

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

ADMINISTRATIVE ORDER NO. 2025-027 PI-CTY

RE: PARKING TICKETS

The Court finds it necessary to update the procedures for the uniform enforcement of parking tickets in Pinellas County.

In accordance with Article V, § 2, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and §§ 43.26 and 28.246(6), Florida Statutes, it is

ORDERED:

A. PARKING CITATIONS

1. Parking tickets issued by any authorized agency or authority within Pinellas County must substantially conform to the Approved Form Parking Ticket, which is Attachment A to this Administrative Order. However, a Uniform Traffic Citation may be issued for handicap parking violations under § 316.1955, Fla. Stat. (2023). Modifications to the attachment may be made by the Pinellas County Court Administrative Judge without modification to this Administrative Order.

2. Every parking ticket must conspicuously bear the words “DO NOT SEND CASH” in **boldface** type or red print. Envelopes provided for submission of payment by U.S. mail must be of sufficient paperweight and printing style to prevent viewing of the contents through the envelope.

3. The issuing officer must complete the parking ticket entering the charged violation and fine amount in accordance with State law or municipal or county ordinance. All fines must be within State statutory maximum limits.

4. Any parking ticket not paid within the time specified on the ticket will become payable at the higher of the fine amount of the charged ordinance violation or at the maximum State statutory amount. A certified copy of any municipal or county ordinance effecting a change in the fine amount of any parking violation must be recorded with the Pinellas Clerk of the Circuit Court (Clerk) prior to assessment and enforcement of the new fine amounts.

B. POST-CITATION PROCEDURES

1. Allowing for mail time as provided in Florida Rule of General Practice and Judicial Administration 2.514, fifteen days after the issuance date of any parking citation, the Clerk will send a warning notice to the registered owner of the offending vehicle advising the owner that unless the fine is paid within ten days of the date of the notice a court summons will be issued.

2. A registered owner may seek cancelation of a parking ticket based upon the theft, care, custody, or control of the offending vehicle by another at the time of the parking violation by filing a sworn affidavit with the Court. The registered owner must execute the Affidavit in a form substantially similar to Attachment B to this Administrative Order and include the name, address, and driver license number of the individual who had the care, custody, or control of the offending vehicle at the time of the parking violation or the name of the law enforcement agency to which the vehicle's theft was reported along with a report number and report date. In the event the registered owner did not report the vehicle as stolen and is unable to name an individual who had care, custody, or control of the offending vehicle at the time of the parking violation, the Clerk will calendar the case for a Pre-Trial hearing by a Civil Traffic Infraction Hearing Officer unless otherwise directed by the Court.

3. A registered owner may plead "not guilty" to any alleged parking violation, and the Clerk will calendar the case for a Pre-Trial hearing by a Civil Traffic Infraction Hearing Officer unless otherwise directed by the Court. The Clerk will issue a notice of Pre-Trial hearing directing the owner to appear in Court at a given date and hour.

4. The Clerk will issue a summons if: the fine has not been paid within the time allowed; a not guilty plea has not been received within that time; or the registered owner has filed an affidavit seeking cancelation of the parking ticket based on another's care, custody, or control of the offending vehicle at the time of the parking violation. The summons will direct the registered owner, or as applicable, the person having care, custody, or control of the offending vehicle at the time of the alleged parking violation, to appear in Court at a given date and hour unless the person makes full payment of the delinquent fine beforehand.

5. Tickets will be set on calendars in accordance with the schedule in Attachment A of Administrative Order 2025-026 or any subsequent administrative order.

6. If payment for a ticket has been paid directly to the agency after the ticket has been submitted to the Clerk, the agency must notify the Clerk as soon as possible in writing and filed with the Clerk.

C. CLERK'S RECORDS

1. Parking ticket violations that have remained outstanding on the Clerk's records for 24 months or longer from the date of this Order must be dismissed by the Clerk.

2. The Clerk must continue to record as dismissed any parking violation that has remained outstanding for 24 months.

3. The Clerk will record as dismissed any parking violation issued to a vehicle with an out-of-state license tag or a tag in which the registered owner cannot be ascertained, if the violation remains unpaid for a period of 180 days from the date of the warning notice.

