

PROGRAM HIGHLIGHTS

The Traffic Safety Program allows you to receive court supervision without a court appearance.

THIS TICKET WILL NOT APPEAR ON YOUR PUBLIC DRIVING RECORD IF YOU:

- Plead guilty but request court supervision and the Traffic Safety Program through the office of the circuit clerk when you pay your ticket.
- Pay your fine and fee for the program.
- Complete an approved traffic class within 160 days, or a National Safety Council online class within 30 days of notice.
- Keep a clean driving record for 180 days.

LEGAL ADVICE

Legal advice will not be given by the Office of the Circuit Clerk, the police department issuing the ticket, or Rock Valley College.

NOTICE OF NONDISCRIMINATION

Rock Valley College does not discriminate on the basis of race, color, creed, religion, national origin, handicap, age, sex, or marital status in admission to and participation in its educational programs, college activities and services, or in its employment policies. Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Director of Human Resources, Rock Valley College, 3301 N. Mulford Rd., Rockford, IL 61114-5699.

SPECIAL ASSISTANCE

Rock Valley College complies with applicable government regulations regarding the Americans With Disabilities Act. If you have questions or need to make arrangements for special services, please contact the Traffic Safety Program at 815-921-3940.

**TRAFFIC SAFETY PROGRAM
ROCK VALLEY COLLEGE
4151 SAMUELSON ROAD
ROCKFORD, IL 61109
(815) 921-3940**

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KEEP THIS TICKET OFF YOUR PUBLIC DRIVING RECORD WITH THE ILLINOIS SECRETARY OF STATE

- IF YOU ARE UNDER 18 YEARS OF AGE, YOU MUST GO TO COURT WITH A PARENT OR GUARDIAN TO REQUEST SUPERVISION. DO NOT COMPLETE THIS FORM OR MAIL IT TO THE COURT.
- IF YOU ARE A CDL HOLDER, PLEASE DO NOT COMPLETE THIS APPLICATION. CALL OUR OFFICE AT 1-815-921-3940 FOR AN EXPLANATION OF YOUR OPTIONS.

When you receive a traffic ticket, you have three choices:

1. TAKE ADVANTAGE OF THE TRAFFIC SAFETY PROGRAM OPTION:

PLEAD GUILTY, PAY THE APPLICABLE FEES AND FINES, BUT WITH SUPERVISION FOR YOUR TRAFFIC TICKET, BY COMPLETING THE ENCLOSED FORM.

SEND IT TO THE CIRCUIT COURT CLERK IN THE SELF ADDRESSED ENVELOPE.

ATTEND A ONE-TIME CLASS, IN PERSON, FOR FOUR HOURS, OR IF YOU ARE AT LEAST 21 YEARS OF AGE, COMPLETE THE ON-LINE CLASS THAT IS APPROVED BY THE TRAFFIC SAFETY PROGRAM (NATIONAL SAFETY COUNCIL CURRICULUM).

RECEIVE NO OTHER TRAFFIC TICKETS DURING YOUR SUPERVISION.

- ### 2. PLEAD GUILTY, READ THE INSTRUCTIONS IN THIS PAMPHLET,
- PAY THE FINE (BY MAIL OR IN PERSON), SIGN THE BACK OF THE BLUE COPY OF THE TRAFFIC TICKET, AND THE CONVICTION / TICKET WILL EVENTUALLY APPEAR ON YOUR PUBLIC DRIVING RECORD.

A CONVICTION WILL BE ENTERED ON YOUR FILE BY THE ILLINOIS SECRETARY OF STATE.

- ### 3. PLEAD NOT GUILTY AND GO TO COURT IN PERSON OR HAVE LEGAL REPRESENTATION THERE. BE ADVISED THIS MAY RESULT IN INCREASED COSTS TO YOU.
- FOR THAT OPTION, READ THE INSTRUCTIONS IN THIS PAMPHLET AND ON YOUR TRAFFIC TICKET.

