

Civil Law Violation – Violator Information

READ THESE INSTRUCTIONS CAREFULLY

There is **“NO COURT APPEARANCE REQUIRED”** for a Civil Law violation under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)). You have the following two (2) options:

1. If you wish to **“ADMIT TO THIS VIOLATION”**, complete the section entitled “ADMIT TO THIS VIOLATION.” Follow the instructions and mail it with full payment of fine and costs. The amount of fine and costs for a Civil Law violation is \$120 per violation.
2. If you wish to **“CONTEST THIS VIOLATION”**, complete the section entitled “CONTEST THIS VIOLATION” and follow those instructions.

NOTE: Payment must be by cash, money order, certified check, bank draft, cashier’s check, or traveler’s check unless otherwise authorized by the clerk of the court. (DO NOT SEND CASH IN THE MAIL; use cash only if paying in person.)

NOTICE OF CONSENT FOR ENTRY OF JUDGMENT

YOU ARE HEREBY NOTIFIED THAT:

In the event you fail to appear in court or answer the charge on the date set for your court appearance, or any date to which the case is continued, or you do not submit an admission to the Civil Law violation to the clerk at least (3) days before that date, you thereby consent to the entry of a default judgment against you. The amount of fine and costs for a Civil Law violation is \$120 per violation.

CONTEST THIS VIOLATION

If you intend to **CONTEST THIS VIOLATION**:

1. Complete this section and mail at least TEN (10) work days before the date set for your court appearance noted on the citation (Court Place/Date section). **NOTE: Appearing in court may result in additional fine and fees.**
2. A new appearance date will be set and you will be notified of the time and place of your appearance. When you are notified of your new appearance date, you should come to court prepared for trial and bring any witnesses you may have. You will also have the opportunity to demand a trial by jury, which would occur at a later date. If you demand a trial by jury, additional fees may apply.

NAME _____

MAILING ADDRESS _____

CITY _____

STATE _____

ZIP _____

TELEPHONE NUMBER _____

3. Mail this form to the Clerk of the Court at the address noted in the “Court Place/Date” section noted on the citation.

DO NOT MAIL ANYTHING TO THE POLICE DEPARTMENT

ADMIT TO THIS VIOLATION

If you intend to **ADMIT TO THIS VIOLATION**:

1. Complete this section.
2. Mail this form, together with the fines and costs to the Clerk of the Court, at the address noted in the “Court Place/Date” section on the citation. You must mail this completed form, with the fine and costs, **no earlier than ten (10) work days** after the citation was issued, **and no later than three (3) work days** before the court appearance date (noted on the citation in the “Court Place/Date” section). The fine and costs for a Civil Law violation is \$120 per violation.

NOTE: Payment must be by cash, money order, certified check, bank draft, cashier’s check, or traveler’s check unless otherwise authorized by the clerk of the court. (DO NOT SEND CASH IN THE MAIL; use cash only if paying in person.)

ADMISSION TO VIOLATION AND WAIVER

I, the undersigned, do hereby admit to the Civil Law violation noted on the citation. I understand my right to a trial, that my signature to this admission will have the same force and effect as a judgment of court. I hereby ADMIT TO THIS CIVIL LAW VIOLATION on the citation, GIVE UP my right to trial, and agree to pay the fine and costs required.

VIOLATOR’S SIGNATURE _____

DATE _____

MAILING ADDRESS _____

STREET _____

CITY _____

STATE _____

ZIP _____