

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. **Please wait 7-10 days from the date you received your ticket before coming to the Courthouse. To save yourself from making an unnecessary trip, check online at www.McHenryCircuitClerk.org with a Case Information Search to make sure your ticket appears in the Clerk's database before driving to Woodstock.** You will be required to present valid proof of insurance showing you were insured on the date and time you received the ticket. You will be required to sign a Mandatory Insurance Affidavit (available to print at www.McHenryCircuitClerk.org) swearing to the fact you were insured. You will also need a **photo ID** to have your signature notarized. 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 or driving a rental vehicle 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 and a conviction will be reported to the Secretary of State. **Traffic School fees are NOT refundable. It is your responsibility to check your eligibility.**

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 and 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 \$20 fee to reschedule if changes are made 48 business hours in advance. **If you do not call to reschedule 48 hours prior to the class, or if you miss your class, you will need to re-register with Traffic School and pay for a new class.**

LOCATIONS



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



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

Revised 7-1-2019

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 and request Court Supervision with Traffic School BEFORE your court date. If you complete Traffic School and 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.**
- 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 and request a trial.

Please allow 7-10 days after receiving your ticket for the information to be available online for payment. If coming to the Courthouse to make payment or show proof of insurance, check online at www.McHenryCircuitClerk.org with a Case Information Search to make sure your ticket appears in the Clerk's database 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 • www.mchenrycircuitclerk.org

Office Hours: Monday through Friday
8 a.m.–4:30 p.m. (except legal holidays)

PAYMENT OPTIONS

**MUST be paid BEFORE court date

PAY ONLINE

www.mchenrycircuitclerk.org

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

FREQUENTLY ASKED QUESTIONS

Is there a charge to pay by credit card?

Yes, there is a small convenience fee charged by the vendor for use of a credit card, online or in person.

How will this ticket affect my driving record?

The Clerk of Court and Traffic School do 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 and when is it due?

If you are found guilty by the Court you will be ordered to pay your fines and fees IMMEDIATELY. The pre-pay amounts that appear in this brochure do not apply if you are required to appear or choose to go to court. If you are found guilty by the Court you will be assessed the applicable schedule for your charged offense as provided in the *Criminal and Traffic Assessment Act* (705 ILCS 135/1 et seq.), in addition to the fine set by the Court. The schedule assessment for minor traffic offenses is \$226.00 (Schedule 10). The schedule assessment for major traffic offenses is \$325.00 (Schedule 9). These assessments will be charged in addition to any fine amount set by the Court.

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, ExParte judgment of conviction being entered against you, and/or additional fees. Any court dates missed may result in additional fees. Unpaid balances will be sent to collections and the Illinois State Comptroller's office.

A 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, sign the PLEA OF NOT GUILTY & TRIAL REQUEST below. Select the type of trial you are requesting and 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 3 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)

SIGN HERE TO PLEAD NOT GUILTY Date

B 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 noted on the front side of the ticket issued to me, identified herein, which does not require a court appearance. I understand my right to a trial, that my signature to this plea of guilty will have the same force and effect as a conviction entered by the 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 the ticket issued to me, identified herein, GIVE UP my right to trial, and agree to pay the amount required.

SIGN HERE TO PLEAD GUILTY Date

AMOUNT TO PAY

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

- Pay \$164—Plead Guilty—All Minor Traffic Violations

PAYMENT OPTIONS

- Pay by Personal Check or Money Order (Make payable to CIRCUIT CLERK) I authorize the Circuit Clerk to REDUCE the face amount of my check if I have paid too much.
- Pay by Credit Card (Visa, MasterCard or Discover) (vendor charges small convenience fee)

