLIES). IF YOU ARE FOUND NOT GUILTY, THE BOND MONEY WILL BE RETURNED TO YOU WITHIN A COUPLE OF WEEKS. IF YOUR 'AFFIDAVIT OF DEFENSE' IS NOT ACCOMPANIED BY A BOND CHECK, YOUR AFFIDAVIT WILL NOT BE CONSIDERED BY THE MAGISTRATE AND YOU WILL BE FOUND GUILTY (FINES AND COSTS WILL BE ASSESSED).THE AFFIDAVIT AND BOND CHECK MUST BE SUBMITTED TO THE CLERK'S OFFICE WITHIN 30 DAYS OF THE VIOLATION DATE, OR YOU MAY FACE LATE FEES OR POSSIBLE SUSPENSION OF YOUR DRIVER'S LICENSE.IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE @ (305) 292-3545.THANK YOU.