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- When you participate in the Traffic Safety Program option, you are granted supervision (an unsupervised probation that lasts 180 days from the date of the traffic ticket).
- It is your responsibility to not receive another traffic ticket during that time.
- You would need to complete a National Safety Council class as part of the supervision that is designed to improve your skills on the road and affords you the opportunity to review your driving habits as well as find out about recent changes in Illinois driving laws.
- You must complete the class within 160 days of your traffic ticket.

HOW TO APPLY

ONLINE CLASSES ARE FOR INDIVIDUALS 21 YEARS OF AGE OR OLDER ONLY. DO NOT APPLY FOR THE ONLINE CLASS IF YOU ARE 20 OR YOUNGER. IF YOU ARE 16 OR 17, YOU MUST GO TO COURT WITH A PARENT OR GUARDIAN TO REQUEST SUPERVISION IN PERSON.

Read the information in this pamphlet and **BE SURE YOU ARE ELIGIBLE**. If you are not eligible for the program your fines and fees are **NOT** refundable. If you have any questions about your eligibility, **PLEASE** call the TSP office at 1-815-921-3940 before sending this application to the court. **DO NOT SEND THE APPLICATION TO ROCK VALLEY COLLEGE.**

Complete pages #6 and #7. You must mail pages #6 and #7 in with your fines and fees to the court in the supplied envelope along with the signed blue copy of your traffic ticket. You may also hand deliver your paperwork to the Circuit Court Clerk's office in the county where the ticket was issued (see envelope for the correct address). If you had your driver's license taken as bond for the ticket, be sure to enclose a stamped envelope addressed to yourself. If your license was taken for bond this is how you can regain possession of it by mail. You may also go to the Circuit Clerk's office in person to pay your fines and fees and obtain your license at that time.

THE TRAFFIC SAFETY PROGRAM IS NOT RESPONSIBLE FOR YOUR LOST MAIL. IT IS YOUR RESPONSIBILITY TO MAINTAIN CONTACT WITH THE PROGRAM. IF YOU MOVE OR CHANGE YOUR PHONE NUMBER, YOU MUST NOTIFY THE TSP SO THAT THEY CAN REMAIN IN CONTACT WITH YOU AND SEND THE NECESSARY INFORMATION TO YOU ABOUT YOUR CLASS.

AT LEAST 30 DAYS AFTER YOUR FINE IS PAID, YOUR CONTACT/CLASS INFORMATION WILL BE SENT TO YOU IN AN ENVELOPE FROM ROCK VALLEY COLLEGE, NOT THE COURT. IF YOU HAVE NOT BEEN CONTACTED BY THE TSP 90 DAYS AFTER YOU HAVE PAID YOUR FINES AND FEES, YOU NEED TO CALL THE TSP OFFICE AT 1-815-921-3940.

MAINTAINING CONTACT WITH THE PROGRAM AND COMPLETING YOUR ASSIGNED CLASS IS YOUR RESPONSIBILITY.

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ELIGIBILITY GUIDELINES

- If you are 16 or 17, you must go to court with a parent or guardian to request supervision.
- IF YOU APPLY AND ARE NOT ELIGIBLE, A CONVICTION WILL BE REPORTED TO THE SECRETARY OF STATE AND YOUR MONEY WILL NOT BE REFUNDED.
- IF YOU ARE NOT SURE OF YOUR ELIGIBILITY, PLEASE CALL OUR OFFICE AT 1-815-921-3940.
- YOU MAY RECEIVE COURT SUPERVISION BY MAIL FOR ONE TICKET IN A 365-DAY TIME PERIOD. IT MUST BE AT LEAST 365 DAYS SINCE THE LAST TICKET FOR WHICH YOU HAD A CLASS, OR SAW A JUDGE AS PART OF SUPERVISION.
- IF YOUR TICKET IS MARKED “MUST APPEAR,” DO NOT MAIL THIS FORM. YOU ARE REQUIRED TO APPEAR IN COURT.

