

**ROGER D. EATON**  
**CHARLOTTE COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER**  
**350 EAST MARION AVENUE**  
**PUNTA GORDA, FLORIDA 33950**

Defendant's Name: \_\_\_\_\_

Citation/Case#: \_\_\_\_\_

**AFFIDAVIT OF DEFENSE or ADMISSION and WAIVER OF APPEARANCE**

Before me personally appeared \_\_\_\_\_, who after first being placed under oath, swears or affirms as follows:

1. My name, address, and telephone are:

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

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

Telephone Number: \_\_\_\_\_

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 to be.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

3. Check **only one** as your plea:

\_\_\_\_\_ **I hereby plead NOT GUILTY** and file this affidavit of defense as my sworn statement herein. I understand that when I plead not guilty, I do not have to supply any further statement. I understand that by my filing this affidavit, the hearing officer or judge will have to make a decision as to whether I committed the alleged violation by the sworn testimony of the witnesses, other evidence, and my statement. I understand that I am waiving my personal appearance at the final hearing of this matter.

\_\_\_\_\_ **I hereby plead GUILTY** and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine the appropriate sentence and decide whether to adjudicate me guilty.

\_\_\_\_\_ **I hereby plead NO CONTEST** and file this affidavit as an explanation of what happened and as a statement that the hearing officer or judge can consider before pronouncing a sentence. By pleading no contest, I understand that I am not admitting or denying that the infraction was committed but do not contest the charges and I understand that I may be sentenced and found guilty even though I entered a plea of no contest. I understand that I am not required to make any statement. I understand that the hearing officer or judge will determine any appropriate sentence and decide whether to adjudicate me guilty.

4. Defendant's Statement: (additional papers, documents, photos, etc. can be attached but should be mentioned herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please complete, submit this affidavit, and include a \$7.00 affidavit fee in money order, check, or cashier's check (please do not send cash) to the address below:

Clerk of Circuit Court  
350 E Marion Avenue  
Punta Gorda, FL 33950  
Attn: Traffic Division

/s/ \_\_\_\_\_  
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 your responsibility to make sure this affidavit is in the court file before the hearing date.  
If Affiant/Defendant is under the age of 18, a parent or guardian must sign this affidavit:*

/s/ \_\_\_\_\_  
Parent or Guardian