4. In accordance with any enacted Pinellas County Ordinance and § 316.1967(6), Fla. Stat., any time the Clerk's records indicate three or more delinquent parking violations or any

delinquent violations of the handicap parking laws or ordinances against any given tag, the Clerk will transmit the tag number of the registered owner to the Department of Highway Safety and Motor Vehicles.

Administrative Order 2015-061 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

Attachment A: Approved Form Parking Ticket
Attachment B: Care, Custody, or Control Affidavit

cc: All Pinellas 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 Gualtieri, Sheriff, Pinellas County
 Jennifer Parker, Trial Courts Administrator
 Michele Emmerman, Deputy Trial Courts Administrator
 Ngozi C. Acholonu, Assistant Regional Counsel
 All Pinellas Law Enforcement Agencies
 Bar Associations
 Law Library, Pinellas County

TICKET NUMBER
PARKING CITATION

DATE _____ TIME _____ A.M.
P.M.

MAKE OF VEHICLE _____ TAG YEAR _____

TAG NO. _____ STATE _____

METER NO. _____ OFFICER _____

LOCATION _____

**YOU HAVE BEEN CHARGED WITH THE
PARKING ORDINANCE MARKED BELOW:**

1. _____ OVERTIME PARKING
METERED UNMETERED

2. IMPROPER PARKING:

- ### 3. _____ DOUBLE PARKING

4. _____ NO PARKING ZONE:

5. _____ MOTOR RUNNING - NO ATTENDANT

- ## 6. KEYS IN IGNITION

7. DISABLED PERMIT ONLY

8. _____ OTHER: _____

NOTES: _____

IMPORTANT - PLEASE READ CAREFULLY

1. THIS IS A NON-CRIMINAL VIOLATION;
2. THE AMOUNT LISTED MUST BE PAID WITHIN 15 DAYS;
3. VEHICLE OWNERS ARE RESPONSIBLE FOR PAYMENT OF THE FINE UNLESS THE TICKET IS CANCELLED BASED UPON OWNER FURNISHING ADMISSIBLE EVIDENCE OF THE NAME OF THE PERSON WHO HAD CARE, CUSTODY, OR CONTROL OF THE VEHICLE AT THE TIME THE TICKET WAS ISSUED;
4. TO CONTEST A TICKET YOU MAY ELECT TO APPEAR BEFORE A COURT OFFICIAL. ADDITIONAL CIVIL PENALTIES AND COURT COSTS MAY BE ASSESSED IF FOUND GUILTY OF THIS VIOLATION;
5. ANY PERSON FAILING TO PAY ANY FINE OR RESPOND TO COURT NOTICES MAY BE FOUND GUILTY OF THIS VIOLATION AND SUBJECTED TO: IMPOSITION OF A CIVIL PENALTY UP TO THE MAXIMUM AMOUNT ALLOWED BY LAW, PAYMENT OF COURT COSTS, COLLECTION FEES, AND DENIAL OF THE VEHICLE TAG RENEWAL.

DO NOT SEND CASH
NAME OF MUNICIPALITY

PINELLAS COUNTY
TRAFFIC DEPARTMENT

AFFIDAVIT

(Name of Registered Owner of Vehicle)

(Parking Ticket Number)

IN THE COUNTY COURT,
IN AND FOR PINELLAS COUNTY, FLORIDA

Before me, personally appeared, _____,
who, having been duly sworn, deposes and says:

1) I am employed by _____,
(Name of Company)
located at _____,
(Address: Street, City, State and Zip Code)
My position with the company is that of _____.
(Title of Position)

2) At the time of the alleged violation on the _____ day of _____, 20_____,
the vehicle with tag number _____, issued by the State of _____,
was in the custody or car of the individual whose complete name and address is
listed as:

and whose driver license number is _____.

3) The Rental Agreement (a copy of which is attached) states that the vehicle listed
above was rented on the _____ day of _____, 20_____, at _____ .M. and
returned the _____ day of _____, 20_____, at _____ .M.

4) At the time of the alleged violation on the _____ day of _____, 20_____,
the vehicle with tag number _____, issued by the State of _____,
was reported stolen to _____,
(Name of Law Enforcement Agency)

Offense # _____.

Signature of Affiant

Sworn to and subscribed before me
this _____ day of _____, 20_____.

(SEAL)

Deputy Clerk, County Court or Notary Public