

### **How can I pay my ticket?**

To pay by mail, please send payment by certified check, cashier's check, or money order to the Elkhart City Clerk's Office, 229 S. Second St., Elkhart, IN 46516. Please do not mail cash. **We cannot accept personal or business checks.**

To pay in person, please bring a certified check, cashier's check, money order, or cash to the Clerk's office, 229 S. Second St., Elkhart, IN 46516. You may also pay by debit/credit card in person. **We cannot accept personal or business checks.**

You may pay by credit/debit card online [here](#). You will need your citation number or cause number to complete the payment transaction.

### **How can I find out what I owe?**

Case information is available online at [mycase.in.gov](#). This website is available 24 hours a day including weekends and holidays. In the section that asks for the court, please select Elkhart County-Elkhart City Court.

We can also assist you by telephone at 574-522-5272. Please call during business hours Monday through Friday from 8:00 a.m. to 5:00 p.m.

### **Where are you located?**

The Elkhart City Clerk's office is located on the third floor of the Elkhart City Municipal Building at 229 S. Second St., Elkhart, IN 46516.

### **When is my payment due?**

The issuing officer wrote a court date on of your ticket. If you are not required to attend your court date, and if you do not wish to contest the ticket in Court, you must pay your ticket on or before this court date.

You can also check on [mycase.in.gov](#) for due dates or contact our office for assistance at 574-522-5272 during regular business hours.

### **Do I have to appear in court?**

If your ticket is a traffic infraction, you do not need to come to court. However, you do need to pay your fine by the designated court date.

If your ticket is considered a misdemeanor, you are required to appear in court on your court date.

If you are unsure, please contact the City Clerk's office for more information 574-522-5272.

**Can I request a trial?**

Yes, you have the right to a trial at which the issuing Officer would be present. You may bring any witnesses or evidence to the trial.

**If I appear for court, do I have to pay my fine that day? Can I set up a payment plan?**

You do not have to pay the day you appear for court instead you will receive a "pay by date". You may make partial payments of at least \$25.00 each transaction. If you do not have the full amount due paid by the pay by date, you will need to request more time to pay from the Judge. You can request more time to pay by either coming to court or you may submit your request in writing.

**What is the penalty for missing a court date and not paying?**

If you have a traffic infraction, there is a \$25 late fee for all tickets not paid by the appearance date designated on your ticket. If you fail to pay the fines or fail to appear in Court, the City Court will notify the Bureau of Motor Vehicles (BMV) to suspend your driver's license.

Your unpaid case will then be submitted to a collection agency and additional fees will be added to your amount due.

The next notice you will receive will be from the BMV notifying you of the suspension of your driving privileges.

If your ticket is a misdemeanor, a warrant will be issued for your arrest.

**I got a notice from the BMV that my license is suspended. What do I need to do to get it reinstated?**

If you Fail To Pay your ticket or Fail To Appear in Court, the Clerk's office will notify the BMV to suspend your driving privileges. To find out how much you owe at this point, you can call the City Clerk's office at 574-522-5272 or check online at [mycase.in.gov](http://mycase.in.gov).

You may pay in person or by mail. Once the City Court receives your payment, we will electronically submit the SR16, the Certification of Indiana Abstract of Court Record, reporting your payment to the BMV the next business day. If you were suspended for Failure to Pay, it may take up to 10 working days to reinstate your license.

**If I pay my ticket, will I get points on my driving record?**

Please contact the BMV at 888-692-6841 regarding points and how many points are applied to each offense.

**Do you have a diversion or deferral program?**

The Prosecutor's Office does have a diversion and a deferral program for misdemeanors and infractions. You should contact the deferral program coordinators at least three weeks before your first court appearance for information regarding their programs:

If you wish to avoid getting points on your license, and to see if you are eligible to enter into one of the following programs, you will have to contact The Elkhart County Prosecutor's Office:

Infraction Deferral Program (infractions) 574-296-1836

Pre Trial Diversion Program (misdemeanors) 574-296-1888

**Can I make partial payments on an ordinance violation or ambulance bill?**

Yes. We can accept \$25 monthly minimum payments on Ordinance Violations and Ambulance Bills. For questions concerning Ambulance bills and Ordinance Violations, please contact the City Legal Department at 574-294-5471.

**What if my case is an Elkhart County Case?**

You can find all case information at [mycase.in.gov](http://mycase.in.gov). For more information on county court locations and contact information, please visit: <https://elkhartcounty.com/en/#>