

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

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As a result of the COVID-19 pandemic, many of the citations issued by the City of Murphysboro have been reset. The court system will be taking safety measures to protect the public in the courthouse, including requiring social distancing, the wearing of masks, and limiting the number of people in the courthouse. However, 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 paying 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. Currently only the online class is being offered.
- \*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@rhrlegal.com](mailto:ben@rhrlegal.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@rhrlegal.com](mailto:ben@rhrlegal.com)

### **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@rhrlegal.com](mailto:ben@rhrlegal.com)

### **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@rhrlegal.com](mailto:ben@rhrlegal.com)