

**INSTRUCTIONS FOR
PAYMENT BY MAIL
OR INTERNET
AND
APPLICATION FOR
COURT SUPERVISION (NOT
APPLICABLE FOR DRIVERS
UNDER 21) WITHOUT A
COURT APPEARANCE
OR
IF YOU CHOOSE TO
APPEAR IN COURT**

**In the
18th Judicial Circuit Court
DuPage County, Illinois**



**Prepared by
CHRIS KACHIROUBAS
Clerk of the Circuit Court**

1154 MB 04/18



**ILLINOIS STATE POLICE TICKETS ONLY
PLEA AND PAYMENT INFORMATION**

Plea	If No Court Appearance Required
Guilty	Follow the instructions outlined on the back of the blue copy of the Citation marked " GUILTY PLEA ".
Guilty with Court Supervision	If you are eligible for Court Supervision, follow the instructions on page 7.
Not Guilty	Follow the instructions outlined on the back of the blue copy of the Citation marked " NOT GUILTY ". Your court date is on the bottom of your ticket. If there is no court date on your ticket, a court date will be mailed to the address on the ticket.
Plea	If A Court Appearance Required
Guilty	Follow the instructions outlined on the back of the blue copy of the Citation marked " NOT GUILTY ". Your court date is on the bottom of your ticket. If there is no court date on your ticket, a court date will be mailed to the address on the ticket.
Guilty with Court Supervision	Not Applicable.
Not Guilty	Follow the instructions outlined on the back of the blue copy of the Citation marked " NOT GUILTY ". Your court date is on the bottom of your ticket. If there is no court date on your ticket, a court date will be mailed to the address on the ticket.

**READ CAREFULLY TO DETERMINE
IF YOU CAN AVOID GOING TO COURT**

If you are charged with a violation that **does not** require a Court Appearance (Supreme Court Rule 529a), you may plead guilty and pay such violation by mail, the internet, or in person at the Clerk's office.

BY INTERNET

GO TO: EPAY.18THJUDICIAL.ORG

BY MAIL

If your ticket was issued by the Illinois State Police, follow the ticket payment information on page 2.

- (A) Pay by valid check, money order (**payable to the Circuit Court**), credit card, or if you have posted a cash bond in an amount sufficient to cover the penalty as required, you may check the box on your Plea of Guilty or Application for Court Supervision to apply the posted bond for this violation. **if your check is returned by your bank for any reason, you will be required to pay a statutory fee of \$35.00 for the returned check.**
- (B) If you pay by credit card, there is a \$4.00 statutory fee.
- (C) Read carefully, complete and **sign** either the Plea of Guilty (page 8) or Plea of Guilty and Affidavit for Court Supervision (page 7).
- (D) Mail either page 7 or page 8 using the attached envelope (page 9) so that they are received by the clerk at least **three (3)** working days prior to your first assigned court date. Once payment has been received and accepted within this time frame, your appearance will not be required on the court date on the bottom of your ticket or the court date sent to you by the Circuit Court Clerk.

PLEAD GUILTY AND PAY IN PERSON

You may plead guilty and pay this ticket in person by appearing at the office of the circuit court clerk, 505 N. County Farm Road, Wheaton, IL, Monday through Friday (except legal holidays) between the hours of 8:00 AM and 4:30 PM. please allow **seven (7)** working days after the ticket was issued.

by the police officer and at least **three (3)** working days prior to the assigned court date. The Clerk will accept cash, check, or money order and credit cards. There is a \$4.00 statutory service fee charged for the use of a credit card. (705 ILCS 105/27.3b)

FAILURE TO RECEIVE NOTICE

If you don't have a court date on the bottom of your ticket, and you have not received a court date notice in the mail within 17 days of the date that the ticket was issued:

1. Phone the Circuit Court Clerk's office at (630) 407-8600 and advise the Deputy Clerk that you have not received your notice of first court date.
2. Please have the following information available when you call the Clerk's office:
 - a. Ticket number
 - b. Name of the police agency that issued the ticket.

