

**INSTRUCTIONS FOR CITY ORDINANCE VIOLATION**

You have been charged with a City of Champaign ordinance violation. You have two choices:

1. Settle the case by paying the applicable pay-by-mail amount within **twenty-one (21) days** from the date you received the violation; **or**
2. Appearing in court to contest the matter.

**To Settle the Case Without Appearing in Court:**

- Sign and enclose the bottom portion of this sheet labeled "Waiver of Trial".
- Enclose the applicable amount in the form of a money order, cashier's check or certified check. **PERSONAL CHECKS WILL NOT BE ACCEPTED.**
- Use sufficient postage and mail the waiver and money at least three (3) days prior to the "Mandatory Court Appearance unless paid by" date listed on the front of this form to:

City of Champaign Legal Department  
102 N. Neil Street  
Champaign, Illinois 61820

- Enclose a self-addressed stamped envelope if a receipt is desired.
- Payments may be made in person Monday through Friday excluding Holidays between 8:30 a.m. and 4:30 p.m. at the Legal Department, 5<sup>th</sup> Floor, 102 N. Neil Street (corner of University and Neil), Champaign, Illinois by cash, Visa or MasterCard, money order, cashier's check or certified check.

**How to Contest the Case**

You may contest the ordinance violation(s) by appearing personally in court or through an attorney. If you have questions regarding these matters, you should seek the advice of an attorney. The City of Champaign Legal Department prosecutes these charges and cannot provide legal advice to you.

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SIGN AND RETURN THE BOTTOM PORTION WITH YOUR PAYMENT

**WAIVER OF TRIAL**

The undersigned, by signing below and tendering the required amount(s), offers to settle the case or cases alleged on the enclosed Notice(s) to Appear and deems this as final settlement of any and all claims related to the offense(s). I freely and voluntarily waive my right to plead guilty or not guilty, the right to be represented by an attorney in this matter, the right to a trial by judge or jury, the right to confront witnesses and hear the evidence against me, and the right to present witnesses and evidence on my own behalf.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
City, State, Zip