

## 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. **To save yourself from making an unnecessary trip, check online at [www.McHenryCircuitClerk.org](http://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](http://www.McHenryCircuitClerk.org)) swearing to the fact you were insured at the time the ticket was issued. Valid proof of insurance includes: Illinois Insurance Card, Certificate of Insurance or Declaration page from insurance policy. 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 TSS but am found to be ineligible?

Your Supervision will be revoked and a conviction will be reported to the Secretary of State. **TSS fees are NOT refundable. It is your responsibility to check your eligibility.**

### I have already attended the 4-hour TSS.

#### Am I still eligible for Court Supervision?

You may be eligible for the 8-hour Advanced TSS. The only way to receive Court Supervision with the 8-hour TSS is to appear in court on the date listed on your ticket and request it from the Judge.

## LOCATIONS

### Remote Appearance Option

Remote appearance by Zoom is an option for all matters in Traffic Court (Courtroom 102), except trials. Remote court opens at 8:30 am and 1:30 pm daily. Go to [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org) for more information and remote courtroom links.

Link: <https://zoom.us/my/mchenrycourtroom102>

Meeting ID: 890-297-5604

Personal Link Name: mchenrycourtroom102

Password: no password required



### McHenry County Government Center

2200 N Seminary Ave (Route 47)  
Woodstock, IL 60098  
(815) 334-4190



### Traffic Safety School

McHenry County College  
Shah Center  
4100 W. Shamrock Lane  
McHenry, IL 60050  
(815) 479-7777

## TWENTY-SECOND JUDICIAL CIRCUIT COURT

McHenry County, Illinois

Revised 3-1-2023



### KATHERINE M. KEEFE Clerk of the Circuit Court

[www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org)  
(800) 729-8427

### 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. **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 Safety School (TSS) BEFORE your court date. If you complete TSS 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.

If coming to the Courthouse to make payment or show proof of insurance, check online at [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org) with a *Case Information Search* to make sure your ticket appears in the Clerk's database **BEFORE** driving to Woodstock.



To pay your McHenry County Traffic ticket online, scan the QR code or visit [www.PayMcHenryCountyTicket.com](http://www.PayMcHenryCountyTicket.com)

## PAYMENT OPTIONS

\*\*MUST be paid BEFORE court date

### PAY ONLINE

[www.mchenrycircuitclerk.org](http://www.mchenrycircuitclerk.org)

### PAY BY MAIL

Follow instructions inside this brochure, mail to address below.

### PAY IN PERSON

McHenry County Government Center  
Circuit Clerk Criminal/Traffic Division  
Room 136 (1<sup>st</sup> 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 TSS 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 Local Debt Recovery Program.

# 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

\_\_\_\_\_  
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**  
 Pay \$164 to Circuit Clerk-Plead Guilty

**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 Zip Code of Card Holder

# C OPTION C PLEAD GUILTY-COURT SUPERVISION WITH TRAFFIC SAFETY SCHOOL (TSS)

\_\_\_\_\_  
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 TSS during the 12 months prior to the date this ticket was issued. If you were issued more than one ticket, you are only eligible to receive Supervision by 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** Supervision requires payment to Circuit Clerk, PLUS fee paid directly to MCC upon registration for TSS class.  
 Pay \$164 to Circuit Clerk-Plead Guilty  
4-hour Classroom TSS-\$50 additional fee payable to MCC  
4-hour Online TSS-\$65 additional fee payable to MCC

**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 Zip Code of Card Holder

## TRAFFIC SAFETY SCHOOL REGISTRATION INFORMATION

TSS is offered in partnership with McHenry County College.

Please scan the QR code below or go to [www.mchenry.edu/traffic](http://www.mchenry.edu/traffic) to register and pay for Traffic Safety School.



**Traffic Safety School**  
McHenry County College  
Shah Center  
4100 W. Shamrock Lane  
McHenry, IL 60050  
(815) 479-7777