



REGIONAL CENTER COURT

339 HIGH STREET, P.O. BOX 3
UNION CENTER, WI 53962
608-464-7667

POLICIES AND PROCEDURES CONCERNING MUNICIPAL CITATIONS

You have received one or more citation(s) from the local Police Department. The citation(s) will be filed with the Regional Center Court. Please note that the Municipal Court staff is prohibited from giving out legal advice. If you have any legal questions or issues, you should retain the services of an attorney or contact the Lawyer Referral and Information Services at 1-800-472-1638. Questions concerning the effect of traffic citations on your license, reinstating your license, or obtaining an occupational license may be directed to the Wisconsin Department of Motor Vehicles at (608) 266-2261.

THE TIME AND DATE OF YOUR INITIAL APPEARANCE DATE IS STATED ON YOUR CITATION. Cases will be called in the order that people sign in with the Court on that day. When your case is called, you will be required to enter a plea of guilty, not guilty, or no contest to your citation(s). You are required to keep the Court informed of your current address until all procedures in this matter have been completed and all obligations have been met by you.

IF THE CITATION STATES “MUST APPEAR” you are required to appear in person at the stated time of the initial appearance. Municipal Court is held at the Union Center Village Hall, 339 High Street, Union Center, Juneau County, WI. Court begins promptly at 6:00 p.m. on the date listed on your citation. IF THE CITATION DOES NOT INDICATE THAT YOU MUST APPEAR, you may submit a letter to indicate your plea in lieu of appearing personally. THE LETTER MUST BE DIRECTED TO THE ADDRESS AT THE TOP OF THIS FORM AND MUST BE RECEIVED NO LATER THAN (5) DAYS PRIOR TO YOUR COURT DATE. If you decide to plead “guilty” or “no contest” by mail, you are required to pay the deposit amount shown on the citation by sending your payment, together with the pink copy of your citation(s) to the above address. You may send a check or money order (do not mail cash) in the amount shown on your citation(s), together with the pink copy of your citation, to the above stated address. If you plead “guilty” you are admitting that you committed the offense and you will be found guilty.

IF YOU WISH TO REQUEST TIME TO PAY YOUR CITATIONS(S), YOU MUST APPEAR IN PERSON AT THE TIME OF THE INITIAL APPEARANCE INDICATED ON YOUR CITATION REGARDLESS OF WHETHER OR NOT THE CITATIONS(S) STATE “MUST APPEAR.”

If you do not need to appear in person and you decide to enter a “not guilty” plea by mail, you will receive a notice from the Court scheduling your case for a pre-trial conference with the City or Village Attorney at a different date. If, after your pre-trial conference a trial is scheduled, the trial will be scheduled for a different date.

IF YOU ARE CHARGED WITH OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF AN INTOXICANT OR OPERATING A MOTOR VEHICLE WITH A PROHIBITED ALCOHOL CONCENTRATION you may plead not guilty in person at the time of your initial appearance or by mail prior to your initial appearance and request a jury trial in the Circuit Court for Juneau County. The jury demand and non-refundable jury fee of \$36.00 may be made separately from your not guilty plea, but must be received by the Clerk of the Municipal Court no later than (10) days after the date of the Initial Appearance date on your citation. If you plead not guilty by mail, the jury fee must also be accompanied by a check or money order for the deposit amount shown on the Operating While Under the Influence citation.

IF YOU FAIL TO PROPERLY RESPOND TO YOUR CITATION(S), the Court may consider your nonappearance and nonpayment a plea of “no contest” and make a finding that you are guilty as charged and impose penalties in the Court’s discretion. You will receive a written notification concerning penalties approximately fourteen (14) days after the court date you failed to appear at. If you do not receive such notification, you must contact the court to be informed of the penalties imposed.

HOW YOU CAN PAY. You may pay fines with a check or money order. They should be made payable to the “Regional Center Court.” Indicate your name and the citation number on the check or money order. Send the payment to the address at the top of this form. There is also a drop box located at the Village Hall in Union Center. Please put your payment in an envelope marked Attn. Court. Credit card payments are also accepted. Please contact the court at the above number to receive necessary information.

APPEALS of decision by the Municipal Court must be made within twenty (20) days of the date of decision by filing a written notice of appeal with the Clerk of Municipal Court and paying the amount ordered by the Judge together with the proper appeal fee and jury fee (if requested). If filed properly, your appeal will be transferred to the Circuit Court for Juneau County.