

### Relief From Judgment

Either party has the right to appeal a municipal court decision to the County in which the offense occurred. A plea of No Contest, Guilty, or a Default Judgment may not be appealed.

- If you decide to appeal, you must do so by filing a written Notice of Appeal to the Municipal Court within 20 days of the date of conviction.
- All forfeitures and fees, along with the appellate fee must be paid in full at the time of filing your appeal. Appellate fees must be payable to the Clerk of Court to which the trial will be held. New trials in the Circuit Court are tried without a six (6) person jury; however, you may request one at your expense.

You may have a right to file a Motion to Re-open a judgment, within six (6) months of the judgment only for good cause, and the payment of the reopening fee may be ordered. Motions to re-open must be made in writing and addressed to the Judge.

### Failure to Pay Forfeiture

There may be a serious consequence if you fail to follow the Court's orders to pay the forfeiture. The court may order one or more of the following:

- Certification of debt to the States Department of Revenue for interception of wages/income/lottery winnings
- Suspension of your driving privilege for up to two (2) years
- Issuance of a warrant to be served in the county jail up to 90days.
- Certification of debt to Collection Agency (additional fees may apply)

### OWI FAQ & Information

- Additional charge for blood draw will be added to citation ranging between \$25- \$100 when applicable
- Additional information regarding driving privilege and guidelines will be obtainable at initial appearance or mailed thereafter.

### Payments

Payments may be mailed to/ dropped off at:

Wisconsin Dells Municipal Court  
300 La Crosse St.  
Wisconsin Dells, WI 53965

\*Please Make Checks Payable to: Wisconsin Dells Municipal Court\*

Online Payments may be made at [www.govpaynow.com](http://www.govpaynow.com) PLC: 6716

\*Credit Card Service Fee will be assessed at 3.5% or a minimum of \$3.50\*

# City of Wisconsin Dells



## **MUNICIPAL COURT OFFICE**

**Bret B. Anderson**

Municipal Judge

**Regalle Rathman**

Court Clerk

300 La Crosse Street  
Wisconsin Dells, WI 53965  
(608) 254-2442

### General Rules

This Court has jurisdiction over traffic and non-traffic ordinance violations within the City of Wisconsin Dells. If you desire an attorney, you must retain one at your own expense. This court will not provide you with one. This is a Court of Law. We request that people remove all hats, hoods and sunglasses out of the respect of the Court.

It is your responsibility to notify the Court and Department of Motor Vehicles of any change of address.

You will be given 60 days after your initial appearance to pay all forfeiture and fines. There may be serious consequences if you fail to follow the Court's order. Contact the Clerk to make payment arrangements or you need assistance scheduling a Good Cause or Indigency Hearing.

### Initial Appearance

The Initial Appearance session of the court is primarily for the purpose of entering your plea to the alleged violation of the law. The Judge does **NOT** participate, and this is **NOT** a trial.

- The clerk will inform you of the exact charge against you, range of possible penalties and the court will request that you enter a plea of **Not Guilty, No Contest or Guilty**
- You have the right to request a continuance, which may be used to consult an attorney of your choice. An attorney is **NOT** provided for you.
- Upon entering a plea further instructions, penalties or judgements will be explained by the clerk.

### Failure to Appear

If you fail to appear at your scheduled Initial Appearance, scheduled Pre-Trial, or Court Trial, the Court will either issue a warrant for your immediate arrest, or enter a Default Judgment against you.

### Entering A Plea

- If you enter a plea of **GUILTY**, you are admitting that you committed the offense, and will be found guilty and a penalty will be imposed.
- If you enter a plea of **NO CONTEST**, the Court may find you Guilty. You are neither admit guilt NOT deny the charges; rather, you state that you do not wish to contest the charges. The effect is the same as a plea of Guilty, with the exception that you are not admitting to any civil liability, for use in other litigation.
- If you enter a plea of **NOT GUILTY**, you deny committing the offense, and the matter will be adjourned at a later date. A Pre-Trial conference will be scheduled for you to speak with the City Prosecuting Attorney, Attorney Buckner.
- ALL PLEA FORMS ARE AVAILABLE ONLINE AT [www.citywd.org](http://www.citywd.org) AND MAY BE SUBMITTED ON OR BEFORE YOUR INITIAL APPEARANCE DATE

### Pre-Trials

If you plead Not Guilty, you will be scheduled a telephone Pre-Trial conference with the City Prosecutor. The Judge is NOT present during this time. Your appearance IS MANDATORY, and any nonappearance will result in a Default Judgment against you. The Clerk will provide instructions to attend your conference.

### Jury Trials

Only if you have been charged with the offense of Operating a Motor Vehicle While Under the Influence are you entitled to a Jury Trial with a plea of Not Guilty. You must file a written request for a 6 person jury within ten (10) days of your initial appearance and post the jury fee. The Jury Trial will then be held in the County of which you were arrested in. Failure to comply with the above will result in a trial to this court.

### Trials

All trials, except non-traffic juvenile cases, are public trials. You have the right to retain your own attorney, and to subpoena witnesses. You are presumed innocent and will be convicted only if evidence is clear, convincing, and satisfactory that you committed the violation with which you have been charged. All witnesses must testify in person, under oath.

The prosecution will produce its witnesses to testify. You or your lawyer will be permitted to cross-examine each witness that testifies.

When the prosecution has completed its case, you and your witnesses will be given the opportunity to testify and subject to cross-examination by the prosecution. IF the court finds you guilty, the extent of the penalty is dependent upon the circumstances surrounding the violation and judgement will be passed down upon you at that time. IF you are found not guilty, you will be dismissed of the charge.

### The Rules of Civil Procedure and evidence will be followed.

Questions and additional information may be obtained at [www.citywd.org](http://www.citywd.org) or calling the Court Clerk at (608)254-2442