

What if I do not appear?

If you fail to appear at any scheduled court date, you will be defaulted on that date and given 60 days to pay your fine and any restitution. You will be notified of this action by mail.

A summons may be issued on a citation that requires restitution or is drug/alcohol related.

Juveniles are required to appear with a parent or guardian. Failure to appear will result in a **SUMMONS** to the juvenile and **SUBPOENA** to the adult who is subject to a contempt citation for disregarding a subpoena. Parents can be held liable for fines.

What if I fail to pay my fine?

THE MUNICIPAL COURT MAKES EVERY EFFORT TO COLLECT FINES.

A **GOOD CAUSE/INDIGENCY** hearing will be held prior to imposing penalties to collect the fines and restitution.

Failing to pay may result in a sentence to the Brown or Outagamie County Jail, suspension of a driver's license, entering you in (TRIP) a program that will intercept your state income tax refund or other options permissible by law.

Suspending a driver's license does not preclude paying the fine. The fine must be paid and a fee paid the state to re-instate your driver's license.

Can I appeal a court decision?

YES!

The Clerk of Court will provide you with the information to file an appeal. Appeals must be within a specific time and require a fee to be paid the Circuit Court.

Who gets the fine money?

Neither the Municipal Court nor the Police Department gets the money from your fine. The money is shared by the village, county and state. Out of every \$100, the village will get about \$67, including the court fee; the county will get \$10 plus any special assessments such as drug/alcohol programs and the state will get \$23, that includes \$13 for the State Crime Lab.

What if I have a question?

Mistakes happen and the court is no exception. If you receive a notice from the court that you question **DO NOT** hesitate to bring it to the clerk's attention. **Phone 920-532-5547**

There is voice mail. Give your name, phone number, a current address, the citation number and what you believe is in error. The court will return your phone call in a timely manner. If you

do not get a response, phone again within three days.

NOTE: Information in this brochure is provided as a public service. It is not legal advice. The court cannot provide legal advice.

Wrightstown Municipal Court

The Village of Wrightstown established the Municipal Court on January 1, 1995, under rules set by the state Legislature and the Wisconsin Supreme Court. Most traffic and village ordinance citations written by the Wrightstown Police Department are handled by the Municipal Court.

When appearing in court, you will be asked to sign in to fill in an initial appearance sheet. Your case will be called by that number. Please give the number and information sheet to the Clerk of Court when you appear before the judge.

Before anything can be discussed with the judge you must enter a plea. This is to ensure that you receive a fair hearing in this Court.

352 High St.

Wrightstown, WI 549180

Phone: 920-532-5547x30

Fax: 920-532-4996

What you should know!

Your case with this court began when you received a citation from a Wrightstown Police Officer or other official for violating a traffic law or village ordinance. That citation has a date and time to appear in Municipal Court.

Up to the court date, you have the option on most citations to make arrangements with the Clerk of Court to pay the fine and any restitution.

Fines can be paid prior to the court date or arrangements can be made for a payment plan.

There is an Appearance Required box on your citation. It is mandatory to appear unless arrangements have been made with the Clerk of Court.

Who is required to appear?

- Juveniles under 17 years old must appear with a parent/ guardian.
- Traffic citations involving alcohol and/or drug violations.
- When restitution is required.

When in doubt, call the

Clerk of Court: 920-532-5547

Options prior to court:

You can enter a plea prior to your court date either by sending a letter or signing the appropriate form. Both are handled by the:

Clerk of Court

352 High St

Wrightstown, WI 54180

Phone: 920-532-5547

**THE BEST POLICY IS TO PHONE
BECAUSE THE CLERK IS
PARTTIME AND NOT AVAILABLE
AT ALL TIMES.**

If you plead **NOT GUILTY**, a pre-trial date will be set. If you cannot reach an agreement with the village attorney, a **TRIAL DATE** will be set by the judge. You will be notified by mail.

If you plead **NO CONTEST** you will be given the option of paying your fine immediately, paying within 60 days or going on a payment plan.

Ask the clerk if you must appear on a **MANDATORY APPEARANCE** on a citation that includes restitution.

When you appear:

The court sessions are held at the Wrightstown Village Hall, 352 High St, Wrightstown. The judge sits in the middle of the platform at the front of the chambers. To the left is the Clerk of Court. As you enter, please sign in at the table of the Court Clerk. Your case will be called in the order in which you signed in. You will be asked to be seated at the table in front of the judge and to enter a plea on your Initial Appearance. The judge will explain all of the options.

YOU MUST ENTER A PLEA.

The judge cannot discuss your case until a plea has been entered.

If you plead **NOT GUILTY**, a pre-trial will be set to discuss the case with the Village Attorney. The judge will not hear any testimony at that time.

You may plead **NO CONTEST** or **GUILTY**. A **NO CONEST** plea precludes the use of the court action in any subsequent litigation. The judge will ask if you have anything to say prior to making his decision on your case.

There are **NO** jury trials in Municipal Court. You do have the option at your initial appearance on a drunk driving arrest to ask for a jury trial in Brown or Outagamie County Circuit Court.