

SHOULD I CONTACT THE DISTRICT ATTORNEYS OFFICE?

NO. The District Attorney's Office will not be informed of your citation unless you plead not guilty. No one at the District Attorney's Office will be able to speak to you about this matter unless you plead not guilty at the initial appearance date. Most citations are never seen by the District Attorney. If a person pleads not guilty, then and only then is their citation forwarded to the District Attorney's Office.

If you have pled not guilty, then you must contact the District Attorney's Office about this matter no earlier than seven days after your not guilty plea.

YOUR FINAL DECISION

Regardless of how you intend to plead or the final disposition of your case, resolve now to become a better and safer driver. Your life and entire future could well depend on this decision.

PLEASE DRIVE CAREFULLY



**IOWA COUNTY
CIRCUIT COURT**

**A TRAFFIC CITATION
Your Rights and Responsibilities**

PLEASE READ IMMEDIATELY

Citation # _____

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. To avoid coming to Court, send a check or money order made payable to:

**Clerk of Circuit Court
Iowa County Courthouse
222 North Iowa Street, Suite 205
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 a moment and reflect on your driving conduct which caused the officer to stop you. The officer is only doing the job for which the officer was trained – trying to save you and others 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.

MUST I APPEAR IN COURT ON THE DATE SET FORTH ON MY 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 without appearing in Court on the date written on the front of your citation. Please refer to the section 'I Wish to Plead Not Guilty, How, do I do that and what will happen in Court?'

If you do not post the bail money and you also fail to appear in Court on your 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. This must be done **BEFORE** your 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 date on your citation, or by entering a not guilty plea in writing, by mail, or FAX 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 the charge, violation date, the date you were scheduled to appear, the name of the police agency that issued you the ticket, the ticket number, your name, your current address, and your current phone number. This information must be received BEFORE the Court date indicated on your citation.

After you plead not guilty, the case will be scheduled for a pretrial conference. You or your attorney must attend the pretrial conference. After the pretrial conference, the case will be scheduled for trial. You have the right to a jury trial. If you want to preserve the right to a jury trial, you must make a written demand to the Clerk of Court for a jury trial and post the jury fees within ten (10) days following the date of your initial appearance. Jury fees are not refundable.

I'M WORRIED ABOUT THE POINTS 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 twelve (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 driver's license, you should contact the WI DMV directly at (608) 266-2353 or on-line at:
www.dot.wisconsin.gov/drivers/drivers/request-record.htm

HOW DID THE POLICE OFFICER CHOOSE THIS DOLLAR AMOUNT?

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

QUESTIONS

Any question you wish answered prior to your appearance in Court, other than routine time schedule questions, etc., should be addressed to your attorney. Court and Clerk's office personnel are prohibited by order of the Court from giving legal advice.

Also, do not attempt to contact the Judge directly. The Judge is not allowed to speak with you about this matter unless the prosecution is present as well.