

**WHEN YOU RECEIVE A TRAFFIC TICKET, YOU HAVE FOUR (4) CHOICES. YOU MUST ENTER A PLEA (even if bond was posted with the officer).**

**ONLINE OPTION:**

**Go to [www.lasallecounty.com](http://www.lasallecounty.com) and click "Online Payments & eGuilty"**

IF NOT USING THE ONLINE OPTION, PLEASE SIGN AND DATE WHERE PROVIDED AND RETURN THIS ENTIRE FORM AFTER SELECTING ONE OF THE CHOICES BELOW:

\_\_\_\_\_ **PLEAD GUILTY** and pay \$164, by mail or in person without going to court (if you are charged with speeding 26 miles per hour and over the posted speed limit, you **MUST APPEAR IN COURT**). By signing below, I understand my right to a trial, that my signature to this plea of guilty will have the same force and effect as a judgment of court and that this record will be sent to the Secretary of State of this State (or the State where I received my license to drive). I hereby **PLEAD GUILTY** to the said offense on the ticket, **GIVE UP** my right to a trial and agree to pay the penalty required.

\_\_\_\_\_ **PLEAD NOT GUILTY**. This form must be received in our office at least five (5) days before the date set for your first appearance located at the bottom of your ticket. 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 you are notified. I intend to **PLEAD NOT GUILTY** and request a

- \_\_\_\_\_ Trial by Judge
- \_\_\_\_\_ Trial by Jury (may require a fee)

\_\_\_\_\_ **PLEAD GUILTY AND APPLY FOR COURT SUPERVISION**. Keep a guilty conviction from affecting your driving record by completing the Driver Improvement Program through Illinois Valley Community College. Your court supervision will be reported but a conviction will not be entered on your record. Complete the Application for Court Supervision and the Driver Improvement Program (see other side) and enclose a payment of \$199 payable to the Clerk of the Circuit Court and mail in the pre-addressed envelope. **This includes a \$35 non-refundable class fee**. If you are charged with speeding 26 miles per hour and over the limit, you **MUST APPEAR IN COURT**.

Signature

Date

The Driver Improvement Program is taught at Illinois Valley Community College and is an opportunity for you to receive court supervision for this violation without going to court. If you complete the class during your 90 day court supervision period and do not receive any additional tickets during this time, the Secretary of State will not assess points against your driving record. If you fail to complete the class during this period, your court supervision may be summarily revoked and a conviction will be entered on your case and reported to the Secretary of State.

When you apply for court supervision, the Circuit Clerk's Office processes your ticket and sends the College your school registration if you are approved. The College will notify you by mail of the date and time of your class within 30 days of receiving this information from the Circuit Clerk. If you are late or miss your class, you will be assessed a \$10.00 fee to reschedule.

Please review these guidelines before applying to participate in the Driver Improvement Program:

- If you apply for the program and are found to be ineligible, the class fee will not be refunded.
- **If you were UNDER 18 years when you were ticketed you must appear in court with a parent or guardian to receive court supervision.**
- **If you were between the ages of 18 and 20 when you were ticketed you must appear in court in order to receive court supervision.**
- If you have a CDL Driver's License, you are not eligible to participate in the mail-in court supervision program. However, you may request supervision from the court by appearing on your court date.
- If your ticket is marked "MUST APPEAR IN COURT", you are required to appear in court and cannot participate in the mail-in court supervision program.
- You may only receive mail-in court supervision for one ticket each year (the year is figured from ticket issue date to ticket issue date).
- Seat belts are non-moving violations and do not require you to attend the Driver Improvement Program.

If you are applying for mail-in court supervision, you must enter the appropriate Plea and complete the Application for Court Supervision and the Driver Improvement Program (see other side). The Driver Improvement Program will do its best to honor your selections, however, they reserve the right to place you in a different time and day as needed.

**ONLINE COURSES ARE NOT ACCEPTED.**

**COURT APPEARANCES**

If your ticket is marked "MUST APPEAR IN COURT", you are not eligible for mail-in supervision and you **MUST** appear in court.

**ACCEPTABLE PAYMENT TYPES**

**DO NOT MAIL CASH**. Personal checks or money orders should be made payable to the Clerk of the Circuit Court. Any checks returned for non-sufficient funds will incur a \$25 service charge. You can also plea and pay with a credit card online at [www.lasallecounty.com](http://www.lasallecounty.com) (a convenience fee will be added to these transactions). If you posted a bond, it will be applied to the fine. In this case, only send the balance owed.

**VIOLATIONS FOR FAILURE TO CARRY PROOF OF INSURANCE**

An individual charged with this violation may appear at the office of the State's Attorney, at least 3 business days before the court date, to show proof from your insurance agent or company that your insurance was in effect at the time that the citation was issued.

**QUESTIONS?**

Contract the Driver Improvement Program at LaSalle County Circuit Clerk's Office at (815) 434-8271.

**MAIL COMPLETED FORM AND PAYMENT TO:  
LASALLE COUNTY CIRCUIT CLERK  
707 E ETNA ROAD, ROOM 141  
OTTAWA, IL 61350**

**IMPORTANT: YOU MUST ENTER AND SIGN YOUR PLEA ON THE LEFT SIDE OF THIS FORM.**

To apply for Court Supervision, you must enter the Plea on the other side and complete both applications on this page. Your application MUST be received at least five (5) days before your court date.

APPLICATION FOR COURT SUPERVISION

Please read this application carefully so that you understand your responsibilities. Use ink to complete the form and make sure that the information is accurate and readable.

I, \_\_\_\_\_ (print name) certify that the following statements are true:

I am requesting that the court place me on supervision for the enclosed traffic violation. This violation does not require me to appear in court.

I understand that my supervision will last 90 days from the date my request is processed and I cannot receive any other traffic violations during this time.

I have not already been placed on court supervision (either by Judge or by attending a Traffic Safety Program) for another traffic ticket that was issued within 12 months of the issue date of this ticket.

I agree to pay the fine for this ticket including the school fee (school fee is non-refundable) with this application.

I understand that I am PLEADING GUILTY to the charge on this ticket and WAIVE my right to a hearing by the court or jury and request court supervision.

I agree to complete the Driver Improvement Program within 90 days of my application being received and entered by the court.

I understand my supervision can be summarily revoked and my guilty plea entered as a conviction if:

- 1. I am found ineligible.
2. I do not complete the class within 90 days of my application being processed.
3. I receive another traffic violation within my supervision period.

Signature

Date

APPLICATION TO ATTEND THE DRIVER SAFETY PROGRAM

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Sex: M F

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Apt No & Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License No: \_\_\_\_\_

Driver's License State: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Evening Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Ticket No: \_\_\_\_\_

Check one response for each question.

IVCC
What day do you want to attend class?
Wednesday Saturday
6:00pm - 10:00pm 8:30am - 12:30pm

Do you require a sign language interpreter?
Yes No

Out of County
Complete the application, pay ticket plus \$35.00 fee, and take an approved 4 hour class in another jurisdiction. It is your responsibility to locate a class and pay their registration fees. You must send the original certificate to us within 90 days of your first appearance date or you may be revoked and your guilty plea used to enter a conviction and reported to the Secretary of State.

ONLINE COURSES ARE NOT ACCEPTED.

Check here if this is a new address or if different from your driver's license. Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

IF YOU WISH TO PAY BY CREDIT CARD, PLEASE GO ONLINE TO WWW.LASALLECOUNTY.COM

(Note: If your check comes back as non-sufficient funds from your bank, you will be assessed a fee of \$25.00.)