

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

ADMINISTRATIVE ORDER NO. 2017-032 PI-CTY

**RE: CIVIL TRAFFIC INFRACTION HEARING OFFICER PROGRAM -  
PINELLAS COUNTY**

In order to update the traffic citation calendars, and address calendaring issues for civil traffic infraction cases in Pinellas County, it is

**ORDERED:**

1. The Pinellas Clerk of the Circuit Court shall assign non-criminal traffic infraction cases to calendars to be heard at the Criminal Justice Center except as provided herein. Cases currently calendared in accordance with previous administrative orders shall remain as scheduled; however, no new cases shall be set except as provided in this administrative order.

2. Cases shall be set on calendars in accordance with the schedule in Attachment A.

3. Cases may be scheduled so that citations from each law enforcement agency are calendared to minimize the time officers are in court.

4. Additional calendars or modifications to this schedule may be made by the Pinellas County Administrative Judge without modification to this administrative order.

5. The Pinellas Clerk of the Circuit Court shall notify the Pinellas County Administrative Judge when cases cannot be scheduled within thirty (30) days of the defendant's election for a hearing.

6. Requests for continuances of civil traffic infraction cases scheduled at the Criminal Justice Center shall be handled as follows:

a. The Clerk of the Circuit Court shall grant the first continuance requested by a defendant or issuing officer, up until 5:00 p.m. the business day prior to the assigned court date, without prior approval by presiding Judge.

b. Except as provided herein if a second or subsequent continuance is requested, a written motion or request for continuance shall be timely filed with the Clerk of the Circuit Court. The motion or request must state with particularity the reasons for the request for continuance. The motion shall be considered timely if it is filed five (5) business days prior to the scheduled hearing. The Clerk shall direct all motions, including those that are late or non-compliant to the judge at North County Traffic Court or South County Traffic Court, based upon the issuing jurisdiction.

c. In case of an emergency or if the person is unable to file a written motion in accordance with paragraph (b) above, the Clerk of the Circuit Court shall communicate to the party that the presiding civil traffic hearing officer will be advised of the circumstances by the Clerk, and the hearing officer will rule on the request at the scheduled hearing. If granted, a new notice of hearing will be sent to all parties.

d. The attached form Motion for Continuance (Attachment B) shall be used to seek a second or subsequent continuance of a civil traffic infraction hearing.

e. This procedure only applies to civil traffic infraction hearings scheduled for the Criminal Justice Center and does not apply to hearings scheduled at North County Traffic Court or South County Traffic Court.

f. Any matters that arise not provided for by these provisions may be referred to the Pinellas County Administrative Judge.

7. If Law Enforcement discovers that a citation previously issued should be dismissed prior to the scheduled hearing, that request shall be in writing and filed with the clerk. The law enforcement agency's name, officers or deputies' names and badge numbers shall be included in the request for dismissal.
8. If a defendant requests that his or her case be heard by a county judge in accordance with the Florida Rules of Traffic Court 6.630(n), the Pinellas Clerk of the Circuit Court shall calendar the case at a traffic facility.

This Administrative Order is effective July 1, 2017. Effective July 1, 2017, Administrative Order No. 2009-008 PI-CTY is hereby rescinded.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of June, 2017.

ORIGINAL SIGNED ON JUNE 20, 2017  
BY ANTHONY RONDOLINO, CHIEF JUDGE

- Attachments: (A) Civil Traffic Infraction Hearing Schedule  
(B) Motion for Second Request to Continue Civil Traffic Infraction Hearings at Pinellas County Justice Center

- cc: All 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 Gaultieri, Sheriff, Pinellas County  
Gay Inskeep, Trial Courts Administrator  
Court Security Division, Pinellas County Sheriff  
Local Law Enforcement Agencies & Florida Highway Patrol  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties

**CIVIL TRAFFIC INFRACTION HEARINGS**  
**PINELLAS COUNTY JUSTICE CENTER**

Cases shall be set on calendars on the following schedule:

<b>Court Day</b>	<b>Courtroom Assignment</b>	<b>Court Time</b>	<b>Maximum Number of Infractions / Parking Tickets</b>	
Wednesday	Courtroom 15	4:00 p.m.	Infraction hearings Motions	Cap 25 Cap 5
	Courtroom 15	5:30 p.m.	Infraction hearings Motions Status Checks	Cap 25 Cap 5 Cap 15
	Courtroom 16	4:00 p.m.	Infraction hearings Motions	Cap 25 Cap 5
	Courtroom 16	5:30 p.m.	Infraction hearings Motions Status Checks	Cap 25 Cap 5 Cap 15
Thursday	Courtroom 15	4:00 p.m.	Infraction hearings Red Light Camera Sentencing (Status Checks)	Cap 20 Cap 5 Cap 3
	Courtroom 15	5:30 p.m.	Infraction hearings Motions Status Checks	Cap 25 Cap 5 Cap 15
	Courtroom 16	4:00 p.m.	Infraction hearings Status Checks	Cap 25 Cap 5
	Courtroom 16	5:30 p.m.	Parking (Defense Affidavits; Motions; Not Guilty; Pre-Trial; Summons)	Cap 30

Updated December 2, 2021

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

In Re: Citation Number: \_\_\_\_\_

Alleged Offender: \_\_\_\_\_  
(please print legibly)

**MOTION FOR SECOND REQUEST TO CONTINUE CIVIL TRAFFIC INFRACTION  
HEARINGS AT PINELLAS COUNTY JUSTICE CENTER**

COMES NOW, (please print) \_\_\_\_\_, and respectfully requests that this Court continue the civil traffic infraction hearing scheduled for \_\_\_\_\_ in the above-referenced case to the next available court date and state that:

- I am an officer of the \_\_\_\_\_ (Law Enforcement Agency & Badge Number); or
- I am \_\_\_\_\_, the alleged offender in the case. I understand that I have the right to be brought to trial within 180 days from the date I was served with the above-referenced citation. I hereby waive such right. I further understand that if my motion is granted, I may be assessed reasonable costs and fees.

I am unavailable to appear on the calendared date for the following reason(s):

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

Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of moving party / Daytime phone

**ORDER ON MOTION TO CONTINUE CIVIL TRAFFIC INFRACTION HEARING**

The Court having reviewed the above Motion to Continue, the Motion is hereby:

- GRANTED  
This case is continued to the next available court date. The Clerk of the Circuit Court shall notice all parties of the rescheduled hearing date; or
- DENIED  
This matter shall be heard as previously scheduled.

DONE AND ORDERED at Pinellas County, Florida, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
County Court Judge