

# Step 1

## Failure to carry proof of insurance

A person receiving a traffic ticket for *failure to carry proof of insurance*, may avoid going to court by appearing at the Office of the Circuit Clerk with proof that the vehicle was insured at the time the ticket was issued.

To use this procedure you must:

1. Appear at the Circuit Clerk’s office listed at the bottom of your ticket, **no later than (1) day before your court date listed on your ticket.**
2. Bring valid proof of insurance.
  - Original documents only. **No copies.**
  - Shows effective and expiration dates of policy.
  - Shows the make, model and year of vehicle.**★ Must show that vehicle was insured at time ticket was issued.**

Valid proof includes any (1) of the following.

- Vehicle insurance card.
- Certificate of insurance
- Declarations page of the insurance policy.
- Letter from your insurance company.

If you provide proper documentation and sign the affidavit required by the Clerk, the Failure to Carry Proof of Insurance ticket will be dismissed. If you wish to appear in court on the Failure to Carry Proof of Insurance charge, simply appear on the date, and at the time and place listed on the ticket.

If you have a traffic ticket and wish to request Driver Safety School, proceed to Step 2.

# Step 2 – Read all information completely

## Read this if you wish court supervision and to attend driver safety school without going to court.

### Are you eligible for Driver Safety School?

You are eligible to receive Court Supervision *without* coming to Court:

1. If you **have not had court supervision or have not attended or enrolled in Driver Safety School for any violation** committed within the **previous twelve months** from the date the current ticket was issued. “Committed” means the date the previous ticket was issued.
2. **If you are willing to plead guilty** on the traffic ticket, request court supervision and pay the prescribed fine, costs and fees for such violation.
3. **If you are found ineligible**, a conviction will be reported to the Secretary of State. **The fees will not be refunded.**

### Payment

A non-refundable payment for the ticket, related court cost and class fee is required. There are both instructor-led and Internet course options. Please see “select your payment” in step 5 on the registration form for payment choices.

If you have any questions regarding Driver Safety School registration or eligibility, you may contact the Driver Safety School at (847) 543-2185 or visit **www.elcillinois.edu/judicial**

### Driver Safety School Registration

To register for Driver Safety School mail the following items in the enclosed envelope no later than fifteen (15) days before the court appearance date written on the bottom of your ticket.

1. The signed Application for Court Supervision with a plea of guilty - Step 4.
2. The completed Registration Form - Step 5.
3. The signed "blue copy" or "Plea of Guilty and Waiver" on your ticket.
4. A money order OR bank certified check made payable to the Clerk of the Circuit Court of Lake County. **All fees are non-refundable.**

### No personal or business checks - *do not send cash!*

### Rescheduling Information:

- You may reschedule a class up to 48 hours prior to the class date once at no charge. Each additional rescheduling fee will be \$15.00.
- Failure to appear in class without notifying the Driver Safety School office (847-543-2185) before the class date will result in a charge equal to the amount of the class to reschedule.

### Driver Safety School Participation

Your class assignment will be mailed to you. Class locations are subject to change. Your request will be honored if possible.

**It is your responsibility to notify the Driver Safety School if you change your mailing address. The Driver Safety School is not responsible for late, lost, and/or undeliverable mail.**

### Successful Completion

If eligible, you will successfully complete Court Supervision *without* coming to Court:

1. **If** you pay all fines, costs and fees; **and**
2. **If** you successfully complete the four (4) hour Driver Safety School within the specified time of your Court Supervision period; **and**
3. If you do not receive any additional traffic violations during the Court Supervision Period, which is approximately 120 days from the court date listed on the ticket.
4. The Court will be notified of your completion. No conviction will be reported to the Secretary of State.

Please turn over to continue registration process.

**Important Reminder:** Driver Safety School must be completed 30 days before the court supervision completion date that will be approximately 120 days from the court date written on the bottom of your ticket.

# Begin Here

## Read completely to understand your options.

*You may be able to avoid going to court.*

1. If you have a *failure to carry proof of insurance* ticket, follow the directions in Step 1 at the top of the page.
2. If you have a *traffic ticket*, follow the directions below.

You have 3 options in which to dispose of a traffic ticket. Options 1 and 2 are detailed on the back of the traffic ticket.

**Option 1:** Plead guilty and pay the fine in person or by mail without going to court **or**

**Option 2:** Plead not guilty, request a trial and appear in court **or**

If you wish to choose Option 1 or 2 read and follow the directions on the reverse side of your ticket. **Do not use this document.** The Clerk of the Court cannot give continuances or new dates over the telephone.

**Option 3:** Plead guilty, request supervision, and attend **Driver Safety School.** If you wish to choose Option 3 follow the directions in Step 2.

### Driver Safety School

Driver Safety School classes are designed to improve decision-making skills, decrease the possibility of future violations, and reduce the possibility that you or someone else will be killed or injured in a traffic collision.

### CDL holders are not eligible for court supervision.

### Violators under 18 must appear in court with a parent or legal guardian. Do not use this form.

### Legal Advice

If you have questions on the law, you may wish to consult with an attorney and obtain legal advice. The Office of the Circuit Clerk, the Police Department issuing this ticket, and the Driver Safety School will not give you legal advice.