You can also go to the Clerk's office at 505 N. County Farm Road, Wheaton, Illinois to handle this matter in person.

IF YOU WANT TO OR MUST GO TO COURT AND YOU LOSE YOUR CASE, FINES AND COSTS MAY BE GREATER

1. Your court date appears at the bottom of your ticket. If there is no court date at the bottom of your ticket, you will be notified of the date by mail, or if you choose to receive notice by e-mail, please provide your e-mail address where indicated. If you choose the e-mail option, all future notices will be sent to you by e-mail, and you will not receive any notices by the U.S. mail. **If the address on the ticket is not correct or you move while your case is pending, you must notify the Circuit Court Clerk at epay.18thjudicial.org or by mail or phone.**
2. **THE FIRST COURT DATE** is on the bottom of your ticket. If the court date is not on the bottom of your ticket, notice of a court date will be mailed to you. It is your responsibility to record any future court dates. Any court dates you miss may result in additional fees charged for the mailing of notices.
3. **KEEP YOUR TICKET**, the notice of first court date, and any other court documents issued to you, and bring these documents with you every time you come to court on this case. We suggest that you keep all documents for a year after your case is disposed, as they may help you if any questions should arise.
4. **FAILURE TO APPEAR** in court when required may become a more serious matter than the original charge. It can subject you to arrest, suspension of driving privileges and additional costs and fees.
5. **IF YOU HAVE QUESTIONS ON THE LAW** you may want to obtain legal advice from an attorney. The Circuit Court Clerk cannot give legal advice.

If you plead guilty, or if the Judge finds you guilty of the offense listed on your ticket, you will be ordered to pay the full amount of your fine, costs, fees, and penalties immediately.

**ON YOUR COURT DATE,
BE PREPARED TO PAY A GREATER
AMOUNT THAN IF YOU CHOOSE TO PLEA
AND PAY WITHOUT APPEARING.**

The amount due must be paid in full to the Clerk of the Circuit Court **on the same day as your court date**. Most fees range from \$140.00 to \$500.00. However, some violations carry greater fines and costs.

Acceptable methods of payment are: Cash, Check, Money Order, Cashier's Check, Credit Card with Statutory Fee.

If you fail to pay immediately or fail to make arrangements for payment before leaving the courtroom, a warrant for your arrest may be issued and/or the clerk of the court may add to any unpaid fees and costs a delinquency amount equal to 5% of the unpaid amount after 30 days, 10% after 60 days, and 15% after 90 days.

FAILURE TO CARRY PROOF OF INSURANCE

You may appear in the Office of the Circuit Court Clerk, present an original proof of insurance in effect at the time of the issuance of the citation, execute a sworn affidavit and be excused from any further appearances in court on that charge. Other tickets issued at the same time with the Failure to Carry Proof of Insurance ticket that normally would be payable without court appearance may be paid.

DRIVERS UNDER 21

Your license will be suspended for each additional conviction following initial suspension for two moving violations in a 24 month period. You will be required to attend traffic school as a requisite for court supervision. All drivers under 21 must appear in court, if court supervision is requested by the defendant. Defendants under 18 requesting court supervision must appear with a parent or guardian.

HOURS

Monday through Friday
8:00 AM — 4:30 PM
Except Legal Holidays

Henry J. Hyde Judicial Office Facility
505 North County Farm Road
P.O. Box 707
Wheaton, Illinois 60187-0707
(630) 407-8600

TDD (630) 407-8711
Hearing Impaired Only

If the address on the ticket is not correct or you move while your case is pending, you must notify the Circuit Court Clerk at epay.18thjudicial.org or by mail or phone.

DIRECTIONS TO TRAFFIC COURTS

ADDISON
3 Friendship Plaza or
131 West Lake Street
Addison, IL 60101

This court is located approximately 1 block west of Addison Road on the south side of Lake Street (US 20). You can access it from J.F. Kennedy Drive.

DOWNERS GROVE
American Legion Post #80
4000 Saratoga Avenue
Downers Grove, IL 60515

This court is located on Saratoga just 2 blocks north of Ogden Avenue (US 34) and 1 block west of Main Street in Downers Grove.

