



OFFICE OF THE CIRCUIT CLERK

ROBERT M. SPEARS
CIRCUIT CLERK

PEORIA COUNTY COURTHOUSE
324 MAIN ST. ROOM G-22
PEORIA, IL 61602
309-672-6000

TRAFFIC TICKET OPTIONS

THE FOLLOWING VIOLATIONS CANNOT BE PAID AND YOU MUST APPEAR IN COURT. DO NOTHING OTHER THAN APPEAR AT THE PEORIA COUNTY COURTHOUSE AT THE DATE AND TIME NOTED ON THE BOTTOM OF THE CITATION.

1. Tickets marked COURT APPEARANCE REQUIRED
2. Speeding violations in excess of 25 MPH over the posted speed limit
3. Tickets which resulted from an accident involving the death or injury of any person other than the accused
4. Driver's license or driver's permit violations
5. Passing a stopped school bus or speeding in a posted work construction zone or speeding in a school zone
6. All violations which are a Class A or Class B misdemeanor
7. Two tickets issued to you at the same incident
8. All insurance tickets are mandatory court appearances.

OTHER VIOLATIONS CAN BE PAID WITHOUT APPEARING IN COURT. READ CAREFULLY TO DETERMINE IF YOU CAN PAY THIS TICKET 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. 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.

Options for "NO COURT APPEARANCE REQUIRED" TICKETS

1. **PLEAD GUILTY WITH A CONVICTION** – follow instructions below to pay by mail or in person
2. **PLEAD GUILTY AND ATTEND TRAFFIC SCHOOL** - To avoid a conviction on your driving record you may plead guilty and request supervision in the form of Traffic School. After reviewing the **Eligibility Guidelines**, complete the registration form on the reverse side and return it to the Circuit Clerk's office with your payment of the fines and costs and completed Court Communication Copy.
3. **PLEAD GUILTY & REQUEST COURT SUPERVISION** – If you want court supervision without attending traffic school, you must make this request at a personal appearance in court on the court date shown on your ticket. Receiving court supervision is not automatic and court costs will be assessed in addition to the fines and costs. Do not pay this ticket or return any forms to the Circuit Clerk's office until you've appeared in court.
4. **PLEAD NOT GUILTY AND REQUEST A TRIAL** – Complete the top section of the Court Communication copy of your ticket and return it to the Circuit Clerk's office. You will be provided a new court appearance date. **Do not appear in court until you receive notice of the new court date.**

Payment Options

1. **PAY BY MAIL:** To pay your ticket by mail complete the appropriate section of the Court Communication copy of your ticket and send it along with your payment to the Circuit Clerk's office at the address above. The Circuit Clerk's Office accepts personal checks, money orders and cashier's checks. Checks should be made payable to CIRCUIT CLERK. **DO NOT SEND CASH IN THE MAIL.**
2. **PAY IN PERSON:** To pay your ticket in person, appear at the Peoria County Courthouse – Room G-22 with the Court Communication copy of your ticket. The Circuit Clerk's office accepts cash, personal checks, all major credit cards and debit cards, money orders and cashier checks. There is a convenience fee if you pay by debit or credit card. If the building is closed, the Circuit Clerk has a 24-hour drop box available at the Peoria County Courthouse on the Western side of the courtyard, next to the exit. If paying in person, please allow 10 working days after receipt of the ticket for the officer to bring the ticket to the Circuit Clerk's Office.

Application for Peoria County Driver Improvement Program

If you choose to **PLEAD GUILTY AND ATTEND TRAFFIC SCHOOL** complete the form below. To avoid a conviction on your driving record you may plead guilty and request supervision in the form of Traffic School. If you have a Commercial Driver's License (CDL), the Traffic Safety Program will not prevent action against your CDL. Questions about your eligibility for court supervision can be directed to Illinois Central College's Traffic Safety Program at (309)690-6900. You are **eligible** for this type of court supervision if:

- You have not had more than one form of court supervision for any other traffic violation issued within 12 months of this violation
- The NO COURT APPEARANCE REQUIRED box, located on the bottom part of your ticket, has been marked
- You are 18 years of age or older. If you were under 18 years of age at the time your ticket was issued, you must appear in court with a parent or legal guardian to request supervision

"Plea of Guilty" with Court Supervision & Traffic School

Read this portion carefully and make sure you understand your responsibilities.

- I am requesting that the court place me on supervision for the enclosed traffic violation. It does not require me to appear in court.
- I understand my supervision will terminate 90 days after the guilty plea has been entered.
- I understand that I am PLEADING GUILTY to the charge on this ticket. I WAIVE my right to a hearing by the court or jury and request court supervision.
- I agree to complete the Traffic Safety Program within 90 days from the date the guilty plea is recorded.
- I understand my supervision will be summarily revoked and my guilty plea will be used to enter a conviction if:
 - I don't complete the class within 90 days from the date the guilty plea is recorded
 - I fail to return my certificate of completion from attendance, if I don't take the class at Illinois Central College.

Signature _____

Date _____

The Peoria County Traffic Safety Program is sponsored by Illinois Central College. You should receive a letter from them with more instructions on how to enroll or you can register immediately online at <http://cce.icc.edu/traffic> or by calling (309) 690-6900. The cost of the onsite class is \$50.00 or if you are 21 years of age or older you can register for the online class for a cost of \$65.00. Payments for the traffic school fee are made directly to Illinois Central College.

Name: _____
Last First Middle

Previous name(s) _____ Address: _____

City/State/Zip Code/County: _____
City State Zip code County

Telephone: _____
Home Cell

Birthdate: ____ / ____ / ____ E-mail address: _____
MM DD YYYY

Citation #: _____ Date of incident: ____ / ____ / ____ (Located below Defendant section of citation)
Ticket number in upper-right hand corner of citation MM DD YYYY

Law Enforcement Agency: _____ (Located at the top of the citation)

- When complete, either bring this form in person to the Circuit Clerk's office or mail to Peoria County Circuit Clerk – Traffic Division, 324 Main St., Rm. G-22, Peoria, IL 61602
- Include payment as indicated on your citation (\$60 seatbelt violation, \$140 for speeding more than 20mph but not more than 25 mph over the limit, \$120 for all other offenses)
- Sign the guilty plea on the Court Communication copy of the citation.
- Contact Illinois Central College to enroll in the Traffic Safety Program.