Card Number Expiration Date

Name on Card 3-digit CSV from back of card

Signature of Card Holder

C OPTION C PLEAD GUILTY—COURT SUPERVISION WITH TRAFFIC SCHOOL

TRAFFIC SCHOOL REGISTRATION FORM

You have the choice between a 4-hour classroom or a 4-hour online course. You should receive notice of class assignment or online instructions within 21 days of paying your ticket. It is YOUR responsibility to ensure that you receive a notice of class assignment or online instructions. **If you do not receive a letter within 21 days of the date you paid your ticket, it is YOUR responsibility to contact Traffic School.** If you do not contact traffic school within the 21 day period, rescheduling fees, missed class fees and code reactivation fees will apply. **Reactivation fees will also apply anytime a code is expired.** Traffic School staff cannot waive fees. Traffic School is not responsible for lost or undeliverable mail. All classes must be completed in accordance with the time frame stated in your letter or your court supervision will be revoked.

4-HOUR CLASSROOM

Traffic School cannot guarantee your class choice. While we consider your preference, the classes listed below are **not** offered every week and placement is based on availability. Traffic School reserves the right to place you into a different time and day on an as needed basis. **Rescheduling fees will be charged if you reschedule.** Indicate your 1st and 2nd choices in the below boxes.

ENGLISH

- Weekday 8 a.m.-12 p.m.
- Weekday 1 p.m.-5 p.m.
- Weekday 6 p.m.-10 p.m.
- Saturday 8 a.m.-12 p.m.
- Saturday 1 p.m.-5 p.m.

Weekday classes may be held on a Tues, Wed, or Thurs, as scheduling varies.

SPANISH

- Saturday 1 p.m.-5 p.m.

4-HOUR ONLINE

You cannot begin your class until you receive a letter and access code from Traffic School. The class cannot be taken using a mobile device, including tablets, IPADS or cell phones. The online class requires basic computer skills. Do not take a class found on the internet, as only the approved NSC class will be accepted. **If your access code expires, you will need to purchase a code reactivation.**

ONLINE

- Online English
- Online Spanish

SIGN LANGUAGE

- Check here if you need Classroom Sign Language interpretation. Also email your request to MCCTSS@McHenry.edu.

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. DO NOT APPEAR IN COURT. You must not have enrolled in Traffic School during the 12 months prior to the date this ticket was issued. If you were issued two tickets, you are only eligible to receive Supervision on ONE of the tickets without appearing 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. Your Supervision will last 120 days from the date your request is processed. You cannot receive any other traffic violations during this time. Your Supervision can be revoked and guilty plea entered as a conviction if: 1) You are found ineligible 2) You do not complete the class within 120 days 3) You receive another traffic violation within the Supervision period.

PLEA OF GUILTY & WAIVER

I, the undersigned, do hereby plead guilty to the charge noted on the front side of the ticket issued to me, identified herein, which does not require a court appearance. I understand my right to a trial, that my signature to this plea of guilty will have the same force and effect as a conviction entered by the 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 the ticket issued to me, identified herein, GIVE UP my right to trial, and agree to pay the amount required.

SIGN HERE TO PLEAD GUILTY & REQUEST SUPERVISION Date

AMOUNT TO PAY If you posted a cash bond, deduct it from your amount paid. **Amounts listed below include the cost of your ticket, PLUS the Traffic School fee.**

- Pay \$207—Plead Guilty—All Minor Traffic Violations Court Supervision with 4-hour **Classroom** Traffic School
- Pay \$222—Plead Guilty—All Minor Traffic Violations Court Supervision with 4-hour **Online** Traffic School

PAYMENT OPTIONS

- Pay by Personal Check or Money Order (Make payable to CIRCUIT CLERK) I authorize the Circuit Clerk to REDUCE the face amount of my check if I have paid too much.
- Pay by Credit Card (Visa, MasterCard or Discover) (vendor charges small convenience fee)

Card Number Expiration Date

Name on Card 3-digit CSV from back of card

Signature of Card Holder

First Name Middle Initial Last Name

Address

City State Zip Code

E-mail Address

Daytime Phone Number

- Check here if this is a new address

OFFICIAL USE ONLY

Case Number Supervision Termination Date