

MUST I APPEAR IN COURT ON THE DATE SET FORTH ON MY CITATION ?

- 1. **No, if you wish to plead guilty or no contest see front.**

If you do not appear on the date of the citation or send your payment in advance of that date, you will be found guilty based on your failure to respond to the charge and the court will order you to pay the bond amount within 60 days or suffer a drivers' license suspension or issue a warrant for your arrest if you do not pay within that time. You must keep the court informed of any address changes.

- 2. **Yes, if you wish to plead not guilty**

If you wish to plead not guilty, you will need to appear on your court date as this may be the only chance you will have to speak with the village attorney before your trial. Speaking with the attorney on your court date is your opportunity to discuss your options in regards to your citation.

If you do not come to an agreement at that time, you will be given a date and time for your trial

- 3. **No, if you wish to plead not guilty by mail**

If you wish to plead not guilty by mail, send the following to the court

- Your plea
- The charge
- The date you are scheduled to appear

- The name of the police agency that issued the citation
- The ticket number
- Your current mailing address and phone number

You must mail this information to the Court via the Clerk of Courts to the address listed on the front of this brochure. This must be received by the Court no later than the date/time listed on the citation

After your court date, the Court will schedule and send you notice of the date and time of your trial to the address you listed in your written plea.

TRIAL

You have the right to a trial. Your trial will be to the Court (a judge) unless you specifically request a jury trial within 10 days of your initial appearance date or the entry of your Not Guilty plea (if you plead by mail) and pay the required jury trial fee. The fee for a six person jury trial is \$36.00. Failure to request a jury trial and pay the required fee within the time limit acts as a waiver of the right to a jury trial. (Jury fees are non-refundable.)

IF YOUR CASE IS SETTLED WITHIN 48 HOURS OF THE SCHEDULED TRIAL, YOU MAY BE REQUIRED TO PAY ADDITIONAL COSTS WHICH WILL BE SOUGHT BY THE PROSECUTOR.

HOW DO I KNOW IF I'M IN POINT TROUBLE?

Contact the Driver's License Bureau in Madison, Wisconsin, for information regarding the number of points currently assessed against your license (608) 266-2261

PHONE NUMBERS

Johnson Creek Police Department
(920) 699-2111

Jefferson Clerk of Courts
(920) 674-7496

Village Attorney-Brian Brejcha
(262) 542-4278

NOTE:

The information in this brochure only applies to forfeiture actions not requiring a personal appearance.

Court Date: _____

Court Time: _____

Issuing Agency: Johnson Creek Police Department

Citation No: _____

If you do not wish to contest your citation you can avoid the court appearance by sending the bond amount noted on the citation \$ _____ to:

Clerk of Courts Traffic Division
Jefferson County Courthouse
311 South Center Avenue
Jefferson, WI 53549

The payment can be made by certified check, bank check, or money order payable to “**Clerk of Courts**”
The court will accept the payment as a “No Contest” plea and will find you guilty thereon.
(the payment must be received at the courthouse prior to your scheduled court date. Detach and mail this portion with your payment

**VILLAGE OF JOHNSON CREEK
CITATION INFORMATION
AND COURT PROCEDURE**

This brochure contains critical information re: court procedures for the Village of Johnson Creek. It is your responsibility to read and understand this information. Please do so immediately

To pay online go to www.govpaynow.com
Or call 888-604-7888
Use Code 4115