

**INSTRUCTIONS FOR CITY ORDINANCE VIOLATION**

You have been charged with a City of Champaign ordinance violation. You have two choices:

1. Settle the case by paying the applicable pay-by-mail amount within **twenty-one (21) days** from the date you received the violation; **or**
2. Appear in court to contest the matter.

**To Settle the Case Without Appearing in Court:**

- Go online to **citycourtpayments.champaignil.gov** and follow the instructions there to find and pay your violation online; OR
- Sign and enclose the bottom portion of this sheet labeled "Waiver of Trial".
- Enclose the applicable amount in the form of a money order or cashier's check made payable to the City of Champaign Legal Department. **PERSONAL AND BUSINESS CHECKS WILL NOT BE ACCEPTED.**
- Use sufficient postage and mail the waiver and money at least five (5) days prior to the "Mandatory Court Appearance unless paid by" date listed on the front of this form to:  
 City of Champaign Legal Department  
 102 N. Neil Street  
 Champaign, Illinois 61820
- Enclose a self-addressed stamped envelope if a receipt is desired; OR
- Payments may be made in person Monday through Friday excluding Holidays between 8:30 AM and 4:30 PM at the Legal Department, 5<sup>th</sup> Floor, 102 N. Neil Street (corner of University and Neil), Champaign, Illinois by cash, Visa or MasterCard, money order, or cashier's check. **PLEASE BRING THE ENTIRE NOTICE TO APPEAR (pink ticket) WITH YOU WHEN PAYING IN PERSON.**
- **Questions? Contact the City of Champaign Legal Department at 217-403-8765**

**To Contest the Case:**

You may contest the ordinance violation(s) by appearing personally in court or through an attorney. If you have questions regarding these matters, you should seek the advice of an attorney. The City of Champaign Legal Department prosecutes these charges and cannot provide legal advice to you.

Pursuant to Illinois Supreme Court Rule 572, as a Defendant in a City of Champaign ordinance violation case you may demand a jury trial by filing a jury demand and paying a jury demand fee when entering your appearance in the ordinance violation case, when making a plea in the ordinance violation case, or when answering the charge or filing any other responsive pleading in the ordinance violation case.

**IF YOU FAIL TO PAY THE MINIMUM FINE AND FAIL TO APPEAR AS INSTRUCTED ON THE FRONT OF THIS NOTICE OR OTHERWISE ANSWER THE CHARGES AGAINST YOU, A DEFAULT JUDGMENT IN AN AMOUNT RANGING FROM THE MINIMUM FINE FOR THE VIOLATION UP TO \$750.00 PLUS COURT COSTS MAY BE ENTERED AGAINST YOU OR A WARRANT FOR YOUR ARREST MAY BE ISSUED.**

**FURTHER, AN ARREST WARRANT OR DEFAULT JUDGMENT MAY ISSUE IF YOU FAIL TO APPEAR AT ANY HEARING ON THIS MATTER.**

**Questions:**

The City of Champaign Legal Department prosecutes these charges and cannot provide legal advice to you. We can, however, answer general questions about the process, including payment questions. Please call 217-403-8765 if you have general questions about your City Ordinance violation.

*SIGN AND RETURN THE BOTTOM PORTION WITH YOUR PAYMENT*

**WAIVER OF TRIAL**

The undersigned, by signing below and tendering the required amount(s), offers to settle the case or cases alleged on the enclosed Notice(s) to Appear and deems this as final settlement of any and all claims related to the offense(s). I freely and voluntarily waive my right to plead guilty or not guilty, the right to be represented by an attorney in this matter, the right to a trial by judge or jury, the right to confront witnesses and hear the evidence against me, and the right to present witnesses and evidence on my own behalf.

\_\_\_\_\_  
(Print Name)

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

\_\_\_\_\_  
(Signature)

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