

## What are my options if I am charged with a minor traffic violation?

You have three options:

1. Plead guilty and pay the fine, by mail or in person, without going to court. (A conviction will be entered on your driving record.)\*
2. Plead not guilty and request a trial.\*

\*For options 1 and 2, follow the directions on your traffic ticket.

3. Request the Traffic Safety Program. You do not have to appear in court, and a conviction is not entered on your driving record if you:
  - a. sign the "Plea of Guilty" portion of your traffic ticket,
  - b. pay the ticket fine and \$42 nonrefundable program fee,
  - c. attend the National Safety Council's Defensive Driving course offered by Richland Community College,
  - d. avoid further convictions during six months of Court Supervision.

## What is the Traffic Safety Program?

The Traffic Safety Program, enacted by the Illinois Supreme Court and guided by the conference of Chief Judges, has been adopted by the Sixth Judicial Circuit Court. This program is intended to improve your driving skills, decrease the possibility of future traffic law violations, and reduce the chance you or someone else may be killed or injured in a traffic accident.

The Traffic Safety Program allows you to request Court Supervision and to avoid having minor traffic offenses appear as a conviction on your driving record.

## What is the benefit of choosing the Traffic Safety Program?

If you successfully complete the Traffic Safety Program, the plea of guilty will be reported to the Secretary of State as "Court Supervision" and does not negatively impact your driving record.

## Are you eligible for the Traffic Safety Program?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1. In the twelve (12) months preceding the date of this ticket, have you been convicted with any moving violation anywhere in Illinois?

2. In the four (4) years preceding the date of this ticket, have you taken a 4-hour Defensive Driving class or been on Court Supervision anywhere in Illinois?

3. Was your ticket marked with **Court Appearance Required**?

4. Were you under the age of twenty-five (25) at the time of the violation? (If **YES**, you must complete the Alive at 25 Program within 120 days of the plea of guilty. If you do not complete this program your supervision will be summarily revoked and conviction entered.)

5. Were you under the age of eighteen (18) at the time of the violation? (If **YES**, you must appear in court with a parent or guardian and request supervision. If allowed, you must complete the Alive at 25 Program within 120 days of the plea of guilty.)

If you answered **YES** to any of the questions above, you are **NOT** eligible to complete the Traffic Safety Program.

## Do you have a Commercial Driver's License (CDL)?

If you have a CDL, the Traffic Safety Program will not prevent action against your CDL.

## How does the program work?

If you choose the Traffic Safety Program option, you will receive four (4) hours of defensive driving instruction, and you will agree to obey all traffic laws during six months of Court Supervision.

## How do I show I have completed the Traffic Safety Program?

If you complete the program through Richland Community College, Richland will notify the court regarding your program completion and will present you with a certificate of completion for your personal records.

If you fail to complete the training or if you violate a traffic law during court supervision, a conviction will be entered against you and reported to the Secretary of State to be included on your driving record. Your program fee is forfeited.

