

## FREQUENTLY ASKED QUESTIONS

### Can I change the court date listed on my ticket?

No, the Circuit Clerk **CANNOT** change your court date. Only the Court can grant a continuance.

### Am I required to appear in court on my Operation of an Uninsured Motor Vehicle ticket?

If you had insurance at the time the ticket was issued, you may appear at the McHenry County Government Center (Room 136) to show your proof of insurance. **The officer that wrote your ticket has 7-10 days to bring the ticket to the Circuit Clerk. Please wait a week from the date you received your ticket before coming to the Courthouse. To save yourself from making an unnecessary trip, call the Circuit Clerk at (815)334-4190 to make sure your ticket has been received BEFORE driving to Woodstock.** You will be required to present valid proof of insurance showing you were insured on the date & time you received the ticket. You will be required to sign a Mandatory Insurance Affidavit (available to print at [www.mchenrycircuitclerk.org](http://www.mchenrycircuitclerk.org)) swearing to the fact you were insured. Valid proof of insurance includes: Illinois Insurance Card, Certificate of Insurance or Declaration Page from Insurance Policy. **ALL DOCUMENTS MUST BE ORIGINALS, NO FAXES.** Persons with fleet insurance must appear in court.

### I am under age 18, can I receive Supervision?

Not without appearing in court. Drivers under the age 18 must appear in court with their parent or guardian to request Court Supervision.

### What if I request Court Supervision with Traffic School but am found to be ineligible?

Your Supervision will be revoked & a conviction will be reported to the Secretary of State. Traffic School fees are NOT refundable.

### I have already attended the 4-hour Traffic School. Am I still eligible for Court Supervision?

You may be eligible for the 8-hour Advanced Traffic School. The only way to receive Court Supervision with the 8-hour Traffic School is to appear in court on the date listed on your ticket & request it from the Judge.

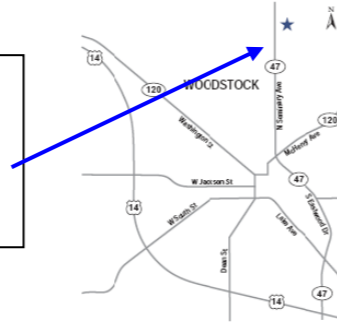
### Can I reschedule my Traffic School class?

Yes, call the Traffic School office to reschedule at (815)479-7777. There is a \$10 fee to reschedule if changes are made 48 business hours in advance. There is a \$30 fee if the change is made less than 48 hours prior to the class, or if you miss the class.

## LOCATIONS

If you are appearing in court **check the location listed on your ticket carefully.** Some tickets require appearance at McHenry City Hall (Wednesdays only). Payments are only accepted at McHenry City Hall on Wednesdays while court is in session.

**McHenry County Government Center**  
2200 N Seminary Ave  
(Route 47)  
Woodstock, IL 60098



**McHenry Branch Court**  
McHenry City Hall  
333 S. Green St.  
McHenry, IL 60050  
(Traffic Court on Wednesdays)



**Traffic School**  
McHenry County College Shah Center  
4100 W. Shamrock Lane  
McHenry, IL 60050



## TWENTY-SECOND JUDICIAL CIRCUIT COURT



McHenry County, Illinois

**KATHERINE M. KEEFE**  
Clerk of the Circuit Court

### YOUR OPTIONS AFTER RECEIVING A TRAFFIC TICKET:

- 1 If your ticket is marked "No Court Appearance Required" you have the option to pay this ticket BEFORE the court date listed at the bottom of the ticket without appearing in court. You must enter a plea even if bond was posted on the ticket. **See Option B inside this brochure.**
- 2 If your ticket is marked "No Court Appearance Required" you may pay the ticket & request Court Supervision with Traffic School. If you complete Traffic School & get no other tickets during the 120 day Court Supervision, this ticket will not be reported as a conviction to the Secretary of State. **See Option C inside this brochure.**
- 3 You can PLEAD NOT GUILTY and request a trial. Mail your Not Guilty Plea to the Circuit Clerk before the court date listed at the bottom of your ticket to avoid multiple court appearances. **See Option A inside this brochure.**
- 4 You can appear in court on the court date listed at the bottom of your ticket. If your ticket is marked "Court Appearance Required" you must either appear or plead not guilty & request a trial.