TRAFFIC COURTROOMS 1001 & 1003
505 North County Farm Road
Wheaton, IL 60187

These Courtrooms are located on the east side of County Farm Road north of Roosevelt Road (IL Rt. 38). From North Avenue (IL Rt. 64), turn south on County Farm Road and go past Geneva and Jewel Roads. From Roosevelt Road, proceed north past Manchester Road.

— See maps on Page 9 —

← Remove Pages 7 and 8 — then tear out envelope.

COMPLETE THIS FORM
IF YOU **ARE** ELIGIBLE FOR COURT SUPERVISION
DRIVERS UNDER 21 **CANNOT** USE THIS FORM TO
REQUEST SUPERVISION

**PLEA OF GUILTY AND AFFIDAVIT
FOR COURT SUPERVISION**

State of Illinois

County of DuPage

I am eligible for Court Supervision without a Court Appearance. I hereby enter my plea of guilty to the offense as charged on the ticket referred to herein and waive my right to trial.

I have not had a conviction nor have I received court supervision more than two (2) times in any court for a violation of any state statute or municipal ordinance which is a moving (reportable) offense to the Secretary of State within the twelve (12) months preceding this citation.

I understand that any false statement on this affidavit may subject me to a contempt of court proceeding or a felony complaint being filed against me to the crime of perjury.

I further understand that my plea of guilty will be accepted and a conviction entered against me if my driving record indicates that I have a conviction or have been granted court supervision two (2) or more times for a moving (reportable) offense to the Secretary of State within the 12 months preceding the issuance of the traffic ticket for which I am requesting Court Supervision. I further understand that if I violate the law for another moving (reportable) traffic offense within the 90-day period for which I have been granted Court Supervision, that it may be revoked and a conviction entered against me and reported to the Secretary of State.

PRINT YOUR NAME AS IT APPEARS ON THE TICKET

YOUR WRITTEN SIGNATURE IS REQUIRED

ADDRESS

CITY, STATE & ZIP

EMAIL

POLICE DEPARTMENT

TICKET NUMBER
YOU MUST FILL OUT THE PAYMENT INFORMATION
ON THE REVERSE SIDE

rev. 04/18

← *Remove Pages 7 and 8 — then tear out envelope.*

COMPLETE THIS FORM
IF YOU ARE NOT ELIGIBLE FOR COURT
SUPERVISION AND YOU WANT TO PAY BY MAIL

PLEA OF GUILTY

I am not eligible for Court Supervision.
I hereby enter my appearance.
I waive my right to trial by Jury.
I enter my plea of guilty to the offense as
charged on the ticket referred to hereby.
I hereby enclose the penalty prescribed by law.

I am not eligible for Court Supervision and I
hereby enter my plea of guilty to the offense(s)
as charged on the ticket(s) referred to herein
and waive my right to trial.

PRINT YOUR NAME AS IT APPEARS ON THE TICKET

YOUR WRITTEN SIGNATURE IS REQUIRED

ADDRESS

CITY, STATE & ZIP

EMAIL

POLICE DEPARTMENT

TICKET NUMBER

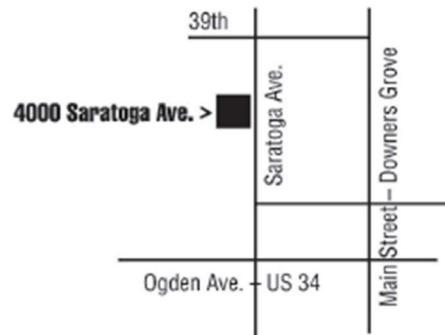
YOU MUST FILL OUT THE PAYMENT INFORMATION
ON THE REVERSE SIDE

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TRAFFIC COURT LOCATIONS



ADDISON TRAFFIC COURT *Addison Village Hall*



DOWNERS GROVE TRAFFIC COURT *American Legion Post #80*



TRAFFIC COURTROOMS 1001 & 1003 *Henry J Hyde Judicial Office Facility* 505 N County Farm Road Wheaton

