


Sample copy of the O-Ticket Insert (front, back)

 **Forest Preserve District**  
OF WILL COUNTY  
*Bringing People and Nature Together*

**PLEASE READ  
BOTH SIDES OF THIS CARD!!**

You have received a complaint for an ordinance violation.  
You may pay the fine or contest this matter in Court.

**- TO PLEAD "GUILTY" AND PAY THE FINE -**

Follow these step-by-step instructions:

**STEP 1** - Please furnish the following information:

\_\_\_\_\_

*Driver's License Number*

\_\_\_\_\_

*Ticket Number*

\_\_\_\_\_

*Date You Received Ticket*

\_\_\_\_\_

*Ticket Issued By*


**STEP 2** - Sign the Appearance, Plea of Guilty, and Waiver below:  
"I hereby enter my appearance and plead guilty to said offense as charged, waive my right to trial, and hereby tender the penalty prescribed for this offense."

\_\_\_\_\_

*Signature* *Date*

**STEP 3** - TO PAY BY MAIL, enclose this card and your money order or check in the envelope we have provided. Be sure to enter your return address and appearance date, and be sure to affix postage.

**SEND NO CASH!**

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TO PAY IN PERSON, appear at the Forest Preserve District of Will County Police Department, 22606 S. Cherry Hill Road, Joliet, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, no sooner than one business day after the date the citation was issued.

**STEP 4** - Make money order or check payable to the Forest Preserve District of Will County for the amount below that corresponds to your offense:  
\$ \_\_\_\_\_.

In order to avoid additional fines, all fines must be received in the Forest Preserve Police Department by:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
4:00 p.m.

If the fine is not paid by the above date and time, the fine increases to the amount of:  
\$ \_\_\_\_\_.

In order to avoid a Court Appearance and additional fines, all fines must be received in the Forest Preserve Police Department by:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
4:00 p.m.

The above fines may be paid without a court appearance when you have signed a Plea of Guilty. Please do not call the Forest Preserve to reschedule the court date.

**- TO PLEAD "NOT GUILTY" -**

If you wish to contest this citation, do not pay the fine. You must appear in court at the time and date listed on your citation (your appearance date). **If found guilty in court, you should be aware that a minimum of \$135.00 in court costs will be added to your fine. If you do not desire to contest this matter, you must pay the fine. Failure to pay the appropriate fine will result in a mandatory court appearance or an arrest warrant being issued.**