

# RAMSELL & KUNOWSKI, L.L.C.

*Illinois DUI • Criminal • Traffic Defense*

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## RAMSELL & KUNOWSKI, L.L.C.

### CRIMINAL AND TRAFFIC CLIENT HANDBOOK

#### Client FAQ and Court Preparation Guide

*Organized by Who, What, When, Where, Why, and How*

#### **PLEASE READ THIS ENTIRE HANDBOOK.**

This handbook is designed to help our clients understand important court information, Zoom court options, driving privilege information, fees, and post-sentencing information. It does not replace your attorney's instructions, any court order, or your written fee agreement.

#### Quick Start

- 1. WHO: People and offices involved in your case
- 2. WHAT: What you must do, bring, provide, and avoid
- 3. WHEN: What to do before court, at court, after sentencing, and for license issues
- 4. WHERE: Courthouses, agencies, and online resources
- 5. WHY: Why these instructions matter
- 6. HOW: Step-by-step instructions
- Appendix A: Common court date terms
- Appendix B: Active links and online resources
- Appendix C: Attachments and client receipt

## 1. WHO: People and offices involved in your case

A criminal/traffic case can involve several people and offices. Knowing who does what helps you know where to go and what to ask.

| Person or office                   | Main role                                                                                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>You, the client</b>             | Attend court, follow court orders, stay in contact, provide documents, avoid new trouble, track deadlines, and ask questions when you are unsure.                                          |
| <b>Your legal team</b>             | Review reports, investigate the facts, appear in court, advise you about options, and help prepare the case. The firm works as a team, so more than one attorney or staff member may help. |
| <b>The judge</b>                   | Controls the courtroom, sets dates, decides motions, and imposes any sentence or court requirements.                                                                                       |
| <b>The prosecutor</b>              | Represents the government, provides discovery, makes or responds to offers, and argues the government's position.                                                                          |
| <b>The Circuit Clerk</b>           | Keeps court records, court dates, court orders, payment information, and copies of sentencing orders.                                                                                      |
| <b>Illinois Secretary of State</b> | Handles Illinois driver license issues and driving abstracts.                                                                                                                              |
| <b>Witnesses</b>                   | May need to be available for trial and should dress and behave respectfully.                                                                                                               |

### Who from the firm will appear with me?

Ramsell & Kunowski, L.L.C. works as a team. The attorney you first met may not appear at every routine court date. Status dates, continuances, and other uncontested matters may be handled by another firm attorney so your case can move efficiently. Contested hearings and trials will be handled according to your agreement with the firm and the status of any trial fees owed.

## 2. WHAT: What you must do, bring, provide, and avoid

### What should I avoid?

- ☐ Do not drink alcohol or use non-prescription drugs the night before court.
- ☐ Do not wear jeans or a T-shirt to court. Dress respectfully.
- ☐ Do not bring weapons, contraband, cameras, camera phones, or laptops with cameras into a courthouse where they are not allowed.
- ☐ Do not be late. If you are running late, call the office right away.
- ☐ Do not leave the courtroom to look for your attorney unless the judge or your attorney tells you to leave.
- ☐ Do not miss your court date.
- ☐ Do not commit any new offense while your case is pending or while you are completing court requirements.
- ☐ Do not drive if license is suspended/revoked.
- ☐ Do not record, photograph, screenshot, livestream, publish, or share court proceedings, including Zoom court.

