

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY,
FLORIDA

ADMINISTRATIVE ORDER NO.:

98-5-B

IN RE: TRAFFIC - SUMMONS/CIVIL CITATION NOTICE TO APPEAR

Whereas, the Florida Legislature has created a number of statutes whose violation constitutes a civil infraction; and

Whereas, the Florida Administrative code has created a number of regulations whose violation constitutes a misdemeanor or civil infraction; and

Whereas, the legislature has determined that the adoption of a uniform document for the reporting of non-traffic civil infractions is a local decision; and

Whereas, there is a need to adopt a uniform reporting document that Brevard County law enforcement can utilize to refer civil infractions to the Court; and

Whereas, there is a need for an abbreviated document that can be used to refer misdemeanor crimes to the Court when the defendant is not arrested or is released on the defendant's own recognizance by the law enforcement officer; and

Whereas, there is a need for a uniform reporting document that can be used to refer criminal and civil violations of municipal and county ordinances to the Court:

IT IS ORDERED: that the attached Summons/Civil Citation Notice to Appear is approved and adopted by the Courts of Brevard County and may be used by any law enforcement agency to refer any of the above described misdemeanor or civil infractions to the Court.

DONE AND ORDERED this 16TH day of JANUARY, 1998.

JOHN DEAN MOXLEY, JR.
JOHN DEAN MOXLEY, JR.
CHIEF JUDGE

DISTRIBUTION:

All Circuit and County Judges (Brevard County)
Court Administration (Brevard and Seminole Counties)
Clerk of Court (Brevard County)
State Attorney (Brevard County)
Public Defender (Brevard County)
Sheriff (Brevard County)
Bar Association (Brevard County)
Law Library (Brevard County)
County Attorney (Brevard County)
All Brevard County Law Enforcement Agencies
BREVARD DTD 1-22-98 OR BOOK 3775 PAGE 1115 TO 1117
SEMINOLE DTD 1-20-98 OR BOOK 3361 PAGE 1602 TO 1604

BREVARD COUNTY NOTICE TO APPEAR
 SUMMONS CITATION



Agency/Authority _____

123456A

The undersigned officer certifies that he/she has just and reasonable grounds to believe and does believe that the below named defendant committed the following violation(s) of law on:

COURT CASE NUMBER		AGENCY REPORT NO.			
OFFENSE LOCATION		OFFENSE TIME () AM () PM			
MONTH	DAY	YEAR	TIME CITATION ISSUED () AM () PM		
NAME (Print) FIRST		MI	LAST		
STREET					
CITY		STATE	ZIP		
TELEPHONE NO. () -	DATE OF BIRTH		RACE	SEX	HGT
WT	HAIR	EYE S	SSN	POB	CITIZENSHIP
Driver License or other ID		State	Type ID		

Facts Constituting Basis of Offense:

Count 1

Unlawfully committed the following offense: _____

- Florida Statute
 County Ordinance
 F.A.C.
 Municipal Ordinance Section No.: _____
- Misdemeanor
 Infraction

Count 2

Unlawfully committed the following offense: _____

- Florida Statute
 County Ordinance
 F.A.C.
 Municipal Ordinance Section No.: _____
- Misdemeanor
 Infraction

- You may pay a fine of \$ _____, within 30 days. **Payment information shown on reverse.**
 You must appear in court as indicated below:

Court Date and Time: _____

Court Location: _____

I agree and promise to appear in Brevard County Court as indicated above to answer the charge(s) specified in this Notice to Appear, or to pay the indicated fine(s). I understand that my failure to appear or not paying the fine(s) may constitute a separate offense.

Defendant's Signature _____

I swear/affirm the above & attached statements are true and correct.

Sworn to and subscribed before me, the undersigned authority this _____ day

Officer's/Complainant's Signature ID No./Dist. _____

of _____, 19 _____

Signature _____

Print Name _____

Name (printed) _____

Notary/LEO in Performance of Official Duties

Personally Known ID Produced

IMPORTANT

Please read the instructions below.
You must reply within 30 days of the
issuance of your citation or prior to the
court date if listed on the reverse side.

If you have been charged with smoking on, in, or near school property or knowingly possess any tobacco product by a person under the age 18, you must select one of the following.

_____ I elect to pay the fine shown on the reverse side and agree to attend an anti-tobacco class.

_____ I elect to complete 16 hours of community service and agree to attend an anti-tobacco class. A fee of at least \$45.00 will be required.

_____ I elect not to pay the fine as shown on the reverse side and request a hearing.

Please print and sign your name and address below.

Name _____

Mailing Address _____

Signature _____

All offices of the Brevard County Clerk of Court are open between the hours of 8:00 AM and 5:00 PM Monday through Friday, excluding holidays.

You may remit payment in the form of cash, personal check, money order, Visa, MasterCard, or Discover. Do not send cash through the mail.

Payment may be made at any office of the Brevard County Clerk of Court. You may mail payment to:

P. O. Box 3026
Titusville, FL 32781-3026

North Brevard Service Complex
700 S. Park Avenue, Bldg. 2
Titusville, FL
407-633-1950

Melbourne Courthouse
50 S. Nieman Avenue
Melbourne, FL
407-633-1950

Viera Complex
Harry T. and Harriette V. Moore Justice Center
2825 Judge Fran Jamieson Way
Melbourne, FL
407-633-1950