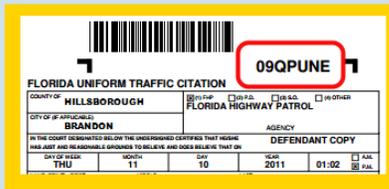


HOW TO LOOK UP YOUR TRAFFIC TICKET ONLINE AND PAY

HOVER.HILLSCLERK.COM

01

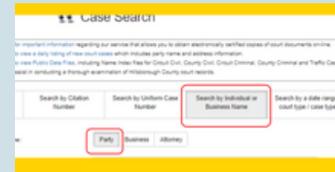


FIND YOUR TRAFFIC TICKET NUMBER ON YOUR COPY OF YOUR TRAFFIC TICKET

MISPLACED YOUR TICKET?
YOU CAN LOOK IT UP USING YOUR NAME!

AT HOVER.HILLSCLERK.COM

You will need to click in the box that says "I want to search by individual or business name," and also make sure that you have clicked in the box that says "Party."

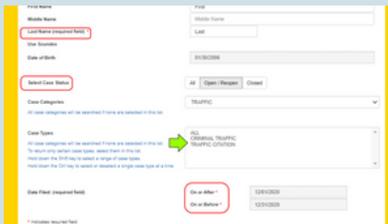


02

NOW SCROLL DOWN AND PUT IN YOUR FULL NAME, FIRST NAME, MIDDLE NAME, LAST NAME, AS IT APPEARS ON YOUR DRIVER'S LICENSE

Also put in your date of birth. Make sure to click "Open/Reopen" for Case Status, if you are looking for a current traffic ticket. For Case Category, select "Traffic"

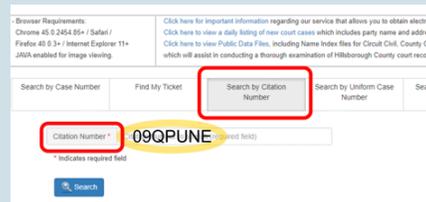
03



IF YOU HAVE YOUR CITATION NUMBER:
MAKE SURE THAT "SEARCH BY CITATION NUMBER" IS SELECTED.
TYPE THE CITATION NUMBER INTO THE BOX.

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CLICK ON THE BLUE "SEARCH" BUTTON.

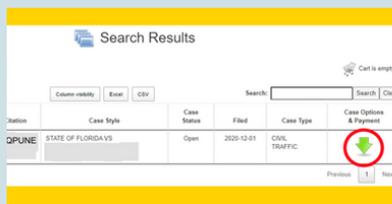


04

IF YOUR TICKET IS IN OUR SYSTEM, YOU SHOULD SEE A RESULT LIKE THIS.

THE GREEN ARROW TO THE RIGHT WILL SHOW YOUR OPTIONS

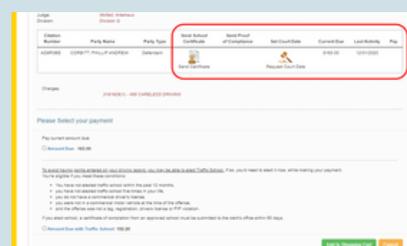
05



YOU WILL NOW SEE WHAT OPTIONS ARE AVAILABLE TO YOU FOR THIS PARTICULAR TRAFFIC TICKET.

Every option will not be available for every ticket depending on the violation and your driving history.

CLICK ON THE "ADD TO SHOPPING CART" BUTTON.



06

HOW TO LOOK UP YOUR TRAFFIC TICKET ONLINE AND PAY

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07

IF YOU HAVE ELECTED DRIVER SCHOOL YOU NEED TO ENROLL IN AN APPROVED TRAFFIC SCHOOL

Status	Case Number	Case Title	Total Cost
PAID	00000000	STATE OF FLORIDA VS	\$100.00
Total Case Costs			\$100.00

First Name *
Last Name *
Phone * (813) 555-1212
Email Address * sample@gmail.com
Confirm Email Address * sample@gmail.com

SEND PROOF OF COMPLIANCE

This is a separate expense from the payment for the ticket. Once you have completed the course: you need to ensure that the completion certificate is filed with the Clerk.

VISIT HOVER.HILLSCLERK.COM TO FIND APPROVED TRAFFIC SCHOOL

08

THIS SAMPLE SHOWS AN OPTION TO SEND PROOF OF COMPLIANCE OR SEND A CERTIFICATE. CLICK ON THE **SEND PROOF OF COMPLIANCE** BUTTON

CLERK STAFF WILL USE THIS EMAIL TO SEND YOU A CONFIRMATION ABOUT THE DOCUMENT YOU SUBMITTED AND INSTRUCTIONS ON WHAT TO YOU MAY STILL NEED TO DO TO FINISH YOUR REQUIREMENTS FOR THIS TICKET. THE TELEPHONE NUMBER FIELD BELOW IS OPTIONAL.

NOTE: Email is needed to receive acknowledgment and further instructions

NOTE: Document type must be a PDF only

please enter Telephone Number

Remove

Save Exit

09

IF YOU WOULD LIKE A COURT DATE TO CHALLENGE THE TICKET YOU CAN DO THAT AS WELL.

Every option will not be available for every ticket depending on the violation and your driving history.

You will get a popup like this. **The Clerk always sets any court date requests for the next available court date. You do not get to choose the court date you want.** You can either accept this court date by clicking on the orange "Schedule Court Date for Selected Date" or you can cancel and do something else.

DO NOT WAIT TOO LONG -- YOU MUST SELECT A COURT DATE WITHIN 30 CALENDAR DAYS FROM THE DATE YOUR TICKET WAS ISSUED.

Please Confirm Court Date

Court Date Found for: 02/07/2018 at 09:00 AM
Location: TampaCourt22

Cancel Schedule Court Date for Selected Date

ONCE YOU'VE SELECTED: ENTER THE REQUIRED INFORMATION IN THE "PLEASE CONFIRM YOUR PURCHASE" POP-UP BOX.

Selecting "Pay Case Costs \$XXX.XX" will direct you to the My Florida Counties website to process the payment.

Selecting "Continue Shopping" will allow you to pay additional citations and/or court costs.

NOW YOU'RE DONE

TO FIND OUT MORE GO TO:

hillsclerk.com/traffic