

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

ADMINISTRATIVE ORDER NO. 2025-022 PA-CTY

**RE: CIVIL TRAFFIC INFRACTION HEARING OFFICER PROGRAM PASCO
COUNTY**

To update the traffic citation calendars and address calendaring issues for civil traffic infraction cases in Pasco County, it is

ORDERED:

1. The Pasco Clerk of the Circuit Court (“Clerk”) will assign non-criminal traffic infraction cases without injury and parking tickets in which the defendant has filed a written plea of not guilty, as provided herein, for hearing by civil traffic infraction hearing officers. Cases currently calendared for hearing by a judge in accordance with previous administrative orders will remain as scheduled; however, no new cases will be set except as provided in this administrative order.

EAST PASCO

The Clerk will assign a maximum of forty-five (45) infractions and parking ticket cases to the calendar. Cases will be set on the calendar on the following schedule.

All infractions without injuries assigned to Section 13 and all parking tickets
assigned to Section 11 in which the defendant has filed a written plea of not guilty:

Tuesday evenings:	5:30 p.m.	Courtroom D
-------------------	-----------	-------------

The Clerk may also assign fifty (50) infraction hearings (with or without injury) to each of three calendars per month maintained by the county judge in Section 13 in accordance with instructions from the assigned judge.

WEST PASCO

The Clerk will assign a maximum of thirty-five (35) infractions including Red Light Camera and parking ticket cases to each calendar. Cases will be set on calendars on the following schedule. The Clerk’s Office should fill the available slots before moving to the next opening when scheduling these matters.

All infractions without injuries assigned to Sections 24, 25, and 27, and all parking
tickets assigned to Section 19 in which the defendant has filed a written plea of not
guilty, split equally between the following two courtroom assignments:

Wednesday evenings:	5:30 p.m.	Courtroom 1-B
Wednesday evenings:	5:30 p.m.	Courtroom 1-C

2. To the extent possible, cases will be scheduled so that citations from each law enforcement agency are calendared to minimize the times officers are in court.

3. The Pasco County Administrative Judge may modify the above calendars or schedules without modification to this administrative order.

4. The Clerk will notify the Pasco County Administrative Judge when calendars cannot be scheduled within thirty (30) days of the defendant's election for a hearing without exceeding the number of assignments specified above.

5. Requests for continuances and other motions in civil traffic infraction cases will be handled as follows:

- a. The Clerk will refer all requests for continuances and other written motions in civil traffic infraction cases to the assigned section judge.
- b. Except as provided herein, a written request for continuance will be timely filed with the Clerk. The motion or request must state with particularity the reasons for the requested continuance. The motion will be considered timely if it is filed five (5) days prior to the scheduled hearing. If a stated emergency precludes a person from filing a written motion in accordance with this subparagraph, the Clerk must refer the verbal request to the same county judge that would consider the written motion.
- c. The attached form Motion for Continuance (Attachment A) may be used to seek a continuance of a civil traffic infraction hearing.

6. If a defendant requests that a county judge hear their case in accordance with Florida Rule of Traffic Court 6.630(n), the Pasco Clerk must calendar the case for hearing by the county judge assigned to the respective section, in accordance with directions from the judge.

This Administrative Order takes effect May 21, 2025, at which time Administrative Order No. 2025-005 PA-CTY is hereby rescinded.

DONE AND ORDERED in Chambers at Clearwater, Pinellas County, Florida on this _____ day of May 2025.

ORIGINAL SIGNED MAY 1, 2025
BY SHAWN CRANE, CHIEF JUDGE

cc: All Judges
The Honorable Bruce Bartlett, State Attorney
The Honorable Sara Mollo, Public Defender
The Honorable Chris Nocco, Sheriff, Pasco County
The Honorable Nikki Alvarez-Sowles, Clerk of the Circuit Court, Pasco County
Jennifer Parker, Trial Courts Administrator
Michele Emmerman, Deputy Trial Courts Administrator
Court Security Division, Pasco County Sheriff

Local Law Enforcement Agencies & Florida Highway Patrol
Bar Associations
Law Library, Pinellas County

ATTACHMENT A

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

In Re: Citation Number: _____
Alleged Offender: _____

MOTION TO CONTINUE CIVIL TRAFFIC INFRACTION HEARING

COMES NOW, _____, 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);
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 am unavailable to appear on the calendared date for the following reason(s):

Respectfully submitted this _____ day of _____, _____.

Signature of Movant

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 Pasco County, Florida, this _____ day of
_____, _____.

County Court Judge