The officer that wrote your ticket has 7-10 days to bring the ticket to the Circuit Clerk. Please allow a week before calling or coming to the Courthouse to pay. To save yourself from making an unnecessary trip, call the Circuit Clerk at (815)334-4190 to make sure your ticket has been received BEFORE driving to Woodstock.

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](http://www.mchenrycircuitclerk.org)  
Office Hours: Monday through Friday  
8:00 a.m. – 4:30 p.m. (Except Legal Holidays)

## PAYMENT OPTIONS

**PAY ONLINE**  
[www.mchenrycircuitclerk.org](http://www.mchenrycircuitclerk.org)

**PAY BY PHONE**  
1(800)729-8427 (1-800-PAY-TICS)

**PAY BY MAIL**  
Follow instructions inside this brochure

**PAY IN PERSON**  
**McHenry County Government Center**  
Circuit Clerk Criminal/Traffic Division  
Room 136 (1st Floor)  
2200 N. Seminary Ave (Route 47)  
Woodstock, IL 60098  
\*24-hour drop box off Russel Court entrance

**CREDIT CARD CONVENIENCE FEES**  
There is a small convenience fee charged by the vendor for use of a credit card either online or by phone. The Circuit Clerk also accepts credit cards by mail or in person & charges a \$5 statutory fee.

**How will this ticket effect my driving record?**  
The Clerk of 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 1(800)252-8980.**

**If I choose to appear in court, or I am required to appear, how much will it cost & when is it due?**  
If you are found guilty by the Court you will be ordered to pay your fines & fees IMMEDIATELY. The amounts that appear in this brochure do not apply if you are required to appear or choose to go to court. Court costs are VERY EXPENSIVE, starting at around \$125 before a fine is assessed. Neither the Judge nor Circuit Clerk has any control over court costs.

**What if I do nothing?**  
If you fail to pay the ticket or appear in court you can be subject to arrest, summons, bond forfeiture, suspension of driving privileges and/or additional fees. Any court dates missed will result in additional fees. Unpaid balances will be sent to collections.

## OPTION A

### PLEAD NOT GUILTY— REQUEST TRIAL

First Name Middle Initial Last Name

Ticket Number Issuing Police Dept.

Daytime Phone Number Driver's License Number

To contest the charges against you (PLEAD NOT GUILTY) select the type of trial you are requesting below. Submit this form to the Clerk of Court in the envelope provided by the officer.

#### AVOID MULTIPLE COURT APPEARANCES

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 date 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 multiple court appearances.

**A new appearance date will be set and you will be notified of the time and date of your trial. Do not come to court until that date.** When you are notified, you should come to court prepared for trial and bring any witnesses you may have. If you do not receive a trial date notice in the mail within 2 weeks, it is your responsibility to contact the Circuit Clerk at (815)334-4190.

#### PLEA OF NOT GUILTY & TRIAL REQUEST

**I WISH TO PLEAD NOT GUILTY AND REQUEST:**  
(CHECK ONLY ONE BOX)

- Trial by Judge  
 Trial by Jury (This choice may involve an additional fee)

Signature Date

## OPTION B

### PLEAD GUILTY - CONVICTION

First Name Middle Initial Last Name

Ticket Number Issuing Police Dept.

Daytime Phone Number Driver's License Number

You MUST sign the PLEA OF GUILTY & WAIVER below. A conviction will be reported to the Illinois Secretary of State. **DO NOT APPEAR IN COURT.**

#### PLEA OF GUILTY & WAIVER

I, the undersigned, do hereby plead guilty to the charge on the ticket number referenced above. I understand my right to trial, that my signature to this plea of guilty will have the same force & effect as a judgment of court & 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 & 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

#### AMOUNT TO PAY

If you posted a cash bond, deduct it from your amount paid.

