

PAYMENT OF TRAFFIC FINES WITHOUT APPEARING IN COURT

If your traffic ticket states “NO COURT APPEARANCE REQUIRED,” following are procedures to pay your fines and avoid a court appearance.

In order to make a payment without appearing in court, **the following conditions must be met**

1. To determine the correct amount of payment:
 - a. for a **guilty plea**, see the back of your traffic ticket, under the section entitled “Guilty Plea.”
 - b. for a **guilty plea *with* supervision**, scroll down to the “Supervision Fines for Speeding and Other ‘No Court Appearance Required’.”
2. If you send the required payment but do not sign either the Supervision Plea (below) or the guilty plea on the back of your traffic ticket, your fine will be accepted as a guilty plea without supervision.
3. Wait ten (10) days from the date you were issued your ticket to make payment. (It takes 10 days for the issuing police department to deliver tickets to the Circuit Clerk’s office.)
4. Payment may be made any time before your hearing date. (The date appears on the front of your ticket near the bottom.)
5. If you pay by a check that is later returned by the bank, you will be charged a \$25 check return fee and a warrant will be issued for your arrest. **Additionally**, if you are eligible to receive supervision and your check is bad, supervision will automatically be changed to a conviction and the conviction will be reported to the Secretary of State and appear on your record.

■ **PAY BY MAIL and avoid a court appearance:**

- a. Sign either
 1. the PLEA OF GUILTY – COURT SUPERVISION form (see below) to request supervision or
 2. the guilty plea on the back of the ticket(s).
- b. Enclose a self-addressed, stamped envelope (SASE) for the return of your driver’s license or bail bond card, if one of these has been posted.
- c. If you posted no cash bond or the cash bond you posted does not cover the cost of all fines, enclose a check or money order payable to *Clerk of the Circuit Court* for the correct total fine amount. **Do not send cash.**
- d. Mail the signed court communication copy of your ticket(s) – and the Court Supervision form below if you want supervision – along with the SASE and your payment to: Matt Melucci, Madison County Circuit Clerk, Room 105, 155 North Main Street, Edwardsville, IL 62025.

■ **PAY IN PERSON at the Courthouse and avoid a court appearance:**

Bring the signed court copy of your traffic ticket to the Circuit Clerk’s office, Room 105, on the main floor of the Madison County Courthouse at 155 North Main Street, Edwardsville, Illinois. Pay in person between the hours of 8:30 am and 4:30 pm, Monday through Friday, except legal holidays. You may plead guilty or request supervision when you come to the Courthouse.

WHAT IS SUPERVISION?

SUPERVISION MAY BE GRANTED WHEN a defendant pleads guilty and has not been convicted of -- or placed on court supervision for -- any moving traffic charge in the last 12 months. If you enter a plea of guilty and the Court grants supervision, **and** if you comply with the terms of the conditions of supervision, your case will not be on your record. (Generally, supervision requires that you must not commit another offense during your term of supervision, which term is set by the Court. Other conditions may be set in addition.)

YOU ARE ELIGIBLE FOR SUPERVISION if you are charged with a traffic ticket which states on the bottom "No Court Appearance Required" and you have not been convicted or placed on supervision for any moving traffic violation within 12 months before the date of your ticket.

If you posted no cash bond or the cash bond you posted does not cover the cost of all fines, enclose a check or money order payable to *Clerk of the Circuit Court* for the correct total fine amount. Identify the amount that applies to your case, subtract the amount of cash bond you posted if any, and send the difference of the two amounts as your payment. **Do not send cash.**

SUPERVISION FINES FOR SPEEDING AND OTHER 'NO COURT APPEARANCE REQUIRED'

(Charges must be paid on or before the first court date you are assigned)

For speeds up to and including 20 mph over the limit	\$120.00
For speeds 21 to 30 mph over the limit	\$140.00
For failure to wear your seat belt	\$ 65.00
For all other " <u>no</u> court appearance required" charges\$120.00

(Penalties assessed in Court may be higher than those listed above)

-- Scroll down to next page for a copy of the Plea of Guilty and Request for Supervision --

PLEA OF GUILTY – COURT SUPERVISION

(PLEASE READ CAREFULLY)

I AM ELIGIBLE FOR COURT SUPERVISION. I state under the penalties of perjury that I have not been convicted of, or placed on court supervision for, any moving traffic charge in any court within the last 12 months. I enter my appearance, waive my right to trial, and plead guilty to the offense(s) charged on the enclosed ticket(s).

Apply my cash bail to the cost of my fines. If the cash bail is not enough to cover the fine, or there is no cash bail, I enclose the required payment balance.

Print your name here	Sign your name here
Street Address	City, State, Zip Code
Police Agency Issuing Ticket	Ticket Number (top right of ticket)

IF YOU ARE NOT ELIGIBLE FOR SUPERVISION, and you still want to plead guilty and avoid a court appearance, sign **only** the guilty plea on the back of your ticket(s) and mail or bring the signed ticket(s) to the Circuit Clerk's office along with your payment, less any cash bail already posted on your ticket(s).