



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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**GUIDELINES FOR REPORTING CASES THAT FAIL TO COMPLY
FOR ANNUAL DRIVER'S LICENSE REINSTATEMENT EVENTS**

Revised by the PIE Committee – September 1, 2023
Adopted by the Executive Council – September 5, 2023
Effective CFY 2022-23, October 1, 2022

- Count the number of cases by “case” that fail to comply, not by the individual (including community service cases).
 - For example, if your county groups multiple cases together and the defendant fails to comply, count each case separately.
- A case is non-compliant when the Clerk notifies the DHSMV to suspend the Driver’s License. A person may have multiple cases. Any one of the cases may result in a suspension status.
- Cases are tracked for a 3-month period starting from the date(s) the Driver License Reinstatement event was held. The original report submission should be revised. The revised Driver’s License Reinstatement Event Report is due to the CCOC by the 20th of the month at the end of the 3-month period.
 - For example, the cases for an event held in March would be tracked through June and then reported to CCOC by July 20th.
 - If two or more events are held during the year, cases should be tracked for a 3-month period for each event.
 - A new reporting form should be used for each event date; consecutive days can be included as one event.
- The CCOC should be made aware of all events during the fiscal year so that information can be included in the Annual Report, which is statutorily required to produce by January 1 for the prior fiscal year.
 - Any revised amounts should be reported by December 1 to be included in the Annual Report.