- Pay \$120—Plead Guilty—Most Minor Violations  
 Pay \$140—Plead Guilty—Speeding 21-30 mph over  
 Pay \$60—Plead Guilty—Seat Belt Violations

#### PAYMENT OPTIONS

- Pay by Personal Check or Money Order (Make payable to CIRCUIT CLERK)  
 Pay by Credit Card (\$5 statutory fee for credit card payments)

Card Number Expiration Date

Name on Card 3-digit CSV from back of card

Signature of Card Holder

## OPTION C

### PLEAD GUILTY - COURT SUPERVISION WITH TRAFFIC SCHOOL

First Name Middle Initial Last Name

Ticket Number Issuing Police Dept.

Daytime Phone Number Driver's License Number

You MUST sign the PLEA OF GUILTY below. You must not have enrolled in Traffic School during the past 12 months. You must complete the Traffic School Registration Form & submit with your payment. **DO NOT APPEAR IN COURT. This option is NOT available for drivers under the age of 18 or for CDL license holders driving CDL vehicles when the ticket was issued.**

#### PLEA OF GUILTY & APPLICATION FOR COURT SUPERVISION

I, the undersigned, do hereby plead guilty to the charge referenced above. I understand that I am PLEADING GUILTY, waiving my right to trial & request Court Supervision. I understand that my Supervision will last 120 days from the date my request was processed & I cannot receive any other traffic violations during this time. I certify under penalty of perjury pursuant to 735 ILCS 5/1-109 that I have not been placed on Court Supervision for any other traffic violation that was issued within 12 months of the date this ticket was issued. I agree to complete Traffic School within 120 days. I understand that my Supervision can be revoked & my guilty plea entered as a conviction if: 1) I am found ineligible 2) I do not complete the class within 120 days 3) I receive another traffic violation within my supervision period. 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

#### AMOUNT TO PAY

If you posted a cash bond, deduct it from your amount paid.

- Pay \$155—Plead Guilty—Most Minor Violations Court Supervision with 4-hour Classroom Traffic School  
 Pay \$170—Plead Guilty—Most Minor Violations Court Supervision with 4-hour Online Traffic School  
 Pay \$175—Plead Guilty—Speeding 21-30 mph over limit Court Supervision with 4-hour Classroom Traffic School  
 Pay \$190—Plead Guilty—Speeding 21-30 mph over limit Court Supervision with 4-hour Online Traffic School

#### PAYMENT OPTIONS

Amounts listed include ticket plus Traffic School fee

- Pay by Personal Check or Money Order (Make payable to CIRCUIT CLERK)  
 Pay by Credit Card (\$5 statutory fee for credit card payments)

Card Number Expiration Date

Name on Card 3-digit CSV from back of card

Signature of Card Holder

## TRAFFIC SCHOOL REGISTRATION FORM

You have the choice between a 4-hour classroom Traffic School or taking a 4-hour course online. You will be mailed notice of class assignment or online instructions within 2 weeks of the date you pay your ticket. **If you do not receive a letter within 2 weeks it is your responsibility to contact Traffic School.** Traffic School is not responsible for lost or undeliverable mail. **All classes must be completed in accordance within the time frame stated in your letter or your Court Supervision will be revoked. Rescheduling fees apply as stated. Contact McHenry County College Traffic School at 815-479-7777.**

#### 4-HOUR CLASSROOM

We cannot guarantee your class selection & reserve the right to place you into a different time & day on an as needed basis. Please rank your preference below using 1, 2 & 3. If you do not rank your preferences & your first choice is not available, you will automatically be put in the next available class.

#### ENGLISH

- Tues or Thurs 8am-12pm  
 Tues or Thurs 1pm-5pm  
 Tues or Thurs 6pm-10pm  
 Sat 8am-12pm  
 Sat 1pm -5pm

#### SPANISH

- Sat 1pm -5pm

#### 4- HOUR ONLINE

You will receive a letter in the mail with an access code & instructions for taking the online course. The course requires basic computer skills. You cannot begin your class until you receive the access code in the mail. Only completion of this approved NSC online course will be accepted to meet the terms of your Court Supervision.

- Online English  
 Online Spanish

#### SIGN LANGUAGE

- Check here if you need Classroom Sign Language interpretation

First Name Middle Initial Last Name

Address

City State Zip Code

Daytime Phone Number E-mail Address

- Check here if this is a new address

OFFICIAL USE ONLY

Case Number Supervision Termination Date