

STATE OF FLORIDA,

IN THE COUNTY COURT,  
DUVAL COUNTY, FLORIDA

vs.

CASE NO. \_\_\_\_\_

CITATION NO. \_\_\_\_\_

\_\_\_\_\_,  
Defendant

DL NO. \_\_\_\_\_

**PLEA OF NOT GUILTY AND REQUEST FOR HEARING**

Before me personally appeared \_\_\_\_\_, who swears and affirms as follows:

1. My name, address, and telephone number are:

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone 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.)

\_\_\_\_\_

[Note: This is not an admission that you violated any law.]

3. **I hereby plead NOT GUILTY and I REQUEST A HEARING.** I will either:  
(choose only one of the below options)

- A. \_\_\_\_\_ **I WILL** appear in person (or virtually, if available in your jurisdiction) for the hearing; or
- B. \_\_\_\_\_ **I WILL** submit a sworn statement of defense and **I WILL NOT** appear at the requested hearing (please complete paragraph 4 below); or
- C. \_\_\_\_\_ **I WILL NOT** submit a sworn statement of defense and **I WILL NOT** appear at the requested hearing.

4. Defendant's Sworn Statement of Defense:

If you selected 3.B.(above) you may explain what happened in your own words in this section and attach any additional papers, documents, photos, etc. Once you submit this statement, it will be considered by the hearing officer or judge.

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5. I understand that by pleading not guilty, I do not have to supply any further sworn statement of defense. By filing this sworn statement of defense, I am waiving my personal appearance at the final hearing of this matter and I understand the hearing officer or judge will make a decision as to whether I committed the alleged violation by the sworn testimony of the witnesses, other evidence, and my sworn statement of defense.

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

/s/ \_\_\_\_\_  
**Signature of Affiant/Defendant**

Sworn to (or affirmed) and subscribed before me, the undersigned authority,  
on \_\_\_\_\_

Personally known \_\_\_\_\_

Produced identification \_\_\_\_\_ Type of ID produced \_\_\_\_\_

/s/ \_\_\_\_\_

Notary Public, Deputy Clerk, or other authority

NAME:

Commission No.

My Commission Expires:

*NOTE: It is the Affiant/Defendant's responsibility to make sure this affidavit is provided to the clerk of court no less than 5 business days before the hearing date for this affidavit to be considered by the hearing officer or judge.*

*If Affiant/Defendant is under the age of 18, a parent or guardian must sign this affidavit:*

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Parent or Guardian