IF YOU HAVE A CDL, **STOP**, CALL OUR OFFICE, AND **DO NOT** COMPLETE THIS APPLICATION WITHOUT TALKING TO SOMEONE AT 1-815-921-3940.

IF YOU PARTICIPATE IN THE TSP, YOU MUST BE WILLING TO:

Complete pages #6 and #7, mail them in with all of your fines and fees to the court in the supplied envelope along with the signed blue copy of your traffic ticket, or hand deliver everything to the Circuit Court Clerk's office in the county where the ticket was issued (see envelope for their correct address). Not receive another traffic ticket for 180 days, and within 160 days complete an approved class.

If you are 16 or 17 you must go to court with a parent or guardian to request supervision.

OUT-OF-TOWN OR OUT-OF-STATE MOTORIST INFORMATION:

- Rock Valley College maintains information for all of, and provides classes in some of, the following counties: Boone, Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Winnebago.
- Any and all fines and fees are not refundable.
- Complete the enclosed form if you are sure you are eligible and send it to the court.
- You must pay the school fee for the class, even if you elect to take your class at another location. Please note the other location will charge you for their services also. The TSP / RVC “on-line” class may be the better option, as you will only pay one fee for a class.
- WHEN YOU COMPLETE A CLASS AT ANOTHER LOCATION WITH A DIFFERENT PROVIDER OUTSIDE OUR SERVICE AREA, YOU MUST RETURN YOUR CERTIFICATE TO THE TSP IN ROCKFORD TO RECEIVE CREDIT FOR A CLASS. **LATE CERTIFICATES DO NOT COUNT FOR CREDIT.**
- If you live outside of our area and have questions on this, **PLEASE** call our office.

REGISTRATION / APPLICATION INFORMATION

IF YOU HAVE A CDL, DO NOT COMPLETE THIS APPLICATION. CALL US AT 1-815-921-3940

1. Sign the copy of your ticket marked “COURT COMMUNICATION'S COPY” in the “Appearance Plea of Guilty and Waiver” section on the back of the ticket, at the bottom. (Defendant's signature).
2. Complete and sign the “PLEA OF GUILTY” AND APPLICATION FOR COURT SUPERVISION FORM in this packet. (page 6)
3. Complete the ROCK VALLEY COLLEGE TRAFFIC SAFETY PROGRAM REGISTRATION FORM in this packet. (page 7)
4. Enclose a stamped, self-addressed envelope for return of your driver's license or bond card.
5. Return all of the above to the **Circuit Clerk's office**, in the envelope provided, no later than 10 days before the date written on the front of the ticket, in the appearance section.
6. Include a bank order or certified check, (or a personal check for Boone, Lee & Winnebago Counties only) in the amount of your fine plus \$30 for a class you attend in person, or \$40 for an on-line class, school fee, made payable to the **Circuit Clerk**. These class fees will change to \$40 for in person and \$55 for on-line on January 1, 2011.
7. If you have paid cash to the officer as your bond, pay only the correct school fee. If you have submitted a bond card, pay both the fine and the school fee. (Your bond card will be returned to you in your stamped, self-addressed envelope.)

Payment may be made in person or by mail. **PERSONAL CHECKS WILL BE ACCEPTED by Boone, Lee, and Winnebago Counties ONLY.** In-person payments may be made in cash. **DO NOT MAIL CASH.**

If you have a CDL (Commercial Driver License) call our office, do not submit this application.

"PLEA OF GUILTY" AND APPLICATION FOR COURT SUPERVISION

If you are 16 or 17 years of age, do not complete this application as you must attend court in person with a parent or guardian to request supervision.

