

**YOU HAVE RECEIVED A CITATION**  
**What Should You Do?**

**MANDATORY APPEARANCES**

If your citation was marked **Mandatory Appearance**, your citation will have a date and time to appear. You **must** appear in person at this date and time at the **Municipal Court, 1315 North 23<sup>rd</sup> Street, Suite 102, Sheboygan**. This is your initial appearance and you will make a plea. Based upon your plea of Guilty, No Contest or Not Guilty, the Court will direct you what to do next.

**NON-MANDATORY APPEARANCES**

If you wish to plead **Guilty or No Contest**, you must enter this plea in either one of the following two ways:

- 1) **Pay your fine within 3 business days prior to your court date.** You will **not** need to appear in court on the date entered on the citation. The Court will enter a plea of **No Contest** and find you **Guilty**. You can pay by mail or in person:
  - a) **Mail:** Enter your plea on the form below and mail it in the envelope provided with your payment in full along with a copy of your citation to the **Municipal Court**.
  - b) **In Person:** Enter your plea on the form below and bring it with your payment along with a copy of your citation to the **Municipal Court, 1315 North 23<sup>rd</sup> Street, Suite 102, Sheboygan**. Pay in person at the **Municipal Court Office** between **10 a.m. – 12 p.m. and 1 p.m – 3 p.m.**
- 2) **Appear** in Municipal Court at the date and time written on your citation and enter your plea of **Guilty or No Contest** at your initial appearance. You will be given an opportunity to tell the Court of any mitigating circumstances. The Court will direct you what to do next.

If you wish to plead **Not Guilty**, you must enter this plea in either one of the following two ways:

- 1) **Mail:** Enter your plea on the form below and mail it in the envelope provided within **3 business days prior to your court date** to the **Municipal Court**.
  - You will **not** need to appear in court on the date entered on the citation. Your plea of Not Guilty will be entered for you.
  - You will be mailed an Order for Pretrial Conference with the pretrial date. Be sure to fill in your current address on the form below.
- 2) **In Person:** Appear in Municipal Court at the date and time written on your citation and enter your plea at your initial appearance. If you request a Pretrial Conference an Order with the pretrial date will be given to you at that time, otherwise a Trial Date Notice will be mailed to you.

**If you do none of the above a default judgment may be entered against you. If you fail to pay a judgment against you, the court may enter an order of commitment for a period of time equal to one day for each \$30 that remains unpaid and your income tax refund may be intercepted in the amount of the judgment. In addition, if you fail to pay a traffic ticket, the court may suspend your driving privileges for up to two (2) years. Any additional questions can be directed to the Municipal Court (920) 459-0212.**

---

Plea (Check one): *Detach here*

**No Contest** Payment in full is included. Check or money order payable to the "Municipal Court".  
Charge:  Visa  MC Card Number \_\_\_\_\_ exp. date \_\_\_\_\_  
Full amount paid \_\_\_\_\_ Signature \_\_\_\_\_

**Not Guilty** An Order for Pretrial Conference will be mailed to you.  
Defendant's name \_\_\_\_\_ Citation number \_\_\_\_\_  
Current Address \_\_\_\_\_  
\_\_\_\_\_  
Daytime phone \_\_\_\_\_

**Mail to: Municipal Court, 1315 North 23<sup>rd</sup> Street, Sheboygan, Suite 102, WI 53081**  
**Include a copy of your citation or the defendant's name and citation number.**