### What should I bring to court?

- ☐ Your client folder and any court papers the firm gave you.
- ☐ A calendar or schedule showing important dates for at least the next 90 days.
- ☐ Any documents your attorney told you to bring.
- ☐ Proof for special requests, such as travel documents, airline tickets, letters, or death notices

## What information should I give my attorney?

- ☐ Your current address, phone number, and email address, plus any changes.
- ☐ Photos of road construction, lane markings, street signs, addresses, lighting, or landmarks that may matter to the stop, driving, or field sobriety tests. Take photos in daylight unless your attorney tells you otherwise.
- ☐ Medical records and photos for injuries, medical conditions, medications, balance issues, speech issues, or other facts that may explain what happened.
- ☐ Hospital records if you were taken to a hospital on the day of arrest.
- ☐ Witness names, addresses, phone numbers, and emails as soon as possible.
- ☐ Information about an out-of-state driver license, CDL, work vehicle, or employer-owned vehicle.
- ☐ A copy of any Aviation, Captain, or Locomotive Engineer License
- ☐ Immigration Status if not a United States Citizen
- ☐ Any pending or new tickets, arrests, license letters, or court notices.

## What court dates might I see?

| Court date term                      | Meaning                                                                                                                                             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status date</b>                   | A court date where the attorneys update the judge about the case, discovery, documents, and next steps. You usually must be present unless excused. |
| <b>Motion or hearing date</b>        | A court date where the attorney asks the judge to decide a specific legal issue.                                                                    |
| <b>Trial date</b>                    | A date set for trial. Trial dates can be continued for scheduling reasons, including witness, officer, or judge availability.                       |
| <b>Sentencing</b>                    | A date when the judge imposes consequences, requirements, fines, or costs.                                                                          |
| <b>Return date or reporting date</b> | A date after sentencing when you must show the court that you completed required items.                                                             |
| <b>Petition to Revoke (PTR)</b>      | A request asking the court to revoke supervision or another sentence because of a new arrest, new charge, or failure to follow court orders.        |

## 3. WHEN: What to do before court, at court, after sentencing, and for license issues

### Before each court date

- ☐ Check your court appearance information through the Circuit Clerk website or court reminder system.
- ☐ Review emails, texts, calls, and voicemails from the firm.
- ☐ Prepare your clothing and court papers the day before.
- ☐ Plan transportation and parking so you can arrive early.
- ☐ For Zoom court, install and test Zoom at least 48 hours before court.

### At court

- ☐ Go to your assigned courtroom and wait for your attorney to check in with you. Some Courts have Kiosks to check yourself in. Check in with the appropriate kiosk, if applicable.
- ☐ Be patient. Some dates move quickly; other dates require waiting.
- ☐ Speak respectfully to the judge, court staff, attorneys, and everyone in the courthouse.

- ☐ If the judge sets a future date that you cannot attend, tell your attorney immediately before leaving court. If you are unavailable on a future court date, your failure to tell your attorney in court when that date is scheduled will result in a \$375.00 rescheduling fee.

### After sentencing

- ☐ Write down every return date, reporting date, payment deadline, class deadline, and other requirements.
- ☐ Do not rely on the court or your attorney to remind you of future court dates. You remain responsible for tracking dates.
- ☐ Your attorney does not appear at simple post-sentencing reporting dates unless retained separately for that court date.
- ☐ Contact the office immediately if you cannot complete a requirement, violated a condition, received a new ticket or arrest, or need additional representation.

### If you need to travel domestically or internationally during the duration of your case, contact your attorney to discuss if a travel pass is required.

You may be prohibited from leaving the state or country while on pre-trial release or serving a sentence unless the court gives permission. Tell the firm in court before your case is called if you need permission to travel. Bring documents supporting the request, such as airline tickets, letters, or death notices. A special court appearance for permission by the court to travel may require an additional fee of \$375.00 under your fee agreement.

