

**VILLAGE OF WHITEFISH BAY
MUNICIPAL COURT
HONORABLE PAUL D. CHRISTENSEN
5300 N. Marlborough Drive
Whitefish Bay, WI 53217**

READ THIS BEFORE COMING TO COURT!

You have received a citation from a police officer of the Village of Whitefish Bay citing you for violating either a State Statute or a Village Ordinance. The following procedures will be followed in the Whitefish Bay Municipal Court with regard to this citation.

APPEARANCES

The citation indicates a plea date and time on which you are to appear in the Municipal Court. You need not appear on this date if you pay your fine prior to the court date. If your citation indicates "MUST APPEAR" or "APPEARANCE REQUIRED - YES", you are required to appear in court on the assigned court date. If your citation is a "Correction Notice", you must follow the procedures as listed on the Correction Notice Information handout given to you by the officer.

PLEAS

If you appear on the court date, you will be asked to enter a plea to the charge on the citation. The pleas that can be entered are: **GUILTY, NO CONTEST, or NOT GUILTY.**

GUILTY: By entering this plea, you admit to the charge against you.

NO CONTEST: By entering this plea, you neither admit guilt nor deny the charge, but state that you do not wish to contest the charge. The effect is the same

as a plea of “Guilty” except that you are not admitting to any civil liability which may arise if personal injury or property damage is involved.

Only if a **GUILTY** or **NO CONTEST** plea is entered may the matter be resolved on the court date. At that time the court will review the officer’s statements regarding the event and will also hear any statement you wish to make regarding mitigating circumstances. The court will find you guilty and will impose an appropriate sentence.

NOT GUILTY: By entering this plea, you deny committing the violation charged against you. If the case cannot be resolved through a pretrial conference with the Village Prosecutor, the matter will be set for trial at a later date.

DEFAULT JUDGMENT

Failure to appear in court, pay your forfeiture, or enter a “Not Guilty” plea prior to your initial court date will result in a default judgment entered against you.

TIME TO PAY

If you appear in court and are found guilty, or if a default judgment is entered against you, you may be given time to pay your fine. Payment may be made by cash, check, money order, or credit card by mail, in person or online. **Visit the Village of Whitefish Bay Website. www.wfbvillage.org.** Failure to pay will result in suspension of your driving privileges for up to one year; having the outstanding amount certified to the Department of Revenue’s Tax Interception Program; or having the matter referred to a State Debt Collection agency.

DEFENDANT’S RIGHTS

1. You have a right to be represented at all times by an attorney at your own expense.
2. You have the right to a jury trial in cases involving a charge of Operating a Motor Vehicle While Under the Influence of an Intoxicant or other Drug in the Milwaukee County Circuit Court upon payment of the statutorily fees and the timely filing of a written request.
3. You have the right to the substitution of judge by filing a written request.
4. You have the right to cross-examine all witnesses presented by the Village, to call witnesses of your own, to testify yourself and to address the court in summation during your trial.
5. You have the right upon conviction after your trial to appeal that judgment to the Circuit Court of Milwaukee County. You must file written notice of your decision to do so with the Municipal Court and pay the statutorily required appeal fees and costs.
6. You have the right to one adjournment, as does the Village of Whitefish Bay.
7. Juveniles cited for traffic violations are subject to the same penalties and court procedures as adults. The Municipal Court also has jurisdiction over persons 12 to 17 years of age charged with non-traffic ordinance violations and truancy. Juveniles have the same rights with respect to pleas and the right to a private (closed) hearing.

For additional information, contact the Municipal Court Clerk at (414) 967-5125.