



**March 6, 2026**  
**MEMORANDUM**

**To:** All Attorneys desiring to serve as a Civil Traffic Infraction Hearing Officer  
**From:** Shawn Crane, Chief Judge   
**Subject:** Solicitation of Civil Traffic Infraction Hearing Officers in the Sixth Judicial Circuit

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The Sixth Judicial Circuit is seeking attorneys who are interested in serving as a Civil Traffic Infraction Hearing Officer (Hearing Officer) in Pasco and Pinellas Counties.

**All applications and paperwork must be received by 5:00 p.m., Friday, March 27, 2026.**

In accordance with Florida Statute § 318.34, Florida Traffic Court Rule 6.630(g), all applicants must have completed or be willing to complete a 40-hour education and training program approved by the Florida Supreme Court. If selected, attorneys not currently qualified, must take part in the 40-hour training course being offered by the Sixth Circuit. The 40-hour course includes 28 hours of online lecture sessions and 12 hours of in person role playing, observation, and mentored participation in traffic court hearings.

The Court will interview applicants and will conduct a law enforcement records check on persons selected to attend the training.

Each Hearing Officer selected for appointment must enter a contract with the Sixth Circuit, in which the hearing officer, among other things, agrees to accept compensation in accordance with the fee structure established by the Sixth Circuit. Hearing Officers that contract with the Sixth Circuit are currently paid a flat rate fee of \$200 per session of service hearing traffic infractions; a "session" is one evening of assigned service. Hearing Officers that contract with the Sixth Circuit are prohibited from practicing law before the traffic courts in the Sixth Circuit and may not practice traffic law in the Sixth Circuit while under contract to provide these services.

An applicant must be a citizen of the United States, eligible for service under Article II, Section 5 of the Florida Constitution, and also take the oath of office upon selection as a Civil Traffic Infraction Hearing Officer. The Sixth Circuit will select Hearing Officers based on a completed application and completion of the required training. The number of Hearing Officers selected for appointment depends on the needs of the Circuit.

The Court places Hearing Officers who provide services for the Court on a rotation schedule. For an understanding of the expected schedule, you may view the current rotation schedule posted on our website at <http://www.jud6.org/LegalCommunity/LegalPractice/AOSAndRules/aos/SubjectAO/schedules/schedules.htm>.

If you are interested in being considered for appointment, **please submit the following:**

- Completed Civil Traffic Infraction Hearing Officer Application
- Completed Vendor Background Check Authorization form
- Résumé

The Application and Vendor Background Check Authorization form are available on our website at: <http://www.jud6.org/LegalCommunity/CourtContractedServices.html>.

Please submit all of the above documentation ELECTRONICALLY to: [SixthCircuitContracts@jud6.org](mailto:SixthCircuitContracts@jud6.org). Direct any questions regarding the application to the Court Counsel’s Office at (727) 582-7424.

**YOUR COMPLETED APPLICATION AND PAPERWORK TO SERVE AS A CIVIL TRAFFIC INFRACTION HEARING OFFICER MUST BE RECEIVED IN THE COURT COUNSEL’S OFFICE NO LATER THAN FRIDAY, MARCH 27, 2026 AT 5:00 P.M.**

**SIXTH JUDICIAL CIRCUIT  
CIVIL TRAFFIC INFRACTION HEARING OFFICERS  
TENTATIVE SCHEDULE FOR TRAINING COURSE**

APRIL 13 THROUGH APRIL 30	Complete 26 Hours of Online Video Instruction
FRIDAY, MAY 8	8:00 a.m. – 3:00 p.m. (in-person)
NOTE: Some of the courses are presented online, but <i>all applicants must be prepared to attend the sessions that are in person.</i>	