



## 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 law violations and all village 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. All matters for juveniles are currently heard in private, unless the juvenile knowingly waives a closed hearing after consulting with an attorney or a parent.

### ***JUVENILE PROCEDURES***

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When you are called into the hearing room, you and your parents may be seated across from the judge. The citation(s) will be read and potential penalties and other consequences will be explained. 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.

### ***JUVENILE PENALTIES***

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If you are found guilty of the charge(s), the following penalties may be imposed: Community service; formal or informal suspension of your driver's license or any recreational licenses such as hunting or fishing; formal or informal suspension of your work permit; curfew; house arrest; letter of apology; attendance at a diversion program related to the charge against you; undergo alcohol and drug assessment; attend chemical abuse counseling program; probationary monitoring period for school attendance and performance; attend summer school; provide copy of report cards; monetary payment; restitution; or comply with parental directives. Other penalties may also be considered.

## *PLEAS*

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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 and 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.

## *TRAFFIC VIOLATIONS*

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Traffic violations by juveniles are treated the same as for adults. However, defendants between the ages of 14-16 are currently heard in private unless the juvenile knowingly waives a closed hearing after consulting with an attorney or a parent. Those 17 years of age who have violated a traffic law are heard in adult court. A monetary judgment may be entered upon a finding of guilt. If you are found guilty of a traffic offense, the WI Department of Transportation (DOT) may assess demerit points against your driving record and your driver's license may be revoked or suspended. Assessment of 12 demerit points within a 12-month period will result in suspension of your driving privileges. If your driving privileges are in jeopardy, the DOT will advise you of the number of points assessed and the present status of your driver's license, upon request. A juvenile may not be jailed for failing to pay a forfeiture, but driving privileges may be suspended for up to one year for failing to pay. Community service or other action may be ordered. Possession or consumption of alcohol by a juvenile could result in a suspension of driving privileges, as well as a forfeiture.

## *COURT CONDUCT*

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This is a court of law and proper decorum is expected. Please be quiet when court is in session so all individuals can be heard and present their case without distraction. All cell phones will be silenced and out of sight. All hats must be removed. Persons who fail to conduct themselves in an orderly manner will be asked to leave and may be cited for contempt of court. The Village of Wrightstown is committed to ensuring that you are treated with the courtesy and respect that every citizen has a right to expect from judicial officers. The court, in return, expects the same courtesy and respect.