

CITATION NUMBER	COURT DATE	BOND DEPOSIT AMOUNT S
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**Clerk of Circuit Court
 Criminal/Traffic Division
 515 W. Moreland Blvd.
 P.O. Box 1627
 Waukesha, WI 53187-1627**

INFORMATION SHEET: FORFEITURE VIOLATIONS

You have received a citation from a law enforcement agency in Waukesha County, Wisconsin. The law enforcement agency will file this citation at the Waukesha County Clerk of Circuit Court's Office. This office is PROHIBITED by law to give any 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 Service at 1-800-362-9082.

You should contact the Wisconsin Department of Transportation, Division of Motor Vehicles at (608) 266-2261 or visit their website at <http://www.dot.state.wi.us/welcome.html> for information on titles, registration, licenses.

AN INITIAL APPEARANCE HEARING IS SCHEDULED. A Court Commissioner will hold this hearing at the Waukesha County Courthouse, 515 W. Moreland Blvd., Waukesha, Wisconsin. The issuing police officer or deputy sheriff has noted the court date, time and location on your citation. Room C-266 is now **SC1009 in the Court Tower**. At this hearing, the Court requires you to enter a plea of not guilty, guilty or no contest to the violation. The Court requires you keep the Criminal/Traffic Division informed of your current address until the procedures in this matter have been completed and you have met all your obligations.

If the citation states "MUST APPEAR," the Court requires you to appear for the Initial Appearance hearing. If your citation does not say that you must appear you may submit a letter or use the form on the back of this document to submit your plea instead of appearing personally. The Criminal/Traffic Division must receive your letter or form **no later than five (5) days before your court date**.

WHAT SHOULD YOU BRING TO COURT If your violation involves an equipment violation, your vehicle registration or the suspension/revocation of your driving privileges you should bring the proof of repair, your valid driver's license or your valid vehicle registration certificate with you to court.

IF YOU DECIDE TO PLEAD "GUILTY" OR "NO CONTEST" YOU ARE REQUIRED to pay the deposit amount shown on your citation. If your citation states "MUST APPEAR" you must do so. If your citation does **not** state that you must appear, you may pay the deposit by mail or in person before the Initial Appearance hearing at the Clerk of Court Business Center, Cashier Window, Room C-153. Please have the pink copy of your citation with you when making your payment. Credit card payments will be accepted over the telephone. You must call (262) 548-7497 to make these arrangements. You should include the pink copy of your citation or the **top portion only** of the form on the back of this document if you are mailing your payment. If your citation does not say that you must appear and if you have paid the deposit amount you do not have to appear at your Initial Appearance hearing unless you wish to do so.

FINANCIAL HARDSHIP If you cannot pay your forfeiture in full immediately you must come to the Waukesha County Courthouse, Business Center- Room C-153 and bring your completed Financial Disclosure Statement and **25% of the total fine amount as a down payment** before or on the day of your Initial Appearance hearing to make arrangements for time to pay your balance due. This form is located on the back of this notice. The Criminal/Traffic Division staff will advise you of the normal payment schedule and guidelines established by the Waukesha County Circuit Judges. If you cannot pay the total amount due within the normal time frame permitted by the Criminal/Traffic Division, you will be required to undergo a complete financial background check conducted by a professional collection specialist. A payment agreement will be developed based upon your ability to pay.

IF YOU DECIDE TO PLEAD "NOT GUILTY" If your citation states "MUST APPEAR" you must appear in person. If your citations does not state that you must appear, you may enter your plea in person or use the top portion of the back of this document to enter your plea by letter. Your letter must be received by the Criminal/Traffic Division **no later than ten (10) days before your court date**. After your written letter pleading not guilty is received by the Criminal/Traffic Division, a Pretrial Hearing will be scheduled. You will receive, by mail, a scheduling notice advising you of this next court date.

COURT TRIAL OR JURY TRIAL - If you enter a plea of "NOT GUILTY," a Trial to the Court will be scheduled after the Pretrial hearing. If you wish to have a jury trial, you must pay a **non-refundable** jury fee of thirty-six dollars (\$36.00). The jury fee **MUST** be received by the Clerk of Circuit Court no later than ten (10) days **after** your Initial Appearance hearing. If you are entering your "NOT GUILTY" plea by letter, you should include your request for a jury trial and your jury fee. A jury trial WILL NOT be scheduled without the payment of the jury fee.

IF YOU FAIL TO PAY OR APPEAR The court commissioner will do **one** of the following. Issue a bench warrant for your arrest **or** consider your nonappearance and nonpayment a plea of no contest and make a finding that you are guilty as charged and impose the appropriate penalties. You will be mailed written notification approximately ten (10) working days **after the Initial Appearance hearing**. If you do not receive this notification after ten (10) working days, it is your responsibility to call this office to be informed of the penalties imposed.

HOW AND WHERE CAN YOU PAY You may pay with Visa or MasterCard credit or debit cards, check, money order or cash. Your check or money order should be made payable to "Clerk of Circuit Court." You can pay in person at the locations listed below or mail your payment to the address noted at the top of this page. In addition, **the Criminal/Traffic Division accepts Visa or MasterCard credit or debit card payments by telephone. Please call (262) 548-7497 to make appropriate arrangements.**

- ◆ Waukesha County Courthouse, Clerk of Circuit Court's Office, Criminal/Traffic Division, 515 W. Moreland Blvd. Cashier window in Room C-153. Office hours: Monday through Friday - 8:00 a.m. to 4:30 p.m.
- ◆ Waukesha County Justice Building, Sheriff's Department, 515 W. Moreland Blvd. **After normal business hours and, ONLY if you have your pink copy of the citation with you.**

ANY QUESTIONS CALL (262) 548-7484

FAX # (262)-548-7546

DEFENDANT’S NOTICE OF PLEA

All Requested Information is Required – Please Print Legibly

Mail this Defendant’s Notice of Plea to:

**Clerk of Circuit Court
Criminal/Traffic Division, Rm C-167
P.O. Box 1627
Waukesha WI 53187-1627**

___ I wish to plead NOT GUILTY. I am requesting that my citation be scheduled for:

___ Trial to the Court

___ Jury Trial (Defendant must enclose a non-refundable \$36.00 jury fee)

___ I wish to plead GUILTY/NO CONTEST. I am enclosing my payment in full. If you can not pay in full you must come to the Business Center, Room C-112 (at the Waukesha County Courthouse).

Signature _____ Date: _____

Printed Name (First and Last) _____

Daytime Phone Number: _____

Complete Home Mailing Address: _____

Citation Number (see citation) _____

IF YOU HAVE ANY QUESTIONS OR IF YOU NEED ASSISTANCE DUE TO A DISABILITY, PLEASE CALL (262)548-7484.

Updated 4/24/2024