FROM:



WITHOUT FIRST
CLASS STAMP
POST OFFICE
WILL RETURN
MAIL TO YOU

CLERK OF THE CIRCUIT COURT OF DUPAGE COUNTY
DEPARTMENT #2009
PO BOX 87844
CAROL STREAM IL 60188-7844



WITHOUT APPEARING IN COURT

\$120.00 payment of all minor traffic violations
(including cell phone violations)

\$140.00 payment for speeding 21 - 25 mph over the limit

\$ 60.00 payment for seatbelt violation
(625 ILCS 5/12-603.1)

If you go to court, fees may range from \$140.00 to \$500.00.

PER STATUTE - NOTIFICATION TO THE SECRETARY OF THE STATE MAY BE REQUIRED

PLEASE CHECK APPROPRIATE BOX(ES) BELOW

☐ CHECK # _____ AMOUNT \$ _____
MAKE CHECK PAYABLE TO THE CLERK OF THE CIRCUIT COURT

☐ MONEY ORDER # _____ AMOUNT \$ _____

☐ APPLY MONEY GIVEN AS A CASH BOND AMOUNT \$ _____

DO NOT MAIL CASH

THIS SECTION FOR CREDIT CARD ONLY.

☐ CREDIT CARD

I hereby authorize the clerk of the circuit court to charge my credit card for the payment of a violation now pending in the 18th Judicial circuit court of Dupage county. I further understand that if I decline to pay this charge when presented by my credit card company, that I may be required to appear in court and that such appearance may subject me to additional fines, penalties, and costs, and if I fail to appear as directed by the clerk of the circuit court, that a warrant for my arrest may be issued by the court.

Payment of Fine(s) \$_____

Statutory Credit Card Fee \$ 4.00

Total Amount Charged \$ _____

☐ Master Card ☐ Visa ☐ Discover

Card No. _____

Expires: _____

Signature: _____

SIGNATURE REQUIRED FOR CREDIT CARD PROCESSING

FOLD IN HALF - INSERT IN ENVELOPE PROVIDED

PAYMENT INFORMATION
FOR COURT SUPERVISION
WITHOUT APPEARING IN COURT

DRIVERS UNDER 21 **CANNOT** USE THIS
FORM TO REQUEST SUPERVISION

- \$120.00 payment of all minor traffic violations
(including cell phone violations)
- \$140.00 payment for speeding 21 - 25 mph over
the limit

If you go to court, fees may range from \$140.00 to \$500.00.
PER STATUTE - NOTIFICATION TO THE SECRETARY OF THE STATE MAY BE REQUIRED

PLEASE CHECK APPROPRIATE BOX(ES) BELOW

- ☐ CHECK # _____ AMOUNT \$ _____
MAKE CHECK PAYABLE TO THE CLERK OF THE CIRCUIT COURT
- ☐ MONEY ORDER # _____ AMOUNT \$ _____
- ☐ APPLY MONEY GIVEN AS A CASH BOND AMOUNT \$ _____

DO NOT MAIL CASH

THIS SECTION FOR CREDIT CARD ONLY.

- ☐ CREDIT CARD

I hereby authorize the clerk of the circuit court to charge my credit card for the payment of a violation now pending in the 18th Judicial circuit court of Dupage county. I further understand that if I decline to pay this charge when presented by my credit card company, that I may be required to appear in court and that such appearance may subject me to additional fines, penalties, and costs, and if I fail to appear as directed by the clerk of the circuit court, that a warrant for my arrest may be issued by the court.

Payment of Fine(s)	\$ _____
Statutory Credit Card Fee	\$ 4.00
Total Amount Charged	\$ _____

- ☐ Master Card ☐ Visa ☐ Discover

Card No. _____

Expires: _____

Signature: _____

SIGNATURE REQUIRED FOR CREDIT CARD PROCESSING

FOLD IN HALF - INSERT IN ENVELOPE PROVIDED

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