

IN THE COUNTY COURT,  
MONROE COUNTY, FLORIDA

Case No. \_\_\_\_\_

Citation No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_

STATE OF FLORIDA

Plaintiff

vs.

\_\_\_\_\_  
Defendant

**AFFIDAVIT OF DEFENSE OR ADMISSION AND WAIVER  
OF APPEARANCE**

Before me personally appeared \_\_\_\_\_, who after first being placed under oath, swears or affirms as follows:

1. My name, address and telephone number are:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_

2. I am the defendant in the above-referenced case and am charged with the following violation(s)(list the charges as you understand them to be):  
\_\_\_\_\_

3. Check only one (1) as your plea:

( ) I hereby plead NOT GUILTY and file this affidavit of defense as my sworn statement herein. I understand that when I plead not guilty, I do not have to supply and further statement. I understand that by my filing this affidavit, the hearing officer or judge will have to make a decision as to whether I committed the alleged violation by the sworn testimony of the witnesses, other evidence, and my statement. I understand that I am waiving my personal appearance at the final hearing of this matter.  
*Note: if found guilty of this charge, the magistrate can impose a civil penalty not to exceed \$1,000.00.*

( ) I hereby plead GUILTY and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine the appropriate sentence and decide whether to adjudicate me guilty.

( ) I hereby plead NO CONTEST and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. By pleading no contest, I understand that I am not admitting to or denying that the infraction was committed but do not contest the charges, and I understand that I may be sentenced and found guilty even though I entered a

plea of no contest. I understand that the hearing officer or judge will determine any appropriate sentence and decide whether to adjudicate me guilty.

- 4. Defendant's Statement (additional papers, documents, photos, etc. can be attached but should be mentioned herein):

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

I understand that any material misrepresentation could cause me to be prosecuted for a separate criminal law violation.

\_\_\_\_\_  
Signature of Affiant/Defendant

Sworn to and subscribed before me, the undersigned authority on \_\_\_\_\_  
Date

The Affiant/Defendant is personally known to me \_\_\_\_\_ or produced a \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature Notary Public/Deputy Clerk

Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Remit to the Traffic Division at one of the following locations:

Key West	Marathon	Plantation Key
500 Whitehead Street	3117 Overseas Highway	88770 Overseas Highway
Key West FL 33040	Marathon FL 33050	Plantation Key FL 33070

Please be advised that if you must also send a check or money order made payable to the **Monroe County Sheriff's Office**. This payment will be a "bond" for your case. It must be in the amount of the original citation. If you are found guilty, this bond will be applied to your costs and you will receive a letter for any balance owed. If you are found not guilty, the bond money will be returned to you. The affidavit and bond check must be submitted to the Clerk's Office within 30 days of the violation date, or you may face late fees or possible suspension of your driver's license. If you have any questions, please contact our office.