



WRIGHTSTOWN MUNICIPAL COURT

352 High Street, Wrightstown, WI 54180
920-532-5547 FAX 920-532-4996

Notice of Address Change: Pursuant to Wisconsin Statute 800.035(2)(a)5 and Wisconsin Act 70 section 14, you are required by law to notify the court, in writing, within 5 days of the pendency of your case(s), of any change to your address.

This is your initial appearance for the citation(s) you received. Since most people are concerned about appearing in court, we offer the following procedures and rules to help you understand how this court functions. We urge you to read this explanation to help you understand your rights and the procedures in municipal court. It is necessary and important that you be fully advised of your legal rights.

Our court has jurisdiction over most traffic violations and all non-traffic ordinance violations in the Village of Wrightstown. These matters are not considered criminal in nature, so you are free to seek representation by an attorney at your own expense as you are NOT entitled to a public defendant appointment. You have a right to be represented by an attorney, at any stage of the proceedings, or you may go ahead without one.

ADULT PROCEDURES

When your name is called, please advance promptly to a position in front of the judge. He will inform you of the charges and of the consequences; i.e., traffic demerit points, minimum and maximum forfeitures, etc. If there was injury or damage to a person or property, restitution may be ordered in some cases. You may do any of the following:

- ask procedural questions or for an explanation of the charge(s)
- request a continuance for purposes of consulting with legal counsel or for other valid reasons
- request a substitute judge within 7 days of today's date.

You will then be asked to enter a plea of Not Guilty, Guilty or No Contest. (Refer to the section on Pleas on the back side of this document)

Those pleading Not Guilty will be given a Notice of Pretrial and Pre-trial Instructions and released. A pre-trial is a conference phone call with the Village Attorney. You must follow the Pre-trial Instructions or face a default judgement against you. If your case cannot be resolved at your pre-trial conference, a trial will be scheduled and held in this court.

Those who enter a plea of Guilty or No Contest will have their incident reviewed and the judge will most likely render a finding of guilt. Depending on the seriousness of the present charge and any past record, an appropriate penalty will be imposed. This is normally a monetary forfeiture in accordance with the law and you will be given 60 days to pay the forfeiture imposed.

If because of poverty as defined in WI §814.29(1)(d) or due to unexpected circumstances, you are unable to pay your forfeiture you must notify the court in writing and the court will notify you of alternatives to payment including installment payments, community service, or stay of judgment.

PLEAS

If you enter a plea of **Guilty**, it is an admission to the charge. The arresting officer's report will typically be reviewed by the judge. You will be allowed to offer comments or an explanation which you deem relevant to the facts or sentencing by the court before a finding of guilt and penalty is assessed.

A plea of **No Contest** is similar to a plea of guilty. However, with a no contest plea, you admit to no civil liability in connection with the incident, such as a claim for damages (that civil action must be handled by the Circuit Court of the County in which the incident occurred). As with a plea of guilty, the officer's report will be reviewed and you may offer comments or explanations which you deem relevant to the facts or sentencing by the court.

If you enter a plea of **Not Guilty**, it means that you feel the charge against you is not correct. If you are in doubt as to which plea to enter, we suggest you plead Not Guilty or ask for an adjournment so you can review your case and make an intelligent plea at the adjourned date. If you plead Not Guilty, the municipality must prove your guilt by "clear and convincing evidence". In short, the facts proven by the municipality must indicate that it is highly probable that you committed the violation. your case will be set for a pretrial conference with the Village Attorney.

TRAFFIC VIOLATIONS

If you are found Guilty of a traffic offense, in addition to any judgment made by the court, the State Department of Transportation may assess demerit points against your driving record, which may result in the suspension or revocation of your driver's license. The assessment of 12 demerit points in one year shall result in the loss of your license and privilege to drive in Wisconsin for a period of time. Any person holding a probationary license will be assessed double the demerit points for the second and all subsequent moving violations. Juveniles cited for traffic ordinance violations are subject to the same forfeitures and court procedures as adults.

If you are cited for any violation of driving while under the influence (WI §346.63(1)) and plead Not Guilty, you may request a 6-person Jury Trial before the County Circuit Court where the violation occurred. A timely written request and payment of the required fees must be made within ten (10) days of the initial appearance. A failure to exercise this right waives your right to a jury trial on appeal. If you are facing a citation for drunk/drugged driving, there are other potential penalties, you will advise you of by the judge.

COURT CONDUCT

This is a court of law and the rules of proper decorum and evidence will be followed whether you are appearing in person or virtually. All hats must be removed. All cell phones or other electronic devices will also be silenced and put away. Please remain quiet while the court is in session and give others the courtesy to be heard and present their case. Persons who fail to conduct themselves in an orderly manner could be cited for contempt.

The Village of Wrightstown is committed to ensuring that you are treated with the courtesy, dignity and respect that every citizen has a right to expect from judicial officers. The court, in return, expects the same courtesy and respect.