

The posting of cash deposit by mail may be made by sending a check or money order made payable to: Clerk of Circuit Court and completing the form below. If you wish to have a receipt mailed back, you must send a self-addressed stamped envelope. You may also pay with a credit card by calling Government Payment Services: 1-888-604-7888 and give the pay location code #5128. There will be a service charge of 4.75% for this service or you can go online at www.governmentpayment.com and it will cost you 3.5% of the payment amount.

Police Department Issuing Citation _____

Violation date _____

Citation No. _____ Court Date _____

Please enter my plea to the charge:

No Contest _____ Guilty _____ Not Guilty _____

Enclosed \$ _____

Signature _____

Correct Address: _____

Street _____

City _____ State _____ Zip _____

Phone No. (____) _____
Area Code Number

It is your responsibility to keep the Clerk of Courts Office notified of any address change while your case is pending.

Send payment to: **Dodge County Justice Facility**
Clerk of Courts
210 W Center St
Juneau WI 53039-1091

STATE OF WISCONSIN DODGE COUNTY CIRCUIT COURT

IMPORTANT INFORMATION TO BE READ PROMPTLY BