

**BRIEF OUTLINE OF PROCEDURE
AFTER RECEIVING CITATION**

- 1) You must either:
 - A) Post bond and/or enter plea by mail
 - B) Appear in court on your court date
- 2) Types of Plea
 - A) Not Guilty
 - B) Guilty*
 - C) No Contest*
Will result in a finding of guilt
- 3) If you do not post bond or appear in court a default judgment will be entered against you.
- 4) If you do not pay a levied fine, either a warrant may be issued for your arrest, or your driving privileges may be suspended for up to five years.
- 5) Include your citation number and court date with all correspondences to ensure proper handling.

Failure to comply with the orders of the court can result in a contempt of court charge being issued against you by the court.

WHITEWATER MUNICIPAL COURT

Revised 07/2014

**YOUR RIGHTS AND
RESPONSIBILITIES AFTER
YOU RECEIVE A CITATION**

PLEASE READ IMMEDIATELY

CITY OF WHITEWATER MUNICIPAL COURT
312 W WHITEWATER STREET
P O Box 690
WHITEWATER, WI 53190
PHONE: (262) 473-1384



**INCLUDE YOUR CITATION NUMBER AND
THE COURT DATE WITH ALL
CORRESPONDENCE TO ASSURE PROPER
HANDLING.**

THIS BROCHURE DOES NOT APPLY TO
CASES REQUIRING MANDATORY
COURT APPEARANCE

PAYMENT INFORMATION

In lieu of appearance in court, you may post the bond amount listed on your citation.

Bond Payment Options:

- Cash - accepted in person at the Clerk of Courts office or placed in City of Whitewater drop boxes (do not mail cash)
- Personal Checks, Certified Checks, or Money Orders - made out to "Whitewater Municipal Court", accepted via the U.S. Mail or accepted in person at the Clerk of Courts office
- Debit and Credit cards - accepted by phone or in person at the Clerk of Courts office
- On-line Payments - access the Municipal Court web page at <http://www.whitewater-wi.gov/departments/municipal-court> and click on the PSN logo

Normal business hours are Monday through Friday, 1p-5p. Closed Holidays.

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WHITEWATER MUNICIPAL COURT
312 W WHITEWATER ST, P.O. BOX 690
WHITEWATER, WI 53190
262-473-1384

INSTRUCTIONS & INFORMATION

- You may avoid appearing in court by paying the bond amount prior to your court date.
 - ⇒ If bond is posted, you do not need to appear in court.
- If you wish to plead not guilty, you may do this by mail.

- ⇒ Mail the plea to the Whitewater Municipal Court. Include the charge, your citation number, court date and your current mailing address.
- ⇒ The plea must be received by the court date on the citation.
- ⇒ A trial date will be mailed to you with instructions for a mandatory pre-trial conference.
- If you do not post bond and you fail to appear in court, a default judgment will be entered against you.
 - ⇒ Notice will be mailed to you advising you of the default judgment.
- If you do not pay your fine, either a warrant may be issued for your arrest or your driving privileges may be suspended up to five years for failure to pay.
- If you appear in court on your initial court date, you may request a postponement of your plea to consult with an attorney.
- You may enter a plea of not guilty, guilty, or no contest. If you enter a plea of guilty or no contest you will be found guilty and given an opportunity to speak.
- If you need time to pay your fine this request will be granted.
 - ⇒ The court may give you up to 60 days to pay your fine.
- If any penalties are imposed, you will be advised at the time you appear in court.
- Normally for ordinance violations only a fine is imposed.

- With most alcohol related violations the Judge has the option to require alcohol assessment, education classes, or suspend your driving privileges in addition to a fine.
- Traffic violations will have a fine imposed.
 - ⇒ Most traffic violations have demerit points assessed against them. These points are determined by the Wisconsin Department of Transportation.
 - ⇒ Some traffic violations also will require a suspension or revocation of your driving privileges.
 - ⇒ An alcohol assessment is required on all alcohol/drug driving violations. You will be given information regarding these requirements when you appear in court.
- If you have a trial date and you do not appear or request a postponement seven (7) days in advance of your trial, you may be assessed the witness fees.
- If you have a trial and you are found guilty of the violation, you will be given information on how to appeal your case to the Circuit court for a new trial.