

## Detach and Return With Payment

Name: \_\_\_\_\_

Citation #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Court Date: \_\_\_\_\_

If paying by mail, pay only with personal check, cashier's check, certified check, or money order. Payments by cash and by Visa, MasterCard, or American Express, or Discover are accepted in person.

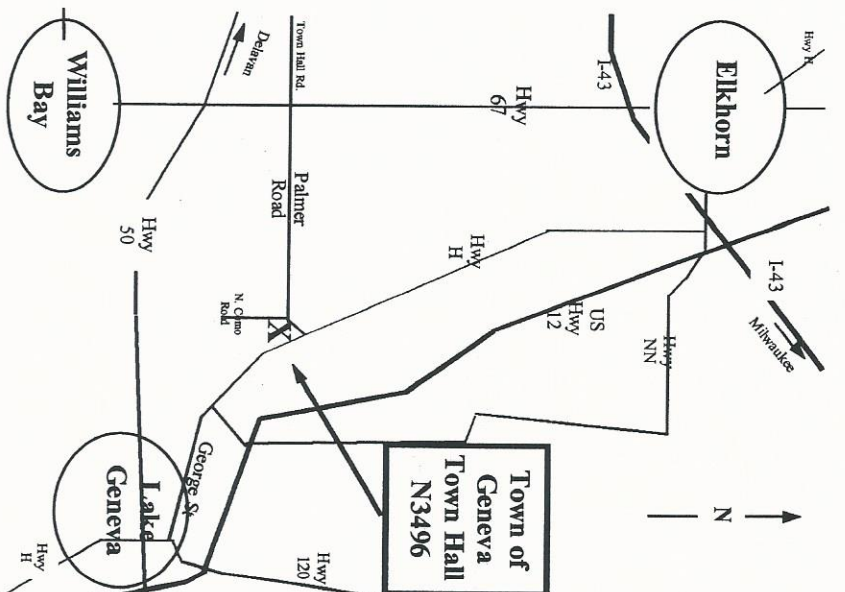
### Payable to:

Town of Geneva Municipal Court  
N3496 Como Road  
Lake Geneva, WI 53147

The Court has an after-hours drop box, outside the Town Hall back door, for payment by cash, check or money order

### OR

Payment by Visa, MasterCard, American Express, or Discover credit or debit cards may be made 24-hours on-line at [www.GovPayNow.com](http://www.GovPayNow.com) or by phone at 1-888-604-7888. (Pay Location Code 6357) Fees Apply.



The Town of Geneva Municipal Court is held at the Town of Geneva Town Hall, N3496 Como Road. Town Hall is just off of Highway H, between Elkhorn and Lake Geneva, where Palmer Road meets Como Road.

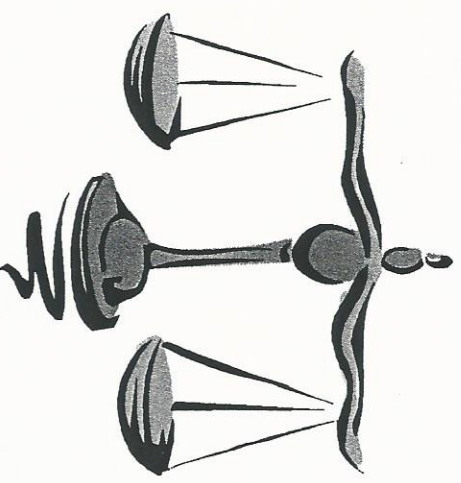
Nothing contained in this pamphlet should be construed to create rights that do not exist under the law or guarantee that the court will take any particular action. Each citation is handled on a case-by-case basis.

# Your Rights

## as a

# Defendant

Town of Geneva  
Municipal Court  
Information and Procedures



State of Wisconsin  
TOWN OF GENEVA  
MUNICIPAL COURT  
N3496 Como Road  
Lake Geneva, Wisconsin 53147  
(262) 248-3885  
Fax (262) 249-8601  
Court Office Hours:  
Monday-Friday 9am-4pm

The Court Accepts Only:  
Cash, Personal Checks, Money  
Orders, GovPay



## Miscellaneous Information

The Town of Geneva Municipal Court meets two times a month during the evenings to hear trials and one Saturday a month for initial appearances.

A mandatory suspension or revocation will result upon conviction for speeding 25 mph or more in a .55 or 65 mph speed zone, operating while under the influence of an intoxicant, or operating while suspended if OWI related, among other offenses.

Failure to pay a forfeiture will result in a commitment being issued for your arrest to serve the appropriate jail term or suspension of your driving privileges in Wisconsin for up to two years or until the citation is fully paid. You will also be reported to a collection agency.

Wisconsin has a demerit point system whereupon the accumulation of 12 points in any consecutive 12-month period will result in the suspension of driving privileges in Wisconsin for two to six months.

