

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

ADMINISTRATIVE ORDER NO. 2025-026 PI-CTY

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

To update the traffic citation calendars and address calendaring issues for civil traffic infraction cases in Pinellas County, and in accordance with Article V, section 2, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and section 43.26, Florida Statutes, it is

**ORDERED:**

1. The Pinellas Clerk of the Circuit Court (Clerk) will assign non-criminal traffic infractions including cases without injury, Red Light Camera, and parking ticket cases to the calendars to be heard at the Pinellas County Justice Center (CJC). Cases currently calendared in accordance with previous administrative orders will remain as scheduled. No new cases will be set except as provided in Administrative Order 2024-029.

2. Cases will 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 Court Administrative Judge without modification to this Administrative Order.

5. The Clerk must notify the Pinellas County Court 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 CJC will be handled as follows:

- a. The Clerk must grant the first continuance requested by a defendant or issuing officer until 4:30 p.m. the business day prior to the assigned court date without prior approval by the assigned traffic county judge.
- b. Except as provided herein, if a second or subsequent continuance is requested, a written motion or request for continuance must be timely filed with the Clerk. The motion or request must state with particularity the reasons for the request for continuance. The motion must be considered timely if it is filed five (5) business days prior to the scheduled hearing. The Clerk must direct any second or subsequent motions to continue, including those that are late or non-compliant, to the assigned traffic county judge for consideration.

- 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 must inform the party that the Clerk will advise the presiding civil traffic hearing officer of the circumstances 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) must be used to seek a second or subsequent continuance of a civil traffic infraction hearing.
- e. Any matters that arise not provided for by these provisions may be referred to the Pinellas County Court Administrative Judge.

7. If law enforcement discovers that a citation previously issued should be dismissed prior to the scheduled hearing, that request must be in writing and filed with the Clerk. The law enforcement agency's name and officers or deputies' names and badge numbers must be included in the request for dismissal. Pursuant to Florida Rule of Traffic Court 6.455(b), the Clerk must then enter the dismissal in the court records.

8. If a defendant requests that their case be heard by a county judge in accordance with the Florida Rule of Traffic Court 6.630(n), the Clerk must calendar the case before a traffic county judge in accordance with Administrative Order 2024-029.

9. Motions for disposition may be set on a "heard in chambers" calendar to be heard by a traffic county judge.

10. Motions requesting to enter into a payment plan or extension of time to pay filed within 6 months of adjudication will be set for a hearing to be reviewed by the hearing officer. Any motion requesting to enter into a payment plan or extension of time to pay filed after the 6-month time frame will be reviewed by a traffic county judge on a "heard in chambers" calendar.

Administrative Order No. 2017-032 PI-CTY is hereby rescinded.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida, this \_\_\_\_\_ day of May, 2025.

ORIGINAL SIGNED ON MAY 20, 2025  
BY SHAWN CRANE, 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 Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
The Honorable Bob Gaultieri, Sheriff, Pinellas County

Jennifer Parker, Trial Courts Administrator  
Michele Emmerman, Deputy Trial Courts Administrator  
Court Security Division, Pinellas County Sheriff  
Local Law Enforcement Agencies & Florida Highway Patrol  
Bar Associations  
Law Library, Pinellas County

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

Cases shall be set on calendars on the following schedule:

<b>Maximum Number of Traffic Infraction Tickets</b>		
<b>Courtroom Assignment</b>	Courtroom 14 – TC I	Courtroom 15 – TC II
<b>Court Day</b>	<b>Wednesday</b>	<b>Wednesday</b>
<b>Court Times</b>		
4:00 p.m.	Pre-trials                      Cap 25	Pre-trials                      Cap 25
5:00 p.m.	Pre-trials                      Cap 25	Pre-trials                      Cap 25
6:00 p.m.	Motions                        Cap 15	Motions                        Cap 15
	Status Check                Cap 5	Status Check                Cap 5
<b>Court Day</b>	<b>Thursday</b>	<b>Thursday</b>
<b>Court Times</b>		
4:00 p.m.	Infraction hearing    Cap 35 - Including RLC	Infraction hearing    Cap 35

<b>Maximum Number of Parking Tickets</b>	
<b>Courtroom Assignment</b>	Courtroom 14
<b>Court Day</b>	<b>Thursday – 2nd of each month</b>
<b>Court Times</b>	
4:00 p.m.	Summons                      Cap 100
	Pre-trials                      Cap 35
5:30 p.m.	Pre-trials                      Cap 35
6:00 p.m.	Motions                        Cap 5
<b>Courtroom Assignment</b>	Courtroom 15
<b>Court Day</b>	<b>Thursday – 2nd of each month</b>
<b>Court Times</b>	
4:00 p.m.	Parking hearing            Cap 20
4:00 p.m.	Affidavit of Defense    Cap 20

**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