Step 3

Remember these dates: Please fill in the blanks below. Tear this panel off and keep for easy reference.

Ticket Issuance date _____	Found at the bottom of your ticket.
Court date _____	Found at the bottom of your ticket.
1 day before Court date _____	Last day to go to Clerk’s Office with proof of insurance for failure to carry proof of insurance.
15 days <b>before</b> Court date _____	Last day to mail Driver Safety School Registration.
Approximately 120 days <b>after</b> Court date _____	Last day of supervision. Driver Safety School <i><b>must be completed 30 days before this date.</b></i>

1. Your class assignment will be mailed to you. Your request will be honored if possible.
2. You may reschedule a class up to 48 hours prior to the class date once at no charge. Each additional rescheduling fee will be \$15.00.
3. Failure to appear in class without notifying the Driver Safety School office (847-543-2185) before the class date will result in a charge equal to the amount of the class to reschedule.
4. Notification of class completion will not be given to the Court until all fees are paid.
5. Upon successful completion of the class, the Driver Safety School will notify the court. No driving conviction will be reported to the Secretary of State.
6. Failure to complete class within the time allotted for supervision will result in a conviction being reported to the Secretary of State.

If you have questions, call Driver Safety School at (847) 543-2185. Do not call the Clerk of the Circuit Court.

It is your responsibility to notify the Driver Safety School if you change your mailing address. The Driver Safety School is not responsible for late, lost, and/or undeliverable mail. If you have not received notice of class assignment within 4 weeks of your listed court date, you must contact the Driver Safety School at (847) 543-2185. For further information go to [www.clcillinois.edu/judicial](http://www.clcillinois.edu/judicial)

Step 4

Application for Court Supervision and Plea of Guilty Form

STATE OF ILLINOIS )  
 )  
 ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_, certify under oath and penalty of perjury, pursuant to 735 ILCS 511-109, as follows:  
(print your name)

I UNDERSTAND THAT ANY FALSE STATEMENT ON THIS AFFIDAVIT MAY SUBJECT ME TO A CONTEMPT OF COURT PROCEEDING AND/OR A FELONY COMPLAINT BEING FILED AGAINST ME FOR THE CRIMINAL OFFENSE OF PERJURY.

I have not been placed on Court Supervision in any court for a violation of any state statute or municipal ordinance for a traffic violation committed within 12 months preceding the date of this ticket.

I further understand that I do hereby PLEAD GUILTY to said offense as charged, WAIVE my right to a HEARING by the court, AND that my plea of guilty will be accepted and a conviction entered if my driving record indicates that I have been granted Court Supervision for a traffic offense committed within the 12 months preceding the issuance of the traffic ticket for which I am requesting Court Supervision.

I further understand that if I am not eligible OR fail to timely complete Driver Safety School OR violate the law for another traffic violation within my Court Supervision period OR fail to pay the appropriate fine, costs or fees, that a conviction will be entered against me and reported to the Secretary of State for inclusion on my driving record.

Sign Here: X \_\_\_\_\_ Date \_\_\_\_\_

Step 5

Registration Form for Driver Safety School

Si usted. no quiere que su boleto de infraccion quede sobre su archivo de manejar y usted. no puede leer o comprender esta forma, favor de llamar (847) 543-2185

Complete registration form below. Fill out all sections.

- Upon your mailing of this form to the Clerk of the Circuit Court, you are no longer required to appear on the assigned courtdate on your ticket.
- Classes are offered Monday through Saturday. Classes are offered in English and Spanish. Not all locations offer classes at all times.  
You will be notified of the exact class location by mail.
- This course is available by Internet. You must be 18 years or older.

Put an “X” in the boxes 1-5 of your choice. Your class request will be honored if possible, or the closest possible alternative will be arranged.

I would like my class

☐ Internet — *Must be 18 or older*

☐ Instructor-led

Instructor-led class taught in

☐ English

☐ Spanish

☐ Sign Interpreter

I want to attend an instructor-led class on

☐ Weeknight

☐ Saturday (daytime)

I prefer a four-hour class starting at

☐ 8:00 a.m. Saturday

☐ 1:00 p.m. Saturday

☐ 6:00 p.m. Tuesday-Thursday

I prefer class offered in

☐ 1 - Northeast - Waukegan

☐ 2 - Central - Grayslake

☐ 3 - Southeast – Vernon Hills

Select one:

☐ Location is more important to me

☐ Time of day is more important to me

Please complete in ink and print neatly.

Last Name																				Middle Initial		Sex					
First Name																				M		F					
Current Mailing Address																				State		ZIP Code					
Apartment Number																				City or Town		State		ZIP Code			
Month		Day		Year																				State			
Date of Birth		—		—		Drivers License Number																				State	
Area Code																				Email							
Phone (		)		—																							

Select your payment

IF the ticket is a minor violation including speeding up to 25 mph, no court appearance required.

☐ Non-refundable payment for the ticket, related court cost and class fee - **\$229.00**

☐ *Internet Course:* Non-refundable payment for the ticket, related court cost and class fee -**\$244.00**

Office Use Only

Court Case Number \_\_\_\_\_

Date Processed \_\_\_\_\_

Revised 7/2023

Please note: If over 25 MPH you *must* appear in court.