

## INSTRUCTIONS

Please Read Carefully

### MANDATORY COURT APPEARANCE:

If the officer has marked your citation as "Appearance Required (yes)" see the front of your citation(s); you **must** appear in court. If you fail to appear a warrant may be issued for your arrest. If your appearance is mandatory, the remaining instructions **do not** apply to you.

### NON-MANATORY COURT APPEARANCE:

Only if the officer has not marked your citation as "Appearance Required (no)" are you permitted to choose one of the following:

- **If you do not want to dispute the citation:**

You may simply pay the amount indicated on the top of your citation to the Clerk of Circuit Court; prior to your court date; send it to P.O. Box 339, Shell Lake, WI 54871. In addition, please send a copy of the citation.

- **If you want to dispute the citation:**

You must either appear in court to enter a plea of **not guilty** or you may do the same by mail. Your not guilty plea must be received **before** the court date. Include a copy of your citation and the completed bottom portion of this instruction. If you wish to have a trial by jury, you must post a non-refundable jury fee of \$36.00 with the Clerk of Court's Office within 10 days after the initial appearance or your written plea of not guilty. You may wish to consult with an attorney. Upon entering a not guilty plea your case will be scheduled for a court trial unless you have requested a jury trial and paid the jury fee. In some cases a pre-trial conference will be scheduled with District Attorney's Office. Notice of these further hearings will be mailed to you **after** the initial appearance date.

- **If you do nothing:**

The court may deem your non-appearance to be a plea of no contest, find you guilty and impose a forfeiture. You will be notified by the Clerk of Court's Office as to the amount and date it must be paid.

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## DEFENDANT'S NOTICE OF PLEA

### PLEASE COMPLETE AND INCLUDE A COPY OF YOUR CITATION

\_\_\_\_\_ I am pleading **GUILTY/NO CONTEST** and am enclosing my payment in full. You can pay cash in person, check or money order. Make checks or money order payable to the Clerk of Court. You may pay by credit card (MasterCard) once your case is **closed** by going to [wicourts.gov](http://wicourts.gov).

\_\_\_\_\_ I am pleading **NOT GUILTY**

\_\_\_\_\_  
Defendant's signature for not guilty plea

\_\_\_\_\_  
Date

\*If you are convicted of and you fail to pay, one or more of the following will be taken: arrest/commitment to county jail; suspension of your driving privileges; civil judgment entered against you and/or tax intercept through the Department of Revenue. Department of Natural Resources citations allow for the revocation of your hunting, fishing and trapping licenses for a minimum of one year.

## OVERVIEW

You have received a traffic citation. Please review the citation and this form over carefully. If you do not understand your options in pleading to this traffic citation, you may want to contact an attorney for legal advice. **THE CLERK OF COURT'S OFFICE CAN NOT GIVE LEGAL ADVICE OR TELL YOU HOW YOU SHOULD PROCEED.**

## SPEEDING – OVER 25

If you are convicted of speeding 25 mph or greater your license will automatically be suspended for a period of 15 days, upon notification from the Wisconsin Department of Transportation.

## DEPOSIT OR BOND

The amount of the fine/forfeiture for this particular violation has been set by the State Board of Circuit Judges, and is uniform throughout the State of Wisconsin.

## FREQUENTLY ASKED QUESTIONS

### I am worried about the points to be assessed against my driving record. How do I know if I am in point trouble?

If you are found guilty of a traffic violation, your driving record may be charged with demerit points. The court does not determine the number of points assessed against your record. The court will merely report the conviction to the Department of Transportation. And they will assess the number of points against your record, depending on the charge. If you accumulate 12 points within 1 year by date of violations, DOT will suspend or revoke your license. All points assessed against your driving record will be removed one year after violation.

### What will happen if I appear in court on the date of my citation?

An initial appearance is your opportunity to enter a plea to the charge. You may plead guilty, no contest or not guilty. The initial appearance is not the trial date. If you plead guilty or no contest the matter will be resolved at the initial appearance. If you plead not guilty, your case will be scheduled for a trial at a later date.

### What if I can't pay my fine in full within 60 days provided?

If you are unable to pay your fine/forfeiture in full within the 60 days as provide, the Clerk of Court may accept a monthly payment plan. Please contact the Washburn County Clerk of Court's Office to make arrangements for a payment plan. Be advised there is a **\$10.00** payment plan fee.