



## INITIAL APPEARANCE OPTIONS

You have several options regarding entering a plea for your citation(s). Please read below for instructions if you wish to appear, along with other options that are available to you.

When considering your options below, please refer to the Court Instructions on the 2<sup>nd</sup> page regarding appearance instructions, plea explanations and amendments the Judge can make at an initial appearance.

- **If you wish to appear in person**, check-in begins at 5:00 p.m. at 224 E. Jefferson St. Please note **we do NOT hold pretrial conferences** on the same night of the initial appearance. Per CDC and Racine County Health Department guidelines, masks are optional in all City buildings.
- **If you wish to enter a not guilty plea**, you can do so in writing **prior to the court date** by email at [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov) or by mail at 300 N. Pine Street, Burlington, WI 53105. Your matter will be set for a pretrial conference at a later date and time and a notice will be mailed to you. **PLEASE PROVIDE your name, address, phone number and citation number(s) on your request.**
- **Payment of your citation prior to the court date** will automatically enter a no contest by bond plea and you will be found guilty. See payment information below.
- **If you have a certificate of correction** and the matter is corrected, please bring that to the police department any time **PRIOR TO** your court date for dismissal.
- **If you wish to request a new court date**, you may request a **one-time** continuance **prior to the court date** by phone, email or mail. A new initial appearance date will be given.
- **IF YOU DO NOTHING**, you will be found guilty by default & given 60 days to pay.
- **If your appearance is marked "MANDATORY" or "JUVENILE"** and you are not able to appear, please contact the court clerk for additional options and/or consequences.

If you have any questions or concerns, please contact the Clerk of Municipal Court by phone at 262-342-1129 or by email at [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov). Please call ahead to be sure the clerk is in.

**Mail checks payable to: CITY OF BURLINGTON MUNICIPAL COURT (address above)**  
**Drop off checks/money orders at City of Police Department drop box located inside lobby @**  
**224 E. Jefferson St. (open 24/7)**  
**Online payments: [www.paymentservicenetwork.com](http://www.paymentservicenetwork.com) (Business ID: RT24926)**

# COURT INSTRUCTIONS

If you are planning to appear at your initial appearance on your citation(s), you will be appearing in person at 224 E. Jefferson St. Per CDC and Racine County Health Department guidelines, masks are optional in all City buildings.

If you appear, you will be asked to enter a plea of not guilty, no contest or guilty. Please read below to help you determine what plea to enter. **If you are looking to enter a not guilty plea, please consider doing so in writing PRIOR TO your court date as you will not be able to meet with the City Prosecutor at your initial appearance.**

If you need additional time, possibly to consult with an attorney, you may also request a continuance.

**NOT GUILTY PLEA** – If you enter a not guilty plea, you will be given a new date and time to meet with the City Prosecutor to discuss your citation(s) and options available to you. The matter remains open until an agreement has been reached. You will not be allowed to make any statements to the Judge due to the fact that the matter may get set for a trial if no agreement is reached with the City Prosecutor.

**NO CONTEST PLEA** – If you enter a plea of no contest, you are not admitting you are guilty, but you are admitting there is enough evidence to find you guilty. You will be found guilty, the court will impose a penalty and the matter will be closed. \*\*

**GUILTY PLEA** – If you enter a plea of guilty, you are admitting you are guilty. You will be found guilty, the court will impose a penalty and the matter will be closed. \*\*

**\*\*After you have entered your plea of NO CONTEST or GUILTY, you will have the opportunity to make a brief statement if there is anything you would like the court to consider when imposing a penalty.**

## **When considering WHAT PLEA TO ENTER ~ PLEASE NOTE if you plead GUILTY or NO CONTEST:**

The Judge can amend **speed violations (1-25 over)** down one point level, with the fine to remain what is stated on your citation. (i.e. 6 pt. amended to 4 pt./4 pt. amended to 3 pt., etc.)

The Judge can amend 3 point **fail to stop/ improper stop/red light violations** to a 2 point impeding traffic violation, with the fine to remain what is stated on your citation.

No other amendments can be made by the Judge at an initial appearance. If you are looking for any other type of amendment, you may wish to plead not guilty and discuss the matter with the City Prosecutor to see what options may be available to you.