

**LEON COUNTY COURT**  
**TRAFFIC DIVISION**  
**(850) 606-4100**  
[www.leonclerk.com](http://www.leonclerk.com)

**Leon County Courthouse**  
**301 South Monroe St., Suite 100**  
**Tallahassee, FL 32301**

**Traffic Payment Facility**  
**1276 Metropolitan Blvd, Ste 101**  
**Tallahassee, FL 32312**

**Tallahassee Animal Services Citation Option Form**

Florida law and/or City of Tallahassee Code of Ordinances allows you 30 **calendar** days from the date you received your citation to either pay in full or select one of the following options:

**REQUEST FOR PARTIAL PAYMENTS** – You will be allowed a 90 day extension from the date of your enrollment in which to make your payments. A \$25.00 administrative fee is due at the time of enrollment and will not be applied to the assessed court costs and fines. You must track the filing of your application and payment for enrollment. Your balance due is \$\_\_\_\_.00 and is due by \_\_\_\_\_.

\_\_\_\_\_ **REQUEST A COURT APPEARANCE** – By selecting this option, you will be issued a court date and will waive your right to pay the civil penalty or attend responsible pet ownership course. The court may impose a fine of up to \$500.00 and you may be responsible for additional court costs.

\_\_\_\_\_ **REQUEST TO ATTEND RESPONSIBLE PET OWNERSHIP COURSE** – You must attest to your eligibility based on the requirements below and must sign this form in front of a Deputy Clerk; there will be a \$7.00 additional fee for this service. Alternatively, you may have this election notarized by a notary. Payment of court costs in full is due at the time of the election and you will be given 120 days to complete the course. You must contact Tallahassee Animal Control at 850-891-2972 for enrollment information including dates and times for approved course offerings. Please take a copy of your citation and/or a copy of this form with you to assist in enrollment. Your course completion must be filed with our office by \_\_\_\_\_.

For violations other than those involving an attack on a human or animal or for which a mandatory court appearance is required, you may elect to attend an approved Responsible Pet Ownership Course under City of Tallahassee Code of Ordinances section 4-52(b). This election requires you to pay the court costs in full. You must submit your certificate of completion to the Clerk of the Court within 120 days of receipt of citation. Upon receiving your certificate of completion, the Clerk will withhold adjudication of guilt and the fines will be waived. **This office cannot accept a proof of enrollment form as a certificate of completion.**

*If you fail to file your course completion form you will be adjudicated guilty of the offense. Further, your case will be referred to a law firm for collection of the past due amounts.*

**TO BE ELIGIBLE FOR THE RESPONSIBLE PET OWNERSHIP COURSE ELECTION:**

1. The violation for which you were cited qualifies per section 4-52(b) of Tallahassee Code of Ordinances.
2. The violation for which you were cited does not require a mandatory court appearance.
3. You must pay court costs within 30 calendar days of the receipt of your citation.
4. You must not have successfully completed the course within the preceding 12 months.
5. You must not have elected this option more than three (3) times in your lifetime.

**AFFIDAVIT**

I hereby swear or affirm that I am eligible for the option of attending an approved responsible pet ownership course and I understand the requirements as stated above.

Case No.: _____	_____
Citation No.: _____	Defendant Signature
Driver License No.: _____	_____
	Deputy Clerk / Notary                      Date Signed
	GWEN MARSHALL, Clerk of the Court