IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 3.901-9/08*

IN RE:	CODE ENFORCEMENT CITATION SYSTEM	
	AND FINAL JUDGMENT FORMS	:

The Florida Legislature, pursuant to section 162.21, Florida Statutes (2007), has enabled counties and municipalities to issue citations to persons reasonably believed to have committed civil infractions in violation of duly enacted codes or ordinances. The contents of the citation and enforcement procedures are specifically prescribed in the enabling legislation.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

The following forms and procedures are adopted for all code enforcement cases that shall come before the Palm Beach County Courts.

A. FORMS

- 1. Approved Citation Form attached hereto as Exhibit "A" front and back sides.
- 2. Approved Final Judgment Forms attached hereto as Exhibit "B1" and "B2".

B. PROCEDURES

The following basic procedures shall apply:

- 1. The municipality or county must enact a valid Code Enforcement Citation System Ordinance.
- 2. After notice and a reasonable time to comply, (not to exceed 30 days), The county or the municipal code enforcement officer may issue the citation appearing in Exhibit A (attached hereto).
- 3. Upon receipt of the citation, the party may either pay the amount set forth in the citation or request a hearing in the County Court.
- 4. If the party fails to timely pay the applicable fine and fails to appear or request a hearing, the clerk of court shall so advise the appropriate county court judge by the submission of a

proposed Default and Final Judgment. (see Exhibit B1).

- 5. If the case proceeds to hearing and a violation is found, the Court shall order the amount of the fine, (not to exceed \$500 per violation), and shall enter a Final Judgment against the party as set forth in Exhibit B2.
- 6. It shall be the responsibility of the appropriate municipality or county to file any appropriate lien and record any judgments entered into the public records.

C. FEE SCHEDULE

Approved Fee Schedule For Uncontested Violations Which May Be Paid By Mail:

CODE ORDINANCE VIOLATIONS COUNTY COURT UNIFORM SCHEDULE LOCAL ORDINANCE VIOLATIONS

	FINE	<u>COSTS</u>	TOTAL
Class I	\$50	\$8.00	\$ 58.00
Class II	\$75	\$8.00	\$ 83.00
Class III	\$125	\$8.00	\$133.00
Class IV	\$250	\$8.00	\$258.00

DONE and SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida this day of September, 2008.

Kathleen J. Kroll, Chief Judge

^{*}supersedes admin. order 9.002-10/96

ELOPIDA LINIEOPIM CODE CITATION		NO. 00		V	
FLORIDA UNIFORM CODE CITATION County of/ City of COUNTY OF PALM BEACH 3400 Belvedere Road West Palm Beach, Florida 33406 (407) 233-5500			☐ City		
The undersigned does believe that	d certified the t on:	nat he had ju	st and rea	sonal	ble grounds to believe, and
Day of Week	Month	Day	Year	T i m e	A M
Name (print)	First	M		Last	
Street					
City			State		Zip
Telephone Number		Date of Birth	Race	S e x	Height
Violation Descrip	otion				
Code Section No).				
Location of Viola	tion:		□Unino). ————————————————————————————————————	□Inc.
•		\$500 if co	ontest	ed and costs	
			0 day	s + \$8 costs	
are charged is a civi however, willful refu- provided S.775.082 hearing from the Cle	l infraction. sal to sign ai or 775.083 F rk of the Cou	Your signature nd accept this la. Stat. Failur rt within 10 day	below does citation is a e to pay the s shall cons	not co misde applie stitute a	tat. The violation for which you onstitute an admission of guilty ameanor of the 2nd degree as cable civil penalty or request a a waiver of your right to contest unt of up to \$500. per infraction
Signature of Individu	al		DATE/TIN	⁄IE OF	ISSUANCE
Signature of Officer		ID#	TIME		AM PM
Print Name -		Month	Day		
Title of Officer			WOTTET	Day	Year

YOU MAY MAIL THE AMOUNT INDICATED ON THE REVERSE SIDE OF THIS CITATION ALONG WITH THE COPY OF YOUR CITATION TO:

CLERK OF THE COURT P. O. BOX 3544 WEST PALM BEACH, FLORIDA 33402

Payment may be made at the location listed below between 8:30 a.m. and 4:30 p.m. Monday through Friday.

Cashier's Check, Money Orders, or Checks shall be made payable to Palm Beach County.

ALL FEES MUST BE REMITTED IN U.S. FUNDS

All fine amounts include the basic fine with State Administrative fees added per Section 943.25, Florida Statutes (\$3.00).

You may request a hearing or pay the fine within 10 days in person or by mail at one of the locations listed below:

Central Courthouse 205 North Dixie Highway W. Palm Beach, FL 33401 (561) 355-2994

North County Courthouse 3188 PGA Boulevard Palm Beach Gardens, FL 33410 (561) 355-2994

South County Courthouse 200 W. Atlantic Avenue Delray Beach, FL 33445 (561 355-2994 Glades Courthouse 38844 State Road 80 Belle Glade, FL 33430 (561) 355-2994

CODE ORDINANCE VIOLATIONS COUNTY COURT UNIFORM TIME SCHEDULE LOCAL ORDINANCE VIOLATIONS

		Fine	CostsTotal
Class I	\$ 50	\$8	\$ 58
Class II	\$ 75	\$8	\$ 83
Class III	\$125	\$8	\$133
Class IV	\$250	\$8	\$258

If you elect a hearing and are found to have committed the infraction the judge may impose a penalty not to exceed \$500.00 plus court costs, per infraction.

You may request a hearing by indicating below:

I hereby request a hearing.

Signature	Date

IN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff,	
V.	
Defendant/	
DEFAULT AND FINAL JUDGMENT	
THIS CAUSE came before the Court upon notice from the Clerk of Court that the Defendant ha	S
failed to timely respond to the above-captioned citation and is therefore in default. Accordingly, a default is	S
hereby entered against the Defendant herein. Upon said default, it is hereby	
ORDERED AND ADJUDGED that the Plaintiff recover from the Defendant the sum of	
\$, including costs, which sum shall bear interest at the prevailing statutory rate, and for which le	ŧ
execution issue.	
DONE and SIGNED in chambers at West Palm Beach, Palm Beach County, Florida, this da	у
of, 20	
County Court Judge	
Copies furnished to:	

IN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff,	
v.	
Defendant.	
FINAL	JUDGMENT
THIS CAUSE came before the Cour	rt upon citation issued against the Defendant.
IT IS ADJUDGED that the Plaintiff	shall recover from the Defendant the principal sum of
\$, plus costs in the amount of \$	_, for a total of \$, which sum shall bear interest at
the prevailing statutory rate, and for which	let execution issue.
DONE AND SIGNED in chambers	at West Palm Beach, Palm Beach County, Florida, this
day of	, 20
	County Court Judge
Copies furnished to:	