



EXTENSION REQUEST FOR PAYMENT OF TRAFFIC CITATION

Pursuant to Administrative Order dated September 17, 2008, the Clerk's Office is authorized to provide persons no more than two 30-day extensions to pay fines and court costs assessed against them in civil traffic infraction cases for both court imposed and payable infractions. The Clerk may give one 30-day extension to complete traffic school in cases where the school was timely requested. The Clerk shall charge and retain a \$4.00 administrative fee for each extension provided in each case. This extension may not be granted if a driver's license (D-6) suspension has already been ordered for failure to pay the fine. Any subsequent request for extensions requires a hearing to appear in person before the court.

A \$4.00 fee for each 30-day extension - per case - must be submitted with this form BEFORE the actual due date to qualify for the extension. Only two 30-day extensions are allowed on each case.

The following is required to grant an extension:

Defendant Name: _____

Case Number(s): _____

Citation Number(s): _____

Date Citation(s) Issued: _____

Total Amount Submitted with your check or money order: \$ _____

Signature of Defendant: _____

****NOTE** - not all months have 30 days; your due date may not fall on the same date of the month when the citation was received. It is your responsibility to submit payment on the correct due date or a late payment will be assessed.

Please mail this completed form and payment to:
Osceola Clerk of Circuit Court, Traffic Division
2 Courthouse Square, Kissimmee, FL 34741 • 407-742-3566