## How much time do I have?

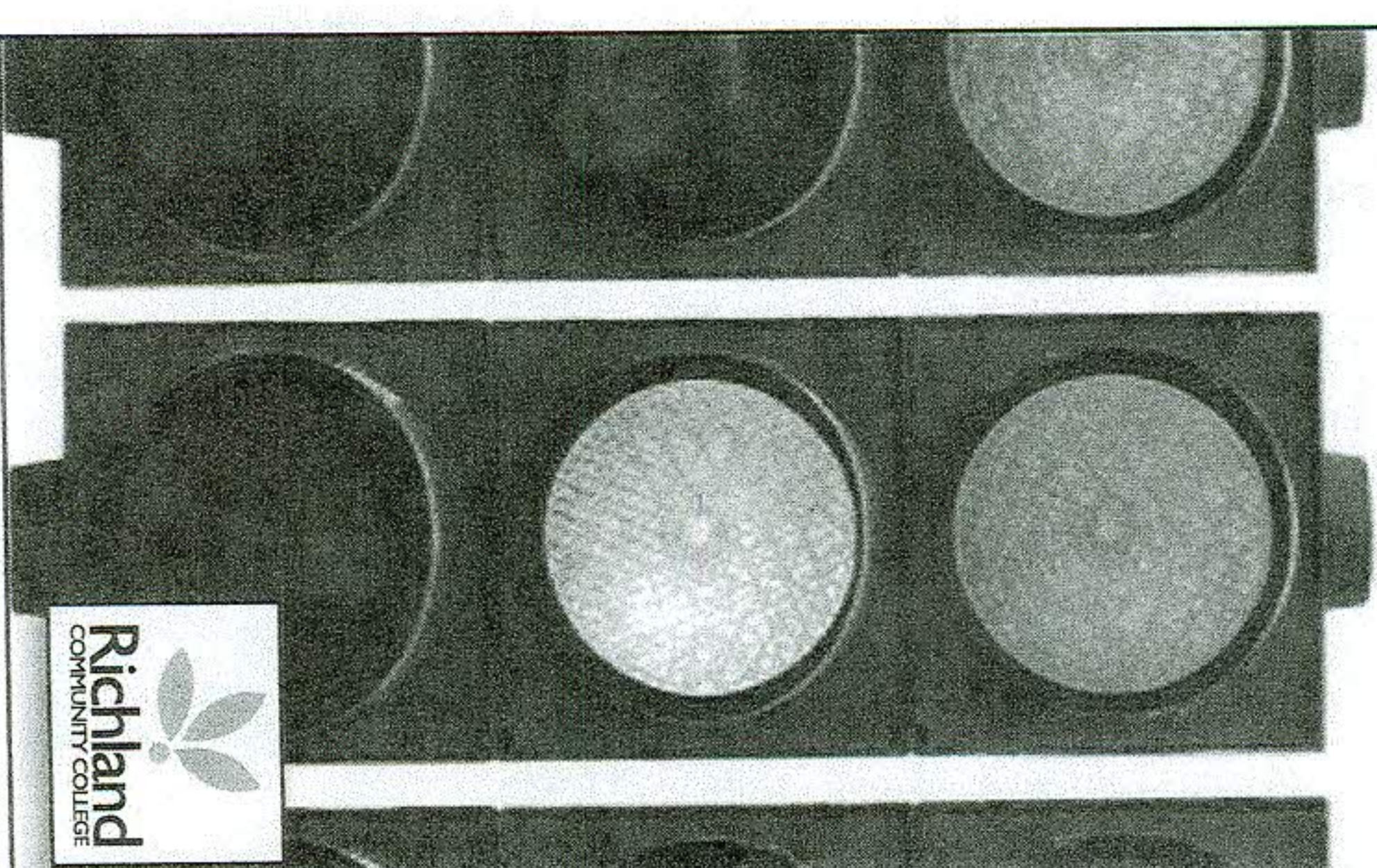
1. The ticket, this form, and monies must be delivered to the court not before ten (10) days and no later than three (3) days prior to your court appearance date.
2. You are required to complete a National Safety Council Defensive Driving class no later than 120 days from the date of the plea of guilty.
3. The 180 days of Court Supervision begins on the day following the plea of guilty.

## What if I do not live near this county?

If you are interested in taking the class at an alternate location, follow the registration instructions and mark "alternate location" under class options. You will receive further details and instructions by mail from Richland Community College within 30 days. You are responsible for locating an alternate training site and submitting a National Safety Council DDC-4 certificate of completion to the circuit court within 120 days of the plea of guilty.

# Traffic Safety PROGRAM

## REGISTRATION FORM



## Registration Instructions

1. Sign the "Appearance, Plea of Guilty and Waiver" portion of your traffic ticket.
2. Complete and sign the "Plea of Guilty and Application for Court Supervision" portion of this form if you are eligible.
3. Complete the "Traffic Safety Program Registration" portion of this form.
4. Deliver your traffic ticket, this form, and the non-refundable \$42 program fee plus the fine indicated on your ticket in cash, bank certified check, or money order (payable to Circuit Clerk) to: Macon County Circuit Clerk, Traffic Division, 201 253 East Wood Street, Decatur, Illinois 62523 OR DeWitt County Circuit Clerk, Traffic Division, 201 W. Washington Street, Clinton, IL 61727.
5. The ticket, form, and monies must be delivered to the court not before ten (10) days and no later than three (3) days prior to your court appearance date.
6. Delivery of the above may be made in person or by mail. Do not mail cash. If you paid cash ball to the officer only an additional \$42 Traffic Safety Program fee must be paid.
7. The circuit clerk will forward your registration form to the Richland Community College Traffic Safety Program office. You will be notified by mail of your class assignment one week prior to the class date.
8. If you need to change your class assignment, you must notify the Richland Community College Traffic Safety Program Office by calling (217) 462-0480 no later than twenty-four (24) hours prior to the class start time. You will receive a new assignment upon payment of a \$12 rescheduling fee.
9. If you fail to appear, or if you are late 15 minutes or more for an assigned class, you must pay \$42 and request another class to complete the Traffic Safety Program.

