

TEMPORARY
COURT
LOCATION

If the initial appearance date on your citation is **August 24th, 2016**

or

September 28th, 2016

your appearance location will be at the **Almena Village Hall.**

Located at 131 Soo Ave S. Almena, WI . 54805

ALL Payments should be made to the Turtle Lake/Almena Municipal Court PO Box 11 Turtle Lake, WI 54889



Turtle lake/Almena Municipal Court
114 Martin Ave E/PO Box 11
Turtle Lake, WI 54889

Phone: 715-986-2241 ext. 3
Fax: 715-986-4252
E-mail: tlcourt@turtlelakewi.com

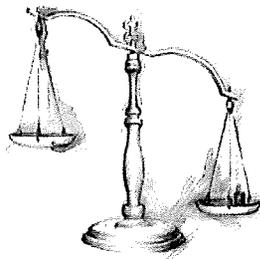
Payment Options:

In Person: Cash, Check, or Money Order

By Mail: Check or Money order to address above

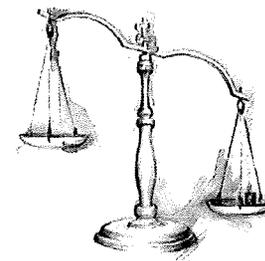
Online: www.turtlelakewi.com and click on Make a Payment.

Remember to include your citation number and the court date with your payment to assure proper handling.



IF YOU REQUIRE ASSISTANCE APPEARING IN COURT AS A RESULT OF A DISABILITY, PLEASE CALL THE COURT TO MAKE SPECIAL ARRANGEMENTS. IT IS OUR PLEASURE TO ACCOMMODATE YOU.

**Joint Municipal
Court**
**Villages of Turtle
Lake & Almena**



Your rights and responsibilities regarding your citation.

Please Read Immediately

This brochure does NOT apply to cases requiring a mandatory court appearance.

Turtle lake/Almena Municipal Court
114 Martin Ave E/PO Box 11
Turtle Lake, WI 54889

Introduction

You have just received a traffic citation. Before you vent your frustration on the arresting officer, pause a moment and reflect on the driving conduct or behavior which led to your arrest. The officer is only doing the job for which they were trained- trying to save you and others from unnecessary property damage, injury or death. Over 56,000 Americans are needlessly killed each year on our highways. The officer's job is to insure that you are not one of them. This brochure is designed to answer questions you may have concerning the citation you have been issued.

What will happen if I appear in court on the date on my citation?

The date on your citation is the date of your initial appearance. An initial appearance is your opportunity to enter a plea to the charge. You may plead guilty, no contest, or not guilty. The initial appearance is NOT a trial date. If you plead guilty or no contest, the court will find you guilty and the matter will be resolved at the initial appearance.

Be prepared to pay the citation at that time. If you require a payment plan, be prepared to make a minimal payment. There is no guarantee that your citation will be reduced. Your citation may already be written for the minimum forfeiture and points. If you plead not guilty, your case will be scheduled for a pretrial conference at a later date of which you will be mailed a notice.

Must I appear in court on the date set forth on my citation?

You may avoid appearing in court by sending the bail (fine) amount prior to your court date. If bail is posted and you do not appear in court, you will be found guilty, and the bail money posted will be forfeited. You may also avoid appearing in court if you enter a plea in writing. Mail your plea to the address on the front of this brochure. Include the charge and violation date, the initial appearance date, the citation number, your current mailing address and phone number. Be sure to sign and date your plea. This must be received **before** the court date on the citation. If your plea is Not Guilty, a court date for a pretrial conference will be mailed to you. You will be required to make a phone call for your pretrial at a specific date and time listed on your notice; you will not need to appear in person. If you do not post bail money and you also fail to enter a plea in person or by writing, a judgment will be entered against you for the amount of the citation. From the date of judgement, you will be allowed no more than 60 days to pay. Failure to pay will result in either a warrant for your arrest or suspension of your driver's license.

Can I change my court date?

No. It is not necessary to change your court date. If you are unable to attend the scheduled court date, you should enter your plea in writing by mail. This must be received BEFORE your court date. Please call the Court Clerk with any questions regarding payments, pleas, court process, etc., or to update mailing address information at 715-986-2241 ext. 3

I wish to plead Not Guilty; How do I do that and what will happen in court?

You may plead not guilty either by appearing in court on the date on your citation, or by entering a not guilty plea in writing by mail prior to the court date. Mail the written plea of not guilty to the address on the front of this brochure. Include the charge and violation date, the date you were scheduled to appear, the citation number, your current mailing address and phone number, then sign and date. This must be received **before** the court date on your citation. After you plead not guilty, the case will be scheduled for a pretrial conference. You will be mailed a notice that requires you to make a phone call at a specific date and time to the Village Attorney for your pretrial conference; you will NOT need to appear in person. If a settlement is not reached during pretrial, a trial will be scheduled to be heard in front of the Judge.

I'm worried about points assessed against my driving record. What can I do?

If you are found guilty of a traffic violation, your driving record may be charged demerit points. The court will not determine the number of points assessed against your record. The court will report the conviction to the WI Dept. of Transportation, and DOT will assess the number of points against your record, depending on the charge. If you accumulate 12 points within one year, against your record, your license will be suspended or revoked by the DOT. If you have questions about the status of your license you should call the WI DOT Driver Information Section, 608-266-2261.