PROCEDURES FOR ADDRESSING MINOR TRAFFIC CITATIONS AND CITY ORDINANCE CITATIONS FROM THE CITY OF MURPHYSBORO

If you wish to avoid appearing in court for a citation received by the City of Murphysboro for either traffic or an ordinance violation, there are several options available to you. *(A Minor Traffic Offense is a fine only offense with no possibility of jail time and no right to a court appointed attorney. This means you received a traffic or city ordinance citation from the City of Murphysboro that did NOT require a Court appearance. This does not apply to Major Traffic Offenses, [i.e. Misdemeanor cases that have the possibility of jail time such as DUI, Driving while Licensed Revoked or Suspended, Reckless Driving, Leaving the Scene of an Accident, etc.] or MUST APPEAR citations, such as Speeding in a Construction Zone, No Insurance, and Scotts Law citations.)*

Please read carefully the options set forth below:

Traffic Violations Options:

- Visit **Judici.com** and pay your ticket online; Your ticket must be marked **No Court Appearance Required** to be eligible. You have the following options when paying through Judici.com:

  - Pay the original fine; or
  - Pay the fine and select to enroll in the (in person or online) Driver's Safety Course.

  ✶*The above options are available over the counter if you are not eligible to pay your ticket online. You may request a copy of the Driver's Safety Course at the Jackson County Circuit Clerk's Office. Also, defendants can pay the fine and select court supervision for a higher fine and cost. The Court Supervision form may requested from the Jackson County Circuit Clerk's Office online, In person or call 618-687-7300 to be sent it by email.*

- If you receive a citation for no insurance and you have proof that your insurance was valid at the time, please email a copy of your insurance card to the City Attorney's Office, at ben@reedheller.com, so the insurance can be verified
- Sign your Plea of Guilty sheet located on the back of your Blue Ticket and mail that along with your payment to the Jackson County Circuit Clerk's Office;
- Request a Plea of Guilty form from the City Attorney's Office and mail the form along with your fine in the form of a money-order made payable to the Jackson County Circuit Clerk to the City Attorney's Office. You can request this form by contacting the City Attorney's Office at (618)687-2376 or by email at ben@reedheller.com. This form is also located on the website.

Ordinance Violations Options

- Request a Plea of Guilty form from the City Attorney's Office and mail the form along with your fine in the form of a money-order made payable to the Jackson County Circuit Clerk to the City Attorney's Office. You can request this form by contacting the City Attorney's Office at (618)687-2376 or by email at ben@reedheller.com. This form is also located on the website.

Citations issued to Minor Children

- The City of Murphysboro has a community service option for minor children that receive traffic or city ordinance citations wherein the child performs a certain number of community service work hours at a specified/approved work site and the city dismisses the citations upon completion. You can request this option by contacting the City Attorney's Office at (618)687-2376 or by email at ben@reedheller.com