For CLASS information, call the Richland Community College Traffic Safety Program Office at (217) 462-0480.

For questions about your TICKET, call the Macon County Circuit Clerk Traffic Division at (217) 424-1451 or the DeWitt County Circuit Clerk Traffic Division at (217) 935-7750.

Traffic Safety class is non-refundable.

## Traffic Safety Program Registration

(Complete all fields in ink and print clearly.)

Name \_\_\_\_\_ Apt. # \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Driver License # \_\_\_\_\_ State \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Last 4 Digits of Social Security # \_\_\_\_\_

### Class Options

Please select your choice in order of preference (1, 2, 3). These choices cannot be guaranteed. Contact the Richland Community College Traffic Safety Program office at (217) 462-0480 for more information.

Tuesdays 12:30 p.m. – 4:30 p.m.  
 Wednesdays 6:00 p.m. – 10:00 p.m.  
 Thursdays 12:30 p.m. – 4:30 p.m. (Clinton, IL)  
 Fridays 8:30 a.m. – 12:30 p.m.  
 Saturdays 8:00 a.m. – Noon  
 Saturdays 1:00 p.m. – 5:00 p.m.

Contact the Richland Community College Traffic Safety Program office at (217) 462-0480 for the options below.

Alternate Location DDC-4 approved class not hosted by Richland. (Additional fees apply.)  
 Online National Safety Council Online program (Additional fees apply)  
 Alive at 25 If you were under the age of 25 at the time of your violation, this program is required for Court Supervision.

### Scheduling Conflicts

Note any scheduling conflicts below (vacations, school holidays, etc.). Include specific dates you are unavailable.

If you have questions about your class or require disability or language assistance, contact the Richland Community College Traffic Safety Program office at (217) 462-0480.

If you have questions about your ticket, contact the Macon County Circuit Clerk Traffic Division at (217) 424-1451 or the DeWitt County Circuit Clerk Traffic Division at (217) 935-7750.

### For office use only:

Case Number \_\_\_\_\_ Date of Guilty Plea \_\_\_\_\_  
 Date of Violation \_\_\_\_\_  
 Macon County  DeWitt County

## "Plea of Guilty" and Application for Court Supervision

Fill out this form COMPLETELY. Please use ink. Make sure the information is accurate. Failure to return this completed form could result in conviction.

### State of Illinois

By signing this statement, I swear, or affirm, the following to be true:

1. In the twelve (12) months preceding the date of this ticket, I have NOT been convicted with any moving violation anywhere in Illinois.
2. In the four (4) years preceding the date of this ticket, I have NOT taken a 4-hour Defensive Driving class or been on Court Supervision anywhere in Illinois.
3. My ticket was NOT marked with "Court Appearance Required."
4. I further understand that I DO PLEAD GUILTY to the charges on this ticket, WAIVE my right to a hearing by the court, and REQUEST court supervision.
5. I agree to pay the non-refundable \$42 Traffic Safety Program fee plus the fine indicated on the ticket. I understand that taking the class online or at another location will require an additional fee.

I understand my driving record can be checked. If it indicates that I HAVE been convicted of a traffic offense that resulted in any of the possibilities in 1 and 2 above, MY PLEA OF GUILTY WILL BE ACCEPTED AND A CONVICTION WILL BE ENTERED AGAINST ME AND REPORTED TO THE SECRETARY OF STATE TO BE INCLUDED ON MY DRIVING RECORD.

I further understand, if I make an application for the Traffic Safety Program and I am not eligible, OR I fail to complete the Traffic Safety Program in a timely manner, OR I receive another traffic conviction within my Court Supervision period, OR I fail to pay the appropriate fine and fee, THAT A CONVICTION WILL BE ENTERED AGAINST ME AND REPORTED TO THE SECRETARY OF STATE TO BE INCLUDED ON MY DRIVING RECORD. Sign here: Date Driver's License # State Current Address Home Address (if different) Don't forget to return the signed copy of your ticket with this form.

Sign here \_\_\_\_\_  
 Date \_\_\_\_\_  
 Driver's License # \_\_\_\_\_  
 State \_\_\_\_\_  
 Local Address \_\_\_\_\_  
 Home Address (student) \_\_\_\_\_