

Twenty-Second Judicial Circuit Court – McHenry County, Illinois

Katherine M. Keefe – Clerk of the Circuit Court



McHenry County Government Center
Criminal/Traffic Division – Room 136
2200 N. Seminary Avenue (Route 47)
Woodstock, IL 60098

1-800-729-8427 (1-800-PAY-TICS)

www.mchenrycircuitclerk.org

Office Hours: Monday through Friday
8:00 a.m. – 4:30 p.m. (Except Legal Holidays)

**The Circuit Clerk's
Office CANNOT
change your court date.
Only the Judge can
grant a continuance.**

READ CAREFULLY TO DETERMINE IF YOU CAN PAY THIS TICKET WITHOUT GOING TO COURT

Certain minor violations can be paid to the Clerk of the Circuit Court without going to court. If the bottom of your ticket is marked NO COURT APPEARANCE REQUIRED, you have the option to pay this ticket without a court appearance. Choose option A or B (on the reverse side) and use one of the following payment options. **To avoid additional fees, your payment must be RECEIVED no later than 3 working days BEFORE your court appearance date listed at the bottom of your ticket.** Once payment has been received and accepted within this time frame, your appearance should not be required. The Clerk of the Circuit Court does NOT determine how your ticket will affect your driving record. For this information you will need to contact the Illinois Secretary of State at (800)252-8980.

PAYMENT OPTIONS FOR “NO COURT APPEARANCE REQUIRED” TICKETS

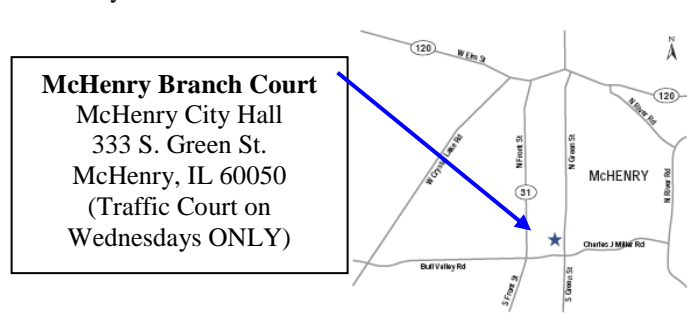
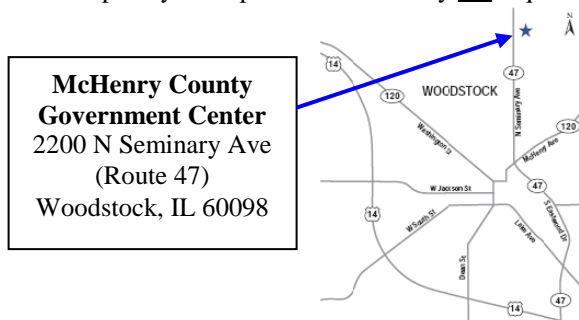
- TO PAY BY INTERNET** – Go to www.mchenrycircuitclerk.org to pay your ticket using your credit card. This service is available 24 hours per day, 7 days a week and accepts Visa, MasterCard, American Express or Discover. There is a convenience fee charged by the vendor for this service. This fee is not charged or collected by the Circuit Clerk.
- TO PAY BY PHONE** – To pay your ticket using a touch-tone phone dial 1-800-729-8427 (1-800-PAY-TICS). You may pay 24 hours a day, 7 days a week with Visa, MasterCard or Discover. There is a convenience fee of \$5.00 charged for this service. To pay by phone, you must have your ticket number which is located in the upper right hand corner of your ticket. **Please allow 10 days after receiving your ticket before attempting to pay by phone.**
- TO PAY BY MAIL** - To pay your ticket by mail, complete the reverse side of this form. Send the completed form and your payment to the Circuit Clerk's Office in the envelope provided by the officer. The Circuit Clerk's Office accepts Visa, MasterCard, Discover, personal check, money order or cashier's check. Checks should be made payable to CIRCUIT CLERK. **DO NOT SEND CASH IN THE MAIL.**
- TO PAY IN PERSON** – To pay your ticket in person, appear at the McHenry County Government Center, Room 136 (address and hours listed above) with your ticket. The Circuit Clerk's Office accepts Visa, MasterCard, and Discover, personal check, money order, cashier's check or cash. There is a \$5.00 statutory service fee if you pay by credit card. If the building is closed, the Circuit Clerk has a 24-hour drop box available at the Government Center driveway, just off Russel Court. ****If paying in person, please do not come to the Circuit Clerk's office until 10 days after the date you received your ticket.**

SOME VIOLATIONS CANNOT BE PAID AND YOU MUST APPEAR IN COURT, including the following:

- Tickets marked COURT APPEARANCE REQUIRED
- Speeding violations in excess of 30 MPH over the posted speed limit
- Tickets which resulted from an accident involving the death or injury of any person other than the accused
- Driver's license or driver's permit violations
- Passing a stopped school bus or speeding in a posted work construction zone or speeding in a school zone
- All violations which are a Class A or B misdemeanor

APPEARING IN COURT

- FAILURE TO CARRY PROOF OF INSURANCE TICKETS** – You may appear at the McHenry County Government Center in Room 136 (address & hours above) up to 3 days before your court date. Please allow 10 days after receiving your ticket before appearing with your proof of insurance. You will be required to present **VALID PROOF OF INSURANCE FOR THE TICKET DATE AND SIGN A MANDATORY INSURANCE AFFIDAVIT** - Valid proof of insurance includes: Illinois Insurance Card, Certificate of Insurance or Declaration Page from Insurance Policy. **ALL DOCUMENTS MUST BE ORIGINALS.** Once proof of insurance has been confirmed, “No Court Appearance Required” tickets may be processed without going to court. **Persons with fleet insurance must appear in court.**
- BE PREPARED TO PAY YOUR FINE & COURT COSTS** – If you are found guilty by the Court, you will be ordered to pay your fines and court costs IMMEDIATELY. If you do not pay in full, you must make payment arrangements with the Financial Compliance Dept. in Room 136 BEFORE leaving the Government Center or face further sanctions.
- COURT COSTS ARE EXPENSIVE** – If you are found guilty in court, the judge will set your fine, but your court costs are determined by state law and the McHenry County Board. **Neither the judge nor the Circuit Clerk's office has any control over the amount of court costs.**
- FAILURE TO APPEAR** – If you fail to appear you can be subject to arrest, summons, bond forfeiture, suspension of driving privileges and/or additional costs. Any court dates missed will result in additional fees charged.
- PLEADING NOT GUILTY** – If you would like to plead not guilty, please follow the instructions on the reverse side for option C.
- CHANGE OF ADDRESS** – If you move while your case is pending, you must notify the McHenry County Circuit Clerk.
- COURT APPEARANCE LOCATION** – If you are appearing in court, **check the location listed on your ticket carefully.** Some tickets require appearance at McHenry City Hall, 333 S. Green Street, McHenry, Illinois. Ticket payments are not accepted at McHenry City Hall any day of the week, except for Wednesdays while court is in session.
- TEEN DRIVERS** - As of January 1, 2008, if you are a teen driver under the age of 18, in order to receive court supervision a parent or guardian must accompany you to court on the date listed at the bottom of your ticket. You must attend traffic school in order to complete your supervision. You may not request court supervision by mail.



HOW TO PAY YOUR TRAFFIC TICKET

Complete this form and mail it in the envelope provided by the officer if your ticket is marked NO COURT APPEARANCE REQUIRED. **You must submit this form, choosing option A, B or C below, OR appear in court on the date listed on your ticket.** You must sign the PLEA OF GUILTY AND WAIVER if choosing option A or B. ****Payment must be received at least 3 days prior to the court date listed at the bottom of your ticket.** If your ticket is marked COURT APPEARANCE REQUIRED you must appear in court at the date and time listed on your ticket. Do not submit this form if your court appearance is required.

Name _____ Ticket Number _____

Address _____ Daytime Phone No. (____) _____

City _____ State _____ Zip Code _____ Driver's License # _____

CHOOSE A, B or C

- A PLEAD GUILTY – CONVICTION:** Pay \$75 for all minor violations except, \$55 for seat belt violations or \$95 for speeding 21-30 MPH over the posted limit. You MUST sign the PLEA OF GUILTY AND WAIVER below. A conviction will be reported to the Secretary of State. DO NOT APPEAR IN COURT.
- B PLEAD GUILTY - COURT SUPERVISION WITH TRAFFIC SCHOOL:** Pay \$110 (\$130 if ticket is for speeding 21-30 MPH over the posted limit) to receive Court Supervision and avoid a conviction on your driving record. There is an **additional fee of \$15 for online Traffic School (Pay \$125 for online Traffic School or \$145 if ticket is for speeding 21-30 MPH over limit).** You must sign the PLEA OF GUILTY AND WAIVER below. You must not have enrolled in Traffic School during the past 12 months. Complete the TRAFFIC SCHOOL REGISTRATION FORM below and submit with your payment. DO NOT APPEAR IN COURT. **This option is not available for drivers under the age of 18 or CDL license holders driving CDL vehicles when the ticket was issued.**

PLEA OF GUILTY AND WAIVER (Signature required for Options A or B)

I, the undersigned, do hereby plead guilty to the charge referenced above. I understand my right to trial, that my signature to this plea of guilty will have the same force and effect as a judgment of court and that this record will be sent to the Secretary of State of this state (or of the state where I received my license to drive). I hereby PLEAD GUILTY to the said offense on above referenced ticket, GIVE UP my right to trial, and agree to pay the penalty required. If paying by check, I authorize the Circuit Clerk to reduce the face amount of my personal check if I have paid too much.