## 4. WHERE: Courthouses, agencies, and online resources

| Office/Courthouse           | Address                                        | Phone          |
|-----------------------------|------------------------------------------------|----------------|
| DuPage County Courthouse    | 505 N. County Farm Rd., Wheaton, IL 60187      | (630) 407-8600 |
| DeKalb County Courthouse    | 133 W. State Street, Sycamore, IL 60178        | (815) 895-7131 |
| Kane County Judicial Center | 540 S. Randall Road, St. Charles, IL 60174     | (630) 232-3413 |
| Kane County Branch Court    | 530 S. Randall Rd., St. Charles, IL 60174      | (630)232-3413  |
| Aurora Branch Court         | 1200 E. Indian Trail Rd., Aurora, IL 60505     | (630)256-5000  |
| Kendall County Courthouse   | 807 John Street, Yorkville, IL 60560           | (630) 553-4183 |
| McHenry County Courthouse   | 2200 N. Seminary Ave., Woodstock, IL 60098     | (815) 334-4190 |
| Will County Courthouse      | 100 W. Jefferson Street, Joliet, IL 60432      | (815) 727-8592 |
| Boone County Courthouse     | 601 N. Main St., Belvidere, IL 61008           | (815) 544-0371 |
| Bridgeview Courthouse       | 10220 S. 76th Ave., Bridgeview, IL 60455       | (708) 974-6500 |
| Maywood Courthouse          | 1500 Maybrook Drive, Suite 235, Maywood, IL    | (708) 865-6040 |
| Rolling Meadows Courthouse  | 2121 Euclid Ave., Rolling Meadows, IL 60008    | (847) 818-3000 |
| Skokie Courthouse           | 5600 Old Orchard Rd., Skokie, IL 60077         | (847) 470-7200 |
| Illinois Secretary of State | 2701 S. Dirksen Parkway, Springfield, IL 62723 | (217) 782-3619 |
| Elgin Branch Court          | 150 Dexter Court, Elgin, IL 60120              | (847) 931-6030 |

### Where are the online links?

All active online links are grouped in Appendix A, including court date lookup, fine payment, reminder sign-up, Zoom/remote appearance, and court form links.

## 5. WHY: Why these instructions matter

**Missing court can lead to a warrant.** A warrant can lead to arrest and additional legal work and fees.

**New tickets or arrests can damage the case.** A new offense may affect negotiations, pretrial release conditions, court supervision, sentencing, or a petition to revoke.

**Updated contact information protects you.** Court notices, Secretary of State letters, and law firm updates may arrive by mail, email, or phone.

**Court rules apply on Zoom.** Dress, behavior, muting, background, and recording rules matter just as they do in a courtroom. Do not operate a vehicle while using Zoom. It is illegal.

**Deadlines are hard to fix later.** Changing court dates, filing waiver forms, or correcting license issues can require extra steps and additional appearances.

## 6. HOW: Step-by-step instructions

### How to communicate with the firm

- ☐ Check your email regularly. The firm may send important updates by email.
- ☐ Keep your phone voicemail set up and able to receive messages.
- ☐ Call the office if your address, phone number, or email changes.
- ☐ Call the office at (630) 665-8780 if you are running late, have an emergency, or receive a new ticket, arrest, license notice, or court notice.
- ☐ Zelle payments may be sent to Info@dialdui.com. Pay Pal payments can be sent to <https://www.paypal.com/paypalme/ramsellandassociates/>. Ask the office if you have questions about payment or your balance.

### How to prepare for in-person court

1. The day before court, review the date, time, courthouse, courtroom, and transportation plan.
2. Gather your client folder, court papers, and schedule for the next 90 days.
3. Choose respectful clothing. Business clothing is best.
4. Leave early enough for traffic, parking, security, and finding the courtroom.
5. Wait in the courtroom until your attorney or the judge tells you what to do.
6. Before leaving court, confirm your next date and any homework or deadlines.

### How to prepare for Zoom court

#### **Set up Zoom early.**

Set up and practice Zoom at least 48 hours before court. The office is open Monday through Friday, 8:30 a.m. to 5:00 p.m., and may not be able to assist outside those hours.

- ☐ Use a computer, laptop, smartphone, or tablet with a camera, microphone, and stable internet.
- ☐ Install Zoom from the App Store, Play Store, or zoom.us.
- ☐ Create a Zoom account with your email address and password.
- ☐ Test audio, video, and internet at least 48 hours before court.

- ☐ Join the Zoom session 15 minutes early and wait for the Court to accept you into the Zoom call and your attorney to have your case called.
- ☐ Use your full name exactly as it appears in your case and include your case number.
- ☐ Wait in the Zoom waiting room until the court admits you.
- ☐ Choose computer audio or internet audio when prompted.
- ☐ Stay muted until it is your turn to speak. Speak clearly and do not interrupt.
- ☐ Use a quiet location, respectful clothing, and an appropriate background.
- ☐ Do not join from a moving vehicle.
- ☐ Do not record, screenshot, photograph, publish, broadcast, or share the proceeding.

### **How to help your attorney with evidence and witnesses**

- ☐ Take clear daylight photos of roadway conditions, construction, lane markings, street signs, addresses, and landmarks that may matter.
- ☐ Send medical records and photos for injuries, conditions, medication issues, or hospital treatment that may matter.
- ☐ Give witness names and contact information as early as possible.
- ☐ For misdemeanor trials, witnesses may need to be available between 9:00 a.m. and 1:30 p.m. on the trial date and able to arrive at court, if requested by the attorney.
- ☐ For felony cases, ask your attorney when and where witnesses should meet.
- ☐ If a witness needs a subpoena, contact the office well before the trial date.

### **How to handle driver license issues**

- ☐ Call the Secretary of State at (217) 785-3227 to ask what you owe, when to pay it, and how to pay it.
- ☐ If you have a license from another state, contact an attorney licensed in that state. Illinois attorneys cannot advise you about other states' license laws.
- ☐ Request your Illinois driving abstract through a local Illinois DMV or the Secretary of State website. A fee may apply.

## How legal fees and payments work

This is a summarized explanation only. Your fee agreement controls. Ask the office if you have questions about your balance.

| Fee/payment topic               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initial flat fee</b>         | Covers pre-trial investigation and work needed to try to resolve the case before the trial or motions phase, such as report review, client interviews and calls, and needed court appearances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Separate costs</b>           | Investigators, transcripts, medical records, filing fees, expert fees, and similar costs are not included in the retainer and may be billed separately.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Trial phase fee</b>          | If the decision is made to fight the case through motions, hearings, additional plea negotiations, or trial work, an additional trial phase fee is applied under the agreement. This fee represents the cost of the additional court appearances, motions, hearing, and/or Motions in Limine, etc. A trial phase fee is not refundable simply because an actual trial did not occur. Many times, it is our reputation alone, coupled with additional trial phase appearances and work that will cause the case to end without a trial, and the trial fee is intended to reflect our reputation's value. Thus, the trial fee is earned when we finish the investigative phase, and begin appearing for motions, trials, additional plea-bargaining, etc. |
| <b>Trial fee due date</b>       | The trial fee is due in full on or before the first date the case is set for trial. If not paid, the firm may seek a continuance or discontinue further services as allowed. If it is not paid in full at that time, the firm reserves the right to continue the case until the fee is paid in full or to discontinue further services. If we withdraw due to a failure to pay, you will still be responsible for paying for all the labor performed up to that date, including any trial phase fees as described above.                                                                                                                                                                                                                                |
| <b>Appeals</b>                  | Appeals and appellate work are not included unless your agreement says so in writing. Appeals require additional fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Accepted payment methods</b> | Visa, Mastercard, Discover, American Express, money orders, cashier's checks, Zelle, PayPal, and cash. Get a receipt for cash payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Checks</b>                   | A personal check may be accepted at the beginning of a case, but not on the last court date. Third-party checks are not accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Card, Zelle, and PayPal</b>  | Call (630) 665-8780 for credit or debit card payments. Zelle payments may be sent to Info@dialdui.com. The PayPal link is <a href="https://www.paypal.com/paypalme/ramsellandassociates/">https://www.paypal.com/paypalme/ramsellandassociates/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## How to ask about reduced court assessments

You may be eligible for reduced court assessments, which are some court fines or costs. Review the waiver forms attached to the original packet. Tell your lawyer before entering a plea or before sentencing if you think you qualify.