Read this form carefully. Make sure you understand your responsibilities. Fill it out COMPLETELY. (Please use ink.) Make sure the information is accurate. **Return this form with your payment, ticket and school registration.**

I _____ (print your name) certify **under penalty of perjury**, pursuant to Chapter 110 Section 1-109, Ill Rev. Stat. that the following statements are true:

- I am requesting that the court place me on supervision for the enclosed traffic violation. It does not require me to appear in court.
- I understand that my supervision will last 180 days from the date of the violation, and it requires me to remain without additional traffic violations during this time.
- I have not been placed on court supervision (either by court appointment or by participating in this or any other Traffic Safety Program) for any other traffic ticket that was issued within 12 months of the enclosed ticket.
- I agree to pay the fine for this ticket and the school fee (**both are non - refundable**) with this application.
- I understand that I am PLEADING GUILTY to the charge on this ticket, I WAIVE my right to a hearing by the court or jury and request court supervision.
- I agree to complete the Traffic Safety Program within 160 days of the violation.
- I understand my supervision will be revoked and my guilty plea will be used to enter a conviction if:
 1. I am found to be ineligible.
 2. I don't complete the class within 160 days of my violation.
 3. I receive another traffic violation within my supervision period.

Sign here: _____ Date _____

Driver License Number _____ State _____

Address _____
Street Apt.# City State Zip

Please print clearly. Return this form to the Circuit Clerk with your ticket, guilty plea and payment. If you have a CDL, do not submit this application form, call our office.

ROCK VALLEY COLLEGE TRAFFIC SAFETY PROGRAM REGISTRATION FORM

3301 N. MULFORD RD., ROCKFORD, IL 61114-5699 (815) 921-3940.

Name _____ Male Female
Last First Initial

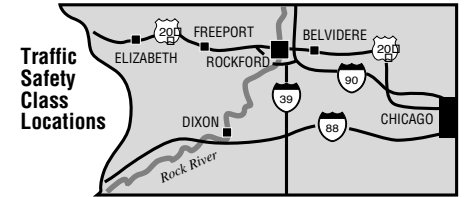
Address _____
Street Apt.# City State Zip

Date of Birth _____
Mo. Day Yr. Home phone no. Daytime phone

If you are 16 or 17 years of age, do not submit this application, call our office.

CLASS OPTIONS Select your choice in order of preference (1, 2, 3)

- ____ Saturday 8:00 a.m.-12:00 noon
- ____ Saturday 1:00 p.m.-5:00 p.m.
- ____ Weekday Evening 6:00 p.m.-10:00 p.m.



CLASS LOCATION Select the most convenient location for you. (see map)

- Rockford, IL Belvidere, IL Dixon, IL Elizabeth, IL Freeport, IL
- Other I will attend a class (that has been approved by Rock Valley College) at another location and mail the original certificate of completion to the Rock Valley College Traffic Safety Program. See "Out Of Town Motorists" under Eligibility Guidelines. (page 3)
- On-line I am 21 or older
- I am Deaf or hard of hearing and need a sign language interpreter.
- Require wheelchair accessible facility.

Your class assignment will follow later.

Date of Violation _____

Driver's License # _____

State _____

Show the outcome(s) of any **OTHER** traffic tickets within the past 12 months. ____ # of tickets.

- Went to court ____ Ticket was dismissed. ____ Found guilty, or paid fine and received conviction.
- Court Supervision ***Stop. Supervision for another ticket within 12 months makes you ineligible.***

Ethnic Origin:

- Prefer not to Respond
- Asian or Pacific Islander
- American Indian or Alaska Native
- Black Non Hispanic
- Hispanic
- White Non Hispanic
- Non-Resident Alien
- Other _____

Highest Degree Earned: (please check one)

- Prefer not to Respond
- PHD
- 1st Professional Degree
- Bachelor
- Associate
- Certificate
- Some College
- High School Diploma
- None
- Other _____

For office use only _____
Case Number _____ Load Date _____ Violation code _____
Agency _____ Supervision end date _____