

STATE OF FLORIDA, Plaintiff

IN THE COUNTY COURT
PUTNAM COUNTY, FLORIDA

Vs.

Defendant

Case No: _____

Citation 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.

I understand that by pleading not guilty, I do not have to supply any further sworn statement of defense. By filing this sworn state 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.

- 5.) 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 _____

Deputy Clerk, Notary Public, 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 the affiant/defendant is under the age of 18, a parent or guardian must sign this affidavit:

Parent or Guardian