

Twenty-Second Judicial Circuit Court – McHenry County, Illinois

Vernon W. Kays, Jr. – 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

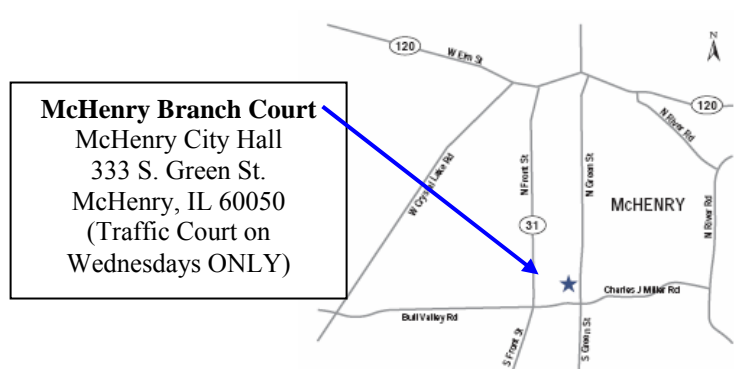
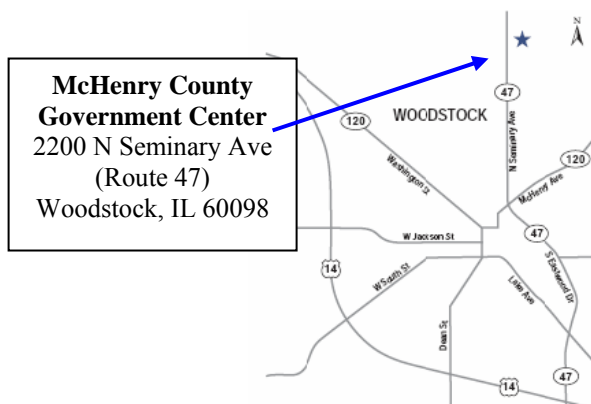
- TO PAY BY INTERNET** – Go to www.mchenrycircuitclerk.org or www.illinoisepay.com to pay your ticket using your credit card. This service is available 24 hours per day, 7 days a week and currently accepts MasterCard, American Express or Discover. There is a convenience fee charged for this service. 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 it along with the signed blue copy of your ticket 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.



HOW TO PAY YOUR TRAFFIC TICKET

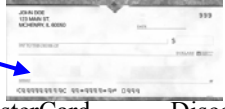
Use this form and the envelope provided by the officer if your ticket is marked NO COURT APPEARANCE REQUIRED. **You must choose option A, B or C below, OR appear in court on the date listed on your ticket.** Sign the back of the blue copy of your ticket, and send the blue copy along with this form. ****Payment must be received at least 3 days prior to the court date listed at the bottom of your ticket.** Write your name, return address, appearance date, ticket number and name of police department issuing your ticket on the front of the envelope. Please include a daytime phone number where you can be reached in case we have questions while processing your ticket. **DAYTIME PHONE NUMBER:** (_____) _____
 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.

This is your **TICKET NUMBER**

This is your **COURT DATE**, time & location. If you do not pay your ticket (or plead not guilty) before your court date, you must appear in court.

This box must be checked **NO COURT APPEARANCE REQUIRED** to pay without a court appearance

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. 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. You must plead guilty and attend Traffic School. 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 CDL license holders driving CDL vehicles when the ticket was issued. See Traffic School Instructions below:
****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****
 Pay by Personal Check: I authorize the Circuit Clerk to reduce the face amount of my personal check if I have paid too much. Checks should be made payable to CIRCUIT CLERK. If your check is returned for any reason, there will be a \$25 fee.
 Signature _____
 When paying by check, please write your TICKET NUMBER in the check memo 
- Pay by Credit Card:** (\$5 fee per transaction for credit card payments) _____ Visa _____ MasterCard _____ Discover
 Card Number: _____ Expiration Date: _____
 Name on Card: _____ Signature of Card Holder: _____
- C PLEAD NOT GUILTY – REQUEST TRIAL:** To contest the charges against you (plead not guilty), select which type of trial you are requesting and submit this form with the blue copy of your ticket. The Circuit Clerk's office will mail you a new trial date. Do not appear in Court until that date. 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) 337-3923. There is a \$10.00 charge for rescheduling. 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 UNIVERSITY CENTER, 100 South Main St. Crystal Lake, IL 60014

TRAFFIC SCHOOL REGISTRATION FORM – McHENRY COUNTY

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

Please mark your Class Preference (4-hour class)

- 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.

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 Native

****ONLINE TRAFFIC SCHOOL CLASSES ARE NOT ACCEPTED IN McHENRY COUNTY****

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