



**CARBONDALE ORDINANCE VIOLATION
PAY- BY-MAIL / COMMUNITY SERVICE
INSTRUCTIONS
CITY OF CARBONDALE, ILLINOIS**

- A. **Pay-By-Mail.** (Fine Only Offenses). For a violation of the listed offenses on the reverse side of this form, you may be eligible to exercise either the Pay-by-Mail or Community Service Option, subject to eligibility requirements, by paying (an) administrative fee(s) no later than **10 BUSINESS DAYS** after the date you received the citation(s) (date of arrest):
1. In order to exercise the Pay-By-Mail option, submit FULL payment(s) for the violation(s) in the amount shown next to the offense(s) on the reverse side of this form to the **Carbondale Police Department**; AND
 2. Complete and submit the form(s) below (Waiver of Trial) to the Carbondale Police Department with your payment(s).

Payment Method For Pay-By-Mail. Payment(s) and completed Waiver of Trial Form(s), one for each offense, must be submitted to the **Carbondale Police Department** no later than 10 business days from date of arrest. Payment(s) may be made by cashier's check, certified check, or money order via mail. Payment(s) may also be in cash or by VISA or Master Card if paying in person. Payments must be made payable to the City of Carbondale. **NO PERSONAL CHECKS WILL BE ACCEPTED.** Payment(s) can be received between 8:00 a.m. and 4:00 p.m., Monday through Friday at the Carbondale Police Department, 610 East College Street or mail to:

Carbondale Police Department
City of Carbondale/Pay-by-Mail
610 East College Street, P.O. Box 2047
Carbondale, IL 62902-2047

- B. **Community Service.** If you have violated Section 2-5-10B (Restrictions as to Persons Under the Age of 21), Section 2-5-5 (Public Possession of Alcohol), Section 10-2-2 (Litter), Section 10-2-18 (Failure to Maintain Premises Free of Litter), Section 14-2-5 (Public Indecency), Section 14-2-6 (Public Urination), Section 14-4-7 (Use of Amplified Sound Device), Section 14-7-2 (Possession of Cannabis), Section 14-7-3 (Possession of Drug Paraphernalia), or 14-7-4 (Sale of Drug Paraphernalia) then you may choose to either: 1) pay the administrative fine(s) as set forth on the back of this sheet and in the same manner as stated in paragraph A, or 2) contact the City Attorney's Office within **10 business days** from date of arrest to sign up for the community service option. For violations of Sections 2-5-10 (B), 14-7-2, 14-7-3 and 14-7-4, you are required to pay \$125.00 and complete 25 hours of community service within 45 days of signing up for community service; for violation of Section 14-4-7, you pay \$50.00 and complete 12 hours of community service within 45 days of signing up for community service; for violations of Sections 2-5-5, 10-2-2, 10-2-18, 14-2-5 or 14-2-6 you pay \$38 and complete 12 hours of community service within 45 days of signing up for community service. You may not use this option for more than one offense.

- C. **Ineligibility for Pay-by-Mail.** You may **not** exercise the Pay-by-Mail or Community Service option, regardless of the Pay-By-Mail box being checked on your citation or upon receipt of this form, in the following instances:
1. You are contesting the ticket;
 2. You have exercised the pay-by-mail/community service option in the past; OR
 3. You have been convicted or placed on supervision for **any** violation of city ordinance, or State or federal law, excluding traffic offenses.

WARNING: If the City of Carbondale does not receive the full payment and the completed Waiver of Trial form, or if you have not signed up for Community Service within Ten (10) Business days from the date you received the ticket, you MUST appear in court at the time and place stated on your ticket or be subject to arrest.

**** If you have any questions regarding these options, promptly contact the City Attorney's Office at (618) 457-3215.**

*****Please complete and return this portion with Payment*****

WAIVER OF TRIAL

The undersigned accepts the City's offer to settle the charge alleged on the enclosed Notice to Appear and freely and voluntarily waives his/her right to a trial in connection with said charges. The undersigned further understands that said offer is a final settlement of any and all claims related to the charge.

Print Name

Street Address

Signature

City, State, Zip Code Telephone