- ☐ Review the Application for Waiver of Criminal Court Assessments and instruction sheet.
- ☐ Gather proof of public benefits, income, expenses, assets, and any other information the form asks for.
- ☐ Complete the form and send, email, or hand-deliver a copy to your lawyer as soon as possible.
- ☐ The court-approved instruction sheet states that, in criminal cases, the application must be filed no later than 30 days after the sentencing date. Earlier is better.
- ☐ The judge may waive all assessments, waive part of them, ask for more information, set a hearing, or deny the request.
- ☐ Do not alter court-approved forms unless your attorney instructs you to do so.

## How to get copies of sentencing orders, transcripts, or your file

- ☐ The Circuit Clerk usually gives you copies of orders when you are processed. Attorneys do not automatically receive copies of all orders.
- ☐ If you need more copies of orders or other court papers, contact the Clerk's Office directly.

- ☐ If you need transcripts, contact the Court Reporter's Office. Transcript costs are paid directly to the reporter unless the firm already obtained a copy and you paid for it.
- ☐ The firm can make your client file available for in-person review during regular business hours with reasonable notice.
- ☐ File reviews are free. Copying, large-file copying, or copy-service costs may be charged. Closed files may be stored off-site and may take time to retrieve.
- ☐ Files are kept according to state law for 7 years only.

## Appendix A: Active links and online resources

The links below are inserted as active hyperlinks.

### Firm, payment, and email

- Firm website / PayPal payment link location: [Open link](#)
- Zelle or general email: [Info@dialdui.com](mailto:Info@dialdui.com)

### Secretary of State, abstracts

- Driving record abstract page: [Open link](#)

### Court date lookup

- DuPage County Clerk of Circuit Court: [Open link](#)
- DeKalb County Clerk of Circuit Court: [Open link](#)
- Cook County Clerk of Circuit Court: [Open link](#)
- Kane County Clerk of Circuit Court: [Open link](#)
- Kendall County Clerk of Circuit Court: [Open link](#)
- McHenry County Clerk of Circuit Court: [Open link](#)
- Will County Clerk of Circuit Court: [Open link](#)
- Boone County Clerk of Circuit Court: [Open link](#)

### Court fines and costs payments

- DuPage County payments: [Open link](#)
- Kane County payments: [Open link](#)
- Cook County payments: [Open link](#)
- Kendall County payments: [Open link](#)
- McHenry County payments: [Open link](#)
- Will County payments: [Open link](#)
- DeKalb County payments: [Open link](#)
- Boone County payments: [Open link](#)

### Court date reminders

- DuPage County reminders: [Open link](#)
- McHenry County reminders: [Open link](#)
- Kane County reminders: [Open link](#)
- Will County reminders: [Open link](#)
- Cook County reminders: [Open link](#)
- DeKalb County reminders: [Open link](#)
- Kendall County reminders: [Open link](#)

### Zoom and remote appearances

- Zoom download: [Open link](#)
- Cook County - Skokie Zoom information: [Open link](#)
- Cook County - Rolling Meadows Zoom information: [Open link](#)
- Cook County - Maywood Zoom information: [Open link](#)

- Cook County - Bridgeview Zoom information: [Open link](#)
- DuPage County courthouse: [Open link](#)
- Kane County streaming directory: [Open link](#)
- DeKalb County courtroom livestream: [Open link](#)
- Kendall County remote court appearances: [Open link](#)
- McHenry County remote appearance options: [Open link](#)
- Boone County remote appearance options: [Open link](#)

### Court waiver forms

- Illinois Courts approved circuit forms: [Open link](#)
- Illinois Legal Aid fee waiver information: [Open link](#)

### Client receipt

I acknowledge that I read and received a copy of these instructions.

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CLIENT NAME

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DATE

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CLIENT SIGNATURE