If you are convicted of OWI, in addition to the forfeiture and a mandatory drivers license revocation, you will be ordered to complete an alcohol assessment.

Wisconsin does not have court supervision.

You have a right to be represented by an attorney at your own expense.

Any bond posted by credit card will be billed immediately and is not held until your conviction date.

Generally, the amount indicated on the citation will be assessed as your penalty if convicted. The court has the right to reduce or increase the penalty as determined by previous convictions, and mitigating or aggravating circumstances.

Upon failure to pay your forfeiture you may be required to serve up to 1 day in Walworth County Jail for every \$50 unpaid.

If your Wisconsin driver's license is revoked or suspended, you have a right to apply for an occupational license through the Wisconsin DMV, subject to a waiting period in certain cases.

Upon conviction, you have the right to appeal your case to the Walworth County Circuit Court.

**We urge you to become a better and safer driver through this experience.**

## Court Information

### Initial Appearance/Pre-Trial Conference

The appearance date on your citation is for a plea only. The arresting officer will likely NOT be present. This will NOT be a trial date.

At the Initial Appearance you will enter a plea of Not Guilty, Guilty, or No Contest.

If you plead Not Guilty, you will be scheduled for a meeting with the town prosecutor to discuss your case. This is known as a pre-trial conference and gives you the opportunity to settle the case immediately. Pre-trial conferences are held in the afternoon on the first Wednesday of each month. If you come to an agreement, the municipal judge will likely accept your agreement. If you do not come to an agreement, your case will be set for trial.

If you plead Guilty, you are admitting all the circumstances and conditions that appear on the citation are correct. If you plead No Contest, you will be found guilty, but you will not be admitting civil liability that may arise if the violation involved a traffic collision. Upon a plea of Guilty or No Contest, the court will review the officer's report to determine the relative seriousness of the violation and review your past record. The court will then impose a penalty in accordance with the law.

### Payment

You should be prepared to make full payment the day of your appearance. This is especially so if you will seek an accommodation or reduction from the court. Under exceptional circumstances, the court might give you additional time to pay.

### Continuances

If your citation indicates that your appearance is mandatory, you must appear in court on the date shown on the citation. If you are unable to appear on the date and time stated, you must contact the municipal court clerk at 262-248-3885 and request a continuance.

### Payment Without Appearance

If your appearance is not mandatory, and if you do not wish to contest the citation, complete the payment coupon on the reverse of this page and return it to the court before the date of your initial appearance, in person or by mail, to Town of Geneva Municipal Court, N3496 Como Rd., Lake Geneva, WI 53147. Payment by mail is accepted by personal check, cashier's check, certified check, or money order.

### Failure to Appear

If you fail to appear for a mandatory appearance, a warrant for your arrest may be issued.

Your failure to appear for a non-mandatory appearance will result in a finding of Guilty, forfeiture of the bond amount, and a report of the conviction to the Wisconsin Department of Transportation. If you are a non-resident, the conviction will be reported to your home state.

### Trial

If your case is set for trial, the town will be represented by the town prosecutor, who will attempt to demonstrate your guilt by clear, satisfactory, and convincing evidence. You are responsible for presenting witnesses and other evidence refuting your guilt, if you choose. The prosecutor will present witnesses and other evidence regarding the facts and circumstances surrounding your citation. At trial, the only relevant issue will be whether you committed the alleged violation. You will be permitted to cross-examine any prosecution witnesses. The prosecutor will be permitted to cross-examine you and your witnesses. The prosecution and defense will be permitted to briefly summarize their respective cases. The court will thereafter determine your guilt or innocence. If you are found guilty, the court will impose a penalty that may be more or less than the amount indicated on the citation.

## Non-Wisconsin Residents

**If you intend to seek an accommodation or reduction, you must appear in court with a current official copy of your driving record.**

(Note: This does not apply to Wisconsin Drivers License holders.

Wisconsin records are available directly to the court but out-of-state records are not.)

### Illinois

The fastest way to obtain an abstract of your driving record is to go to your nearest Secretary of State facility, complete a request form, pay the \$12 fee (no credit or debit cards accepted) and receive the record on the spot. You may also mail your request along with the \$12 fee to the Secretary of State, Driver Analysis Section, 2701 S. Dirksen Parkway, Springfield, IL 62723. Include the full name, date of birth and Illinois driver's license number, if possible. Please allow 10 working days for a response.

### Iowa

Send a written request with your full name, driver license number, birthdate and a check for \$5.50 (make your check payable to *Treasurer, State of Iowa*) and mail your request to: Office of Driver Services, 100 Euclid Avenue, P.O. Box 9204, Des Moines, Iowa 50306-9204.

### Other States

This information was obtained from the governmental Internet websites of the respective states. It is not guaranteed to be accurate.

Contact the Department of Motor Vehicles or other appropriate governmental agency.