Signature _____ Date _____

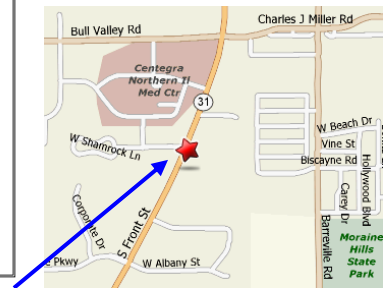
- Pay by Personal Check:** Make checks payable to CIRCUIT CLERK. If check returned for any reason, there will be a \$25 fee.
- Pay by Credit Card:** (\$5 statutory fee for credit card payments) _____ Visa _____ MasterCard _____ Discover
- Card Number: _____ Expiration Date: _____
- Name on Card: _____ Signature of Card Holder: _____

****IF YOU GAVE THE OFFICER YOUR DRIVER'S LICENSE OR BOND CARD AS BOND, PLEASE ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE WITH YOUR PAYMENT FOR THE RETURN OF YOUR BOND****

- C PLEAD NOT GUILTY – REQUEST TRIAL:** To contest the charges against you (plead not guilty), select which type of trial you are requesting (mark only one box) and submit this form. To **AVOID MULTIPLE COURT APPEARANCES**, you must notify the Clerk of Court of your intent to plead not guilty at least 10 days before the day set for your appearance. A new appearance date will be set and arrangements will be made to have the arresting officer present on that new date. Failure to notify the clerk of either your intention to plead "not guilty" or your intention to demand a jury trial may result in your having to return to court, if you plead "not guilty" on the date originally set for your court appearance. **The Circuit Clerk's office will mail you a new trial date. Do not appear in Court until that date.** When you are notified, you should come to court prepared for trial and bring any witnesses you may have.
- Bench Trial before a Judge Jury Trial (this choice may involve an additional fee)

TRAFFIC SCHOOL INSTRUCTIONS

If you have selected option B above, and you have not enrolled in Traffic School in the past 12 months, your class assignment will be mailed to you. Sign Language interpretation is available upon request. If you cannot attend class, call the Traffic School Office to reschedule at (815) 479-7777. There is a \$10.00 fee for rescheduling a class if changes are made 48 business hours in advance of your currently scheduled class. The rescheduling fee is \$30.00 if the change is not made 48 hours in advance, or if you miss your class. Traffic School is not responsible for late or lost mail. IF YOU HAVE ENROLLED IN TRAFFIC SCHOOL IN THE PAST 12 MONTHS, you may be eligible for Advanced Traffic School (ATS), which is an 8-hour course. To receive Court Supervision you will need to appear in court on the date listed on your ticket to request ATS from the Court. If you request Traffic School and are found ineligible because you have enrolled in the past 12 months, your supervision will be revoked and a conviction will be reported to the Secretary of State. Traffic School fees are NOT refundable.



All Traffic School Classes are held at SHAH CENTER, 4100 W. Shamrock Lane, McHenry, IL 60050

TRAFFIC SCHOOL REGISTRATION FORM – McHENRY COUNTY

This form must be completed when requesting Court Supervision (Option B above)

Please rank your time preferences for the 4-hour class using 1, 2 and 3

- Tuesday OR Thursday 8:00 a.m. – Noon
- Tuesday OR Thursday 1:00 p.m. – 5:00 p.m.
- Tuesday OR Thursday 6:00 p.m. – 10:00 p.m.
- Saturday 8:00 a.m. – Noon
- Saturday 1:00 p.m. – 5:00 p.m.
- Online English
- Online Spanish

Traffic Safety School reserves the right to place you into a different time & day on an as needed basis.

Language Preference

- English
- Spanish

Race/Ethnicity

- Asian/Pacific Islander
- Black/Non-Hispanic
- White, Non-Hispanic
- Resident Alien
- Hispanic Native American/Alaskan

First Name _____		Middle Initial _____	Last Name _____	
Address _____		Apartment # _____	City _____	
State _____	Zip Code _____	Daytime Phone _____	Date of Birth (MM/DD/YY) _____	
Drivers License Number _____		State _____		
FOR OFFICIAL USE ONLY	Case Number _____	Supervision Termination Date _____		

