Payment Instructions

Payments are made on a monthly basis, but may be paid in full at any time. Payments may be made for multiple months, but the clerk must be made aware of that intent, otherwise the entire amount paid will be credited to a single month.

Accepted Forms of Payment

1. Cash (exact amount only)
2. Money Order
3. Check
4. Debit/Credit Card (via phone or website)

To pay in drop box: Put check or money order in an envelope clearly labeled MUNICES in black drop box outside the office building at the address below, or in the drop box outside the MUNICES office door on the third floor, Room 315.

To pay by mail: Use a check or money order payable to MUNICES and mailed to the address below.

To pay by phone: Call (877) 698-9804. Use MUNICES case number.

To pay by website: Visit bistateonline.org/munices

For any questions regarding fines, contact the MUNICES office as listed below. Please be prepared with your case number and paperwork.

Office Location:

Rock Island County Office Building
1504 Third Avenue, Room 315
Rock Island, IL 61201

Office Hours:

By appointment only
CLOSED FRIDAYS, WEEKENDS, & HOLIDAYS

Phone:

(309) 793-6300 Ext. 1149

Website:

bistateonline.org/munices

Please Note

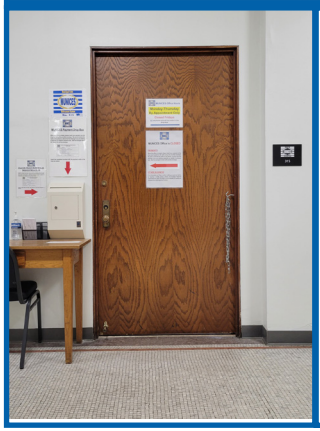
The information in this brochure merely summarizes procedures. For more information about the adjudication program please contact:

Municipal Code Enforcement System

Rock Island County Building
1504 Third Avenue, Room 315
Rock Island, IL 61201
(309) 793-6300 Ext. 1149

bistateonline.org/munices





Office Hours:

By appointment only

CLOSED FRIDAYS AND HOLIDAYS

Municipal Code MUNICES Enforcement System

MUNICIPAL CODE ENFORCEMENT SYSTEM INFORMATION



Serving the jurisdictions of:

- Andalusia
- Carbon Cliff
- Coal Valley
- East Moline
- Hampton
- Milan
- Moline
- Oak Grove
- Port Byron
- Rapids City
- Rock Island City
- Sherrard
- Silvis
- Rock Island County

Introduction

Municipal Code Enforcement System (MUNICES) hears a wide range of cases involving violations of municipal ordinances such as

- Police-issued city ordinance tickets
- Building violations
- Zoning violations
- Weed violations
- Fire code violations
- Health Department violations

An administrative hearing is a civil, not a criminal proceeding. Cases filed in adjudication are punishable by fines.

Under the administrative hearing system, a Hearing Officer, not the city entity that issued the ticket, complaint, or notice of violation, hears cases.

A city inspector, civil service officer, or police officer may issue a ticket or notice of violation or file a complaint against you. A case also may be initiated following a citizen or community complaint.

Hearings are held in the

Rock Island County Office Building
1504 Third Avenue
Third Floor
Rock Island, IL



Administrative Hearings

Who Must Appear

If you are contesting charges, you may represent yourself or hire an attorney to represent you at your own expense.

In Car Owner Responsibility Assignment (CORA) ordinance cases, the registered owner(s) of the vehicle must appear.

What to expect at your hearing

Hearings are held at the Rock Island County Office Building, 1504 3rd Avenue, Rock Island, Third Floor.

1. Check in with the clerk – check-in starts 15 minutes before your scheduled hearing time
2. Sit down until your case is called
3. Hearing Officer makes an opening statement identifying himself, his role, expectations of a hearing, and the order in which cases will be called
4. When your case is called, step to the podium in front of the Hearing Officer's bench
   a. The hearing will begin immediately, and both sides will be given an opportunity to present testimony and evidence
   b. All live testimony is given under oath and recorded
   c. You have the right to tell the Hearing Officer your side of the story. This includes using witnesses and physical evidence. Your presentation must deal specifically with the violation before court. All documents presented may be retained by MUNICES as evidence.
5. There are no public defenders and no right to a jury in these administrative hearings.
6. Proper conduct must be maintained at all times. Disruptive people will be removed from the hearing room.
7. Continuances are not allowed unless the Hearing Officer finds good cause.

Failing to Appear

Orders of Default

Failing to appear at your scheduled hearing results in a default order, and you will be subject to any fines.

You have 21 days to request a new hearing by filing a "Motion to Vacate" form. The form may be filed in person by appointment at the MUNICES office or using the form online at the MUNICES website. You will be scheduled for a hearing at which time the Hearing Officer will rule on your request. If your request is granted, you will be expected to proceed with your hearing immediately after the ruling.

Decisions

After both sides have been heard, the Hearing Officer will make a determination based on the evidence presented. If you are found liable, fines and costs will be imposed, and the Hearing Officer's decision will be in the form of a written document you receive at the end of the hearing.

Appealing a Decision

If you disagree with the Hearing Officer's decision, you have **35 days to file an appeal**. Pursuant to state law, a final order of the Hearing Officer may be appealed by filing an action for administrative review in Circuit Court of Rock Island County (1317 Third Avenue, Suite 101, Rock Island) within 35 days. Please note that the 35-day period to file an appeal is set by state law, and contacting MUNICES will not suspend the running of the 35-day appeal period. The state administrative review law is located in Section 3-101 through 3-113 of the Illinois Code of Civil Procedure.

