

SHOULD I CONTACT THE DISTRICT ATTORNEY'S OFFICE?

NO. The District Attorney's office is NOT involved with traffic citations unless a plea of *not guilty* is entered. Further, the District Attorney's Office is only involved with citations issued by the State or County; municipal citations do not generally go through the District Attorney's Office.

QUESTIONS

Any questions you wish answered prior to your appearance in court, other than routine time-schedule questions, etc., should be addressed to your attorney. The Clerk of Circuit Court Office and District Attorney Office personnel are prohibited by law from giving legal advice.

Also, do not attempt to contact the Judge directly; the judge is not allowed to speak with you about the matter unless the prosecution is present.

YOUR FINAL DECISION

Regardless of how you intend to plead or of the final disposition of your case, resolve now to become a better and safer driver. This decision could significantly impact your life and future, as well as that of others.

PLEASE DRIVE CAREFULLY.



IOWA COUNTY CIRCUIT COURT

A TRAFFIC CITATION

YOUR RIGHTS AND RESPONSIBILITIES

-- PLEASE READ IMMEDIATELY --

Citation No. _____

Court Date _____

Unless the citation you are given indicates that your appearance is mandatory, instead of appearing in court you may post a bond of \$_____ by mail and avoid coming to court. Send a check or money order made payable to:

Clerk of Circuit Court
Iowa County Courthouse
222 North Iowa Street
Dodgeville, WI 53533

Include your citation number or a photocopy of your citation with your payment to assure proper handling.

This brochure does not apply to cases requiring a mandatory appearance!!

INTRODUCTION

You have just received a traffic citation. Before you vent your frustration on the arresting officer, pause for a moment and reflect on your driving conduct that caused the officer to stop you. The officer is only doing the job for which the officer was trained--trying to save you and other from unnecessary property damage, injury or death.

Thousands of Americans are needlessly killed each year on our highways. The officer's job is to ensure that you are not one of them.

This brochure is designed to answer some basic questions you may have concerning the citation you have been issued. If you have further questions, contact your attorney.

MUST I APPEAR IN COURT ON THE DATE SET FORTH ON MY CITATION?

If your citation is marked "**mandatory**", **YES** you must appear.

If your citation is *not* marked mandatory, you do not need to appear unless you wish to contest the citation. You may avoid appearing in court by sending the bail amount prior to your court date. If bail is posted (paid) and you do not appear in court, you will be found guilty and the bail money will be forfeited.

If you wish to plead not guilty, you may do so by mail or by fax without appearing in court on the date written on the front of your citation. **Refer to section "I Wish to Plead Not Guilty" for further instructions.**

If you do not post the bail money and you also fail to appear in court on your scheduled court date, you will be found guilty and judgment will be entered against you. If you

fail to pay the forfeiture amount within the time set by the Court, a warrant could be issued for your arrest or your driver's license could be suspended or revoked.

WHAT WILL HAPPEN IF I APPEAR IN COURT ON THE DAY OF 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 the 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. If you plead not guilty, your case will be scheduled for a trial at a later date.

CAN I CHANGE THE COURT DATE FOR MY INITIAL APPEARANCE?

NO. It is not necessary to change your court date. If you are unable to attend the scheduled court date for the initial appearance, you should enter your plea in writing by mail or fax *BEFORE* that court date.

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 day stated on your citation; or by entering a not guilty plea in writing by mail or fax to the Iowa County Clerk of Circuit Court *PRIOR* to the Court date. Mail the written plea of not guilty to the address on the front of this brochure or fax your not guilty plea to the Iowa County Clerk of Circuit Court at the following number: (608) 935-0386. With any written communication, you must include a copy of the citation, your name, your current address and phone

number, and the date you are scheduled to appear in court. This information must be received **BEFORE** the court date indicated on your citation.

I'M WORRIED ABOUT THE POINTS TO BE ASSESSED AGAINST MY DRIVING RECORD. HOW DO I KNOW IF I'M IN POINT TROUBLE?

If you are found guilty of a traffic violation, your driving record may be charged with demerit points. The Court will not determine the number of points assessed against your record. The Court will merely report the conviction to the Division of Motor Vehicles, and the Division will assess the number of points against your record depending on the violation you were convicted of. If you accumulate 12 points against your driving record within a one-year period (calculated by the dates of violation, not the dates of conviction), your license will be suspended or revoked.

If you have a probationary license, additional points may be assessed based on your probationary status.

If you have questions about the status of your license, you should call the Division of Motor Vehicles directly at (608) 266-2353.

HOW DID THE POLICE OFFICER CHOOSE THIS DOLLAR AMOUNT?

The bail amount for this offense was not chosen by the Officer. The amount has been set by the State Board of Circuit Judges and is uniform throughout the State of Wisconsin.