

IN THE COUNTY COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN AND  
FOR ORANGE COUNTY, FLORIDA

ORANGE COUNTY

Plaintiff,

vs.

\_\_\_\_\_ PARKING TICKET NO. \_\_\_\_\_  
Defendant

IN ORDER TO CONTEST YOUR PARKING VIOLATION, PLEASE COMPLETE THIS REQUEST FOR INFORMATION WITH ACKNOWLEDGEMENT OF YOUR RIGHTS AND RESPONSIBILITIES WITHIN THIRTY (30) DAYS OF THE DATE OF THE VIOLATION.

**INFORMATION**

1. Please Print or Type Your Full Name and Address (**Post Office Box Is Unacceptable**)

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

2. Daytime Telephone Number \_\_\_\_\_

3. Date Of Birth \_\_\_\_\_ Sex \_\_\_\_\_

4. Parking Violation Notice (Ticket) Number \_\_\_\_\_

5. Parking Violation \_\_\_\_\_

6. Vehicle Tag Number \_\_\_\_\_

7. Drivers License Number \_\_\_\_\_

8. Are You the Vehicle's Registered Owner? (circle one) YES or NO

If you circled NO to question 8 and are not the vehicle's registered owner, please print the full name and address of the vehicle's registered owner:

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

**RIGHTS AND RESPONSIBILITIES**

- 9. Parking violation hearings are held before the Orange County Civil Traffic Infraction Hearing Officer. They are conducted in the same manner as a non-jury trial. The officer who wrote the ticket represents the Orange County Sheriff’s Office at the hearing. The Hearing Officer determines whether the alleged parking violation was committed, based upon the testimony and evidence presented at the hearing.
- 10. If the hearing officer determines that you (or someone operating your vehicle with your permission) committed the alleged parking violation, you will be deemed to have waived your right to pay the original amount indicated on the parking notice. A fine of up to \$100 plus court costs may be imposed, or \$250 plus court costs for parking in a space designated for disabled persons only without a disabled parking permit.
- 11. If you receive a notice indicating that your case has been scheduled for a hearing, and you wish to subpoena any witnesses to testify on your behalf, you should direct your request(s) to the Orange County Clerk of Court, Criminal Division, at (407) 836-2000, option 2.
- 12. You MUST provide your current address. All notices pertaining to your parking violation notice and court appearances will be sent to the address that you provided on the form. If you fail to appear for a scheduled hearing, the hearing officer may enter a civil judgment against you in the amount of up to \$100/\$250 plus court costs; or the hearing officer may apply to the Orange County Court to issue a contempt order against you for your failure to appear at said hearing.
- 13. If you have not contested your parking violation notice within the thirty (30) calendar days from its issuance, a late fee will automatically be added to the original fine. If you want to contest the late fee, you must indicate whether you are simply contesting the late fee or the original parking violation as well.

**ACKNOWLEDGEMENT**

**I have read and understand the information given above. I want to contest the parking violation notice.** I understand that my hearing can be rescheduled for a good cause. Any request for rescheduling must be received by the ORANGE COUNTY CLERK OF COURT in writing at least ten (10) days prior to the hearing date. **Original forms and signatures must be submitted in order to process your request. Photocopies or faxes are unacceptable.**  
**Parking Ticket Number \_\_\_\_\_.**

---

**Signature**

---

**Date**

**RETURN TO:**

Orange County Finance Department  
 Parking Tickets  
 P.O. Box 38  
 Orlando, FL 32802-0038