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Information

www.clerk.leon.fl.us

7. What if I receive a citation outside of Leon County?

You must make your election and pay the fines and costs in the county where your citation was issued. However, you may attend driver improvement school approved by the State of Florida in the location of your choice.

8. Who may I contact for more information about driver improvement school?

You may consult the telephone directory (heading of "Driving Instruction"), contact the Department of Highway Safety & Motor Vehicles (DHSMV) at 850-617-3815, for a traffic reference guide, or visit the Florida Department of Highway Safety and Motor Vehicles at <http://www.flhsmv.gov/ddl/bdis.html> for a current list of course providers.

GWEN MARSHALL CLERK & COMPTROLLER

General Information 606-4000

The Leon County Clerk & Comptroller's Office is open Monday through Friday. Click "Contact Us" at the top, right-hand corner of our website for current hours of operation.

Administration Office ¹	606-4005
Court-Related Information ¹	
Appeals	606-4190
Circuit Civil	606-4170
Circuit Criminal	606-4070
Court Services	606-4001
Family Law	606-4150
Juvenile	606-4120
Jury Administration	606-4007
Misdemeanor	606-4130
Probate	606-4180
Small Claims	606-4110
Traffic (see note below)	606-4100
Finance ²	606-4020
Human Resources ³	606-4010
Marriage ¹ (see note below)	606-4060
Passports (see note below)	606-4060
Official Records ¹	606-4050
(see note below)	or 606-4030
Tax Deeds ³	606-4020

¹ Located at 301 S. Monroe Street, Tallahassee, 32301 (1st floor of the Leon County Courthouse).

² Located at 315 S. Calhoun Street, Suite 750, in the Leon County Government Annex across from the back side of the courthouse.

³ Located at 315 S. Calhoun Street, Suite 780, in the Leon County Government Annex across from the back side of the courthouse.

NOTE: The Official Records Division, including marriage services, is also available at the Leon County Clerk & Comptroller's Northeast Branch at 1276 Metropolitan Boulevard, Suite 101. **Due to federal restrictions, passport services are only available at this location.**



Driver Improvement School

Gwen Marshall
Clerk & Comptroller

Serving the Citizens of Leon County

Please visit our website at
<http://www.clerk.leon.fl.us>



01/03/2017

Driver Improvement School

1. Who may and may not attend driver improvement school?

If you have been charged with a moving or non-moving traffic violation that would result in points being assessed to your driving record, you may choose to attend a driver improvement course. You can choose to attend a driver improvement course once in any 12-month period and no more than 5 times in a lifetime. If you elect to attend, but fail to satisfy the requirements, the election will count toward the total 5 permitted.

If you have been charged with a violation involving driver licenses, vehicle registration, proof of insurance or leaving a child under the age of 6 unattended in a vehicle, you are not eligible to elect school.

You may not elect to attend driver improvement school for any violation if you hold a commercial driver's license.

2. What are the benefits of attending driver improvement school?

There are two benefits: (a) No points will be assessed against your driver's license; and (b) attending driver improvement school to satisfy the violation will be entered on your driver history record as an "adjudication withheld."

3. What is the cost of driver improvement school?

You must pay the civil penalty for the offense, with the clerk's office at the time of the election for the driver improvement school.

There is also a cost for school. Contact the Leon County Clerk's Office at 850-606-4100 for the current court costs and fines or refer to the handout materials furnished to you by the law enforcement officer at the time you were cited for the violation. School costs vary, depending on the school you attend; the clerk's office does not collect these fees.

4. How do I enroll?

Visit the clerk's office to make your election, or you can make your election online or by mail. You must enroll, attend, and submit your certificate of completion from an approved school to the clerk's office within 60 calendar days from the date you elect to attend. You must pay for the school at the time you enroll with the school of your choice.

Please visit the Department of Highway Safety and Motor Vehicles' website at <http://www.flhsmv.gov/ddl/dicfaga.html#9> for additional information.

5. What steps do I take after I attend driver improvement school?

Whether you attend a driver improvement school in Leon County or in another county, you must present proof of completion of the driver improvement school to the Leon County Clerk's Office within 60 calendar days of the date you elect to attend school by one of these three options: (1) Mail your certificate to Leon County Clerk & Comptroller, ATTN: Traffic, 1276 Metropolitan Boulevard, #101, Tallahassee, FL 32312; (2) efile your certificate using the Florida Courts E-Filing Portal (go to the Clerk's web site at

<https://cvweb.clerk.leon.fl.us/public/login.asp> . In the 1st box entitled Clerk of Circuit and County Court, select Electronic Services, then E-file); or (3) deliver to either the Metropolitan Blvd. address or to the Leon County Courthouse, 301 S. Monroe Street, #100.

6. What happens if I do not attend the driver improvement school that I elected?

If you elect to attend school, you must complete the course and submit your completion certificate to the Leon County Clerk's Office within 60 calendar days of your election. If you fail to meet any of these requirements for any reason, you will be required to pay an \$18 failed school fee, a \$16 late fee and a \$7 driver's license suspension processing fee; failure to pay these amounts may result in suspension of your driver's license. Additionally, points will be assessed against your driver's license.

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, 301 South Monroe Street, Room 225, Tallahassee, FL 32301, 850-606-4401 at least 7 days before your scheduled court appearance, or immediately upon receiving notification if the time before the scheduled appearance is less than 7 days. If you are hearing or voice impaired, call 711.