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June 19, 2009

TO: Clerks of Court
Criminal Division
Traffic Violations Bureau

FROM: Dana Reiding, Chief
Bureau of Records

Re: Hearing Officer/Traffic Magistrate

It has recently come to our attention that there may be some confusion on the definition of a Magistrate. According to the Florida Rules of Traffic Court, Traffic Magistrates are also known as Hearing Officers. Magistrate is one of the options under the field description "Type of Court" provided through TCATS. Disposition data submitted through TCATS must be identified as County (1), Circuit (2), Federal (3) or Magistrate/Hearing Officer (4) court type.

Please review your data processes to ensure that disposition data submitted through TCATS is being reported as a court type (4) Magistrate when heard by a Hearing Officer. Your cooperation in this matter will ensure that the dispositions of cases are accurately reported.

Please visit our web site at www.flhsmv.gov/courts for more information. Please direct any questions to Bonnie Scott-Walls at (850) 617-2586 or BonnieScott-Walls@flhsmv.gov.

DR/bsw