

## Definitions of Terms and Phrases

This document provides definitions of commonly used terms and phrases used on the Search Court Databases and Pay your Traffic Tickets Online sections of the Leon County Clerk of the Circuit Court & Comptroller’s Office public website.

### A. Pay Your Traffic Tickets Online

<b>Personal Information</b>		
Defendant's Name		
Defendant's DOB		
Defendant's DL#		
<b>Citations Information</b>		
Case Number: 2016 TR 005369	Citation Number: A1V6WVP	
Offense Date	Description	Amount Due
02/19/2016	REPLACEMENT OF FINE REVENUE FUND	\$7.00
02/19/2016	ARTICLE V ASSESSMENT	\$10.00
02/19/2016	FINE - UNLAWFUL SPEED VIOLATIONS	\$25.00
02/19/2016	MOVING VIOLATION COURT COSTS	\$96.00
<p><b>If you wish to attend driver improvement school you must check the box 'Yes, I will attend'. You will not be eligible to make a school election for this citation once this transaction is complete.</b></p>		
Driver Improvement School (There will be an additional driving school election affidavit fee of \$7.00)	<input type="checkbox"/> Yes, I will attend.	
Total Due:	<b>\$138.00</b>	<input type="button" value="PAY TICKET"/>

1. **Case Number:** This is a number randomly assigned by our case maintenance application when we open a case by entering the citation data. The letter designation – TR above – reflects the case type, Civil Traffic.
2. **Citation Number:** The number of the citation issued by law enforcement to you.
3. **Offense Date:** This is the date you committed the offense noted on the citation that the law enforcement officer issued to you.
4. **Description:** This provides details as to how the money is distributed.
5. **Amount Due:** This provides individual amounts based on distribution that, when added together, shows as the Total Due at the bottom.


**B. Search Court Databases** (after you have searched by name or citation number and a “search returns” page is presented)

Search Results 

There is a limit of 200 cases for the search. If your party search does not give you the case you are searching for because the list exceeds 200, you can restrict the search on the search page by selecting:

- 1) A date range
- 2) One or more Court Types (CA,CP,SC,CC,DR,etc)
- 3) A party type (Plaintiff, Defendant, Respondent, Decedent, etc)

THIS SEARCH IS RETURNING CIVIL SIDE RECORDS ONLY  
 The FULL CASE VIEW will return records from both the Civil and Criminal Databases  
 If There are criminal CF and MM then the Judge listed will be the collections Judge of Record.

Party	Party Type	Action Code	File Date	Judge	Case Status	Case Number
, STATE OF FLORIDA	PLAINTIFF	(NO FDLE CODE)-I-N-UNKNOWINGLY OPERATE VEHICLE WHILE DL SUSPENDED/CANCELED/REVOKED	2/24/2016 9:36:59 AM		OPEN	2016 TR 005371
	OFFICER	(NO FDLE CODE)-I-N-UNKNOWINGLY OPERATE VEHICLE WHILE DL SUSPENDED/CANCELED/REVOKED	2/24/2016 9:36:59 AM		OPEN	2016 TR 005371
	DEFENDANT	(NO FDLE CODE)-I-N-UNKNOWINGLY OPERATE VEHICLE WHILE DL SUSPENDED/CANCELED/REVOKED	2/24/2016 9:36:59 AM		OPEN	2016 TR 005371

1. **Party & Party Type** show the parties and their roles.
2. **Action Code:** Cites the statutory language for the offense you have been cited for or charged with.
3. **File date:** This is the date the document – whether a citation or another court document – was filed with our office.
4. **Judge** is not shown on civil traffic cases because they are usually handled by hearing officers.
5. **Case Status** will show open, reopened or closed.
6. **Case Number** is the uniform case number assigned by our case maintenance application when we open a case by entering citation data.

- C. **Full Case View** (after you click on a case number link): This page presents several areas that serve up different sets of information, depending on the case type (civil traffic, circuit civil, felony, domestic relations, etc.). The below example is of a criminal traffic (CT) case:

37 2016 TR 023100 - STATE OF FLORIDA vs ARNOLD, WILLIE III										
Party Status		Party		Party Code		Attorney		Attorney Status		
[REDACTED]		TESLO JR, FREDERICK PAUL STATE OF FLORIDA		DEFENDANT OFFICER PLAINTIFF		---		ACTIVE ACTIVE ACTIVE		
<a href="#">Top of Page</a>										
Action Dscr			Open/Reopen Status		Open/Reopen Date		Disposition		Disposition Date	Judge
(NO FDLE CODE)-I-N-DRIVER NOT BELTED - TO BE CITED			OPEN		9/12/2016					
<a href="#">Top of Page</a>										
Charge #	Action Code	Description			Plea Date	Plea	Decision Date	Court Action	Charge Disposition	Citation
1	316.614(4)(B)	(NO FDLE CODE)-I-N-DRIVER NOT BELTED - TO BE CITED								A6CJWDE
<a href="#">Top of Page</a>										
Last Name		First Name		Judges Appearing on Case		Date Assigned		Source		
<a href="#">Top of Page</a>										
VOR Statuses		Viewable on Request Documents	Starting on December 1, 2015 there will be a \$1.00/page charge for all document requests that must be scanned from paper. The icon -- Req\$ -- reflects this charge.							
DOCKET TABLE HEADERS ARE SORTABLE. CLICK FOR ASCENDING, AGAIN FOR DESCENDING ORDER Source Table Abbreviations: BM = Benchmark; JIS = Justice Informations System										
DOCKET DATE	DOCKET CODE	DOCKET TEXT	OR BOOK	OR PAGE	SOURCE					
9/11/2016	TRT <input type="checkbox"/> --Req	TRAFFIC INFRACTION CITATION CHARGE # 1: A6CJWDE			BM					
9/11/2016	ACNA <input type="checkbox"/> --Req \$	AGENCY CASE NUMBER: A6CJWDE-			BM					
9/12/2016	SBF <input type="checkbox"/> --Req \$	SEAT BELT LAW			BM					
9/15/2016	a120	ARRAIGNMENT SET FOR 10/27/2016 AT 1:30 PM IN 2E, JDG: AIKENS, AUGUSTUS D JR			BM					
<a href="#">Top of Page</a>										
Event	Date	Start	Location	Judge	Result	Source				
ARRAIGNMENT	10/27/2016	1:30 PM	2E	AIKENS		BM				

- The case name and number are 1<sup>st</sup>, followed by an area for the charges if the case is criminal.
- The next area shows the names and roles of the parties in the case, and their attorneys if they have attorneys. Parties vary between case types – petitioner and respondent in domestic relations; plaintiff and defendant in civil cases; etc.
- The next area is the disposition area.
  - Action Dscr** cites the statutory language for the offense you have been cited for or charged with.
  - Open/Reopen Status** reflects whether the case is open or reopened.
  - Open/Reopen Date** reflects the date that the case opened or reopened.
  - Disposition** reflects how the case was disposed or resolved, e.g., “School Election Adj. W/Held by Clerk”; “Jury Trial: Not Guilty Verdict”; “Pretrial Diversion”; “Disposed by Judge”, etc.
  - Disposition Date** is the date the judge disposed of the case.
  - Judge** may not be reflected on civil traffic infractions (TR) cases due to use of hearing officers and certain dispositions like paid in full.

4. The next area is primarily for criminal cases but it also lists citation numbers, if applicable, in the last column.
  - a. **Charge #** refers to how many charges/offenses are listed in the case.
  - b. **Action Code** refers to the statute number for the offense you have been charged with.
  - c. **Description** is the statutory language for the offense you have been charged with. The statute in this area is a link to provide you with detailed information about your case and what occurred at various phases of your case.
  - d. **Plea Date** is the date you enter a plea to the charge(s).
  - e. **Plea** is the type of plea you enter – guilty, not guilty, or nolo contendere.
  - f. **Decision Date** is the date the court or jury enters a decision in the case.
  - g. **Court Action** is the decision rendered in the case by the judge or jury – paid in full, adjudication of guilt, verdict of not guilty, etc.
  - h. **Charge Disposition** is the internal docket code our office enters when processing the decision document in the case.
  - i. **Citation Number**, if applicable.
5. The next area is for judicial **information**, listing the judge names and dates assigned, and noting who the currently assigned judge is; TR cases may not show this information. **Source** indicates the database from which the information is pulled: JIS for date on misdemeanor (MM) and felony (CF) cases; and BM for all other case types.
6. The next area is the progress docket, where all entries made in our case maintenance application by our office are reflected. If you are viewing a case on our public website, you will not see images. If you are a registered user on our secure website – <http://judicial.clerk.leon.fl.us> – you will see images on cases, noted by an icon in the Docket Code column, but not all entries and cases will have images.
  - a. **Docket Date** is the date the noted document or action was entered into our case maintenance application.
  - b. **Docket Code** is the internal code we use when processing the noted document or action in our case maintenance application.
  - c. **Docket Text** is the language associated with the docket code.
  - d. The **OR Book** and **OR Page** number columns reflect the book and page of any documents that are recorded in the Official Records of Leon County.
  - e. **Source** indicates the database from which the information is pulled: JIS for date on misdemeanor (MM) and felony (CF) cases; and BM for all other case types.
7. The next area is for events, noting the type of hearing, the date and time, the location, the judge hearing the case, the result of the hearing, and the source of the data.

8. The next area is for court costs, fees, and fines, noting the type of cost, fee, or fine, the amount, how much has been paid or dismissed, and the amount due.
9. The next area is for payment plans and notes the amounts ordered and paid, the balance, and the delinquency amount.
10. Additional areas are provided on our secure website to registered users, depending on the security roles as defined by the Florida Supreme Court in its administrative orders AOSC14-19, 15-18, and 16-14.