

# SIXTH JUDICIAL CIRCUIT APPLICATION TO PROVIDE SERVICES AS A COURT APPOINTED CIVIL TRAFFIC INFRACTION HEARING OFFICER

This application must be completed in its entirety and received by the Office of Court Counsel if you wish to be considered for appointment. Please provide the following information as part of the application and verification process to provide services as a **Civil Traffic Infraction Hearing Officer**.

## I. Contact Information

Name: \_\_\_\_\_ Florida Bar #: \_\_\_\_\_  
(as it appears on your Florida Bar Membership)

Address: \_\_\_\_\_  
(Street Address)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**(MUST BE PROVIDED)**

## II. Professional Requirements

I am a United States citizen.

I agree to enter into a contract to provide hearing officer services for the Sixth Judicial Circuit.

I will be able to execute an oath of office in accordance with the requirements under the Florida Constitution, Article II, Section 5.

I am in good standing with The Florida Bar.

I do not have any prior or pending disciplinary history with The Florida Bar.

If prior disciplinary history, please explain: \_\_\_\_\_

I agree to submit to a law enforcement records check.

I have never been held in contempt.

If you have been held in contempt, please provide the date, court, and explanation for each instance: \_\_\_\_\_

I have never been convicted of a crime, had adjudication of a crime withheld, pled non contendere to a crime, nor am I now facing any criminal charges. (You may omit civil traffic infractions).

If yes, please explain: \_\_\_\_\_

I will notify the Chief Judge of: any formal complaint filed against me by The Florida Bar and any non-confidential consent agreements entered into between The Florida Bar and myself; any conduct that might reasonably be construed as a violation or appearance of a violation of the Code of Judicial Conduct; any suspension or prohibition on my practice of law.

Neither myself, nor any family member, is now involved as party, a witness, or through any other connection with any suit or litigation before any courts of the Sixth Judicial Circuit.

If yes, please explain: \_\_\_\_\_

I will immediately notify the Chief Judge if I am arrested, charged with any criminal offense, or named in any suit in any jurisdiction, or if a personal or familial involvement arises in any litigation before any court of the Sixth Judicial Circuit.

Neither myself, nor my family members are currently employed by or under contract with the Sixth Judicial Circuit.

If you or your family are currently employed by or under contract with the Sixth Judicial Circuit, please list in what capacity: ..

I do not have any conflict of interest, including any employment or business relationship or involvement in any other situation in which regard for my private interest would tend to lead to disregard of my duties as a hearing officer.

I have familiarized myself and agree to provide services in accordance with the applicable Sixth Circuit Administrative Orders, and relevant law.

I will complete a 40-hour Civil Traffic Infraction Hearing Officer education and training program approved by the Florida Supreme Court, in accordance with Fla. Statute §318.34 and Fla. Rules of Traffic Court 6.630.

I understand I am required for in person appearances. I am willing and capable of attending in person court proceedings.

I understand and agree that I (and my firm) will be prohibited from the practice of law before the criminal and civil traffic courts in the Sixth Judicial Circuit and may not practice traffic law in the Sixth Circuit while under contract to provide these services to the Sixth Circuit.

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I certify that the answers given herein are true and complete. I understand that false or misleading information given in my application or resume, or any omission of information requested will be grounds for refusal of appointment or dismissal and termination of any other contract to provide services to the Sixth Judicial Circuit.

**Signature of Applicant**

**Date**

**Email Address**

*(Your typed name & email address serves as your 'electronic signature')*

### **SUBMISSION INSTRUCTIONS**

**To ensure all information on your application is saved properly, please save this document to your computer or storage device before attaching it to any email for submission.**

**This completed Application, Vendor Background Check Authorization Form, and your Resume, must be submitted ELECTRONICALLY to the Office of Court Counsel at:**  
**[SixthCircuitContracts@jud6.org](mailto:SixthCircuitContracts@jud6.org)**

**If you do not have the ability to submit your paperwork by email and wish to mail or fax it, please first notify the Office of Court Counsel at [SixthCircuitContracts@jud6.org](mailto:SixthCircuitContracts@jud6.org) or (727) 582-7424.**

**All paperwork mailed or faxed MUST be received by the Office of Court Counsel no later than the deadline.**

**Certified deliveries or deliveries requiring signature WILL NOT be accepted.**

***If you need an accommodation to complete this form, please call (727) 582-7424.***

**SIXTH JUDICIAL CIRCUIT VENDOR BACKGROUND CHECK AUTHORIZATION**

**PERSONAL INFORMATION:**

Last Name

First Name

M.I.

Social Security No.

Driver License #

*The following information is required and will be used solely for the purpose of conducting a criminal background check:*

Gender:

Date of Birth:

Race:

**White** (not of Hispanic origin) – includes Whites, Anglo-Saxons, Europeans and persons from Indo-European descent including Pakistani and East Indian.

**Black** (not of Hispanic origin) – includes persons of African descent as well as persons identified as Jamaican, Trinidadian, and West Indian

**Hispanic** (regardless of race) – includes Mexican-Americans, Chicanos, Latinos and all persons from Puerto Rico, Cuba, Latin-America, or of Spanish descent.

**Asian or Pacific Islander** – includes Asian-Americans and persons of Japanese, Chinese, Korean or Filipino descent.

**American Indian or Alaskan Native** – includes persons who identify themselves, or are known as such, by virtue of tribal association

**Other** (Specify)

**CERTIFICATION:** I hereby authorize the release of any information to the Administrative Office of the Courts needed to conduct a background check on my past and present work, character, education, and criminal history to ascertain any and all information which may be pertinent to consider my application to provide services for the Court.

**Signature of Vendor**

*(your typed name serves as your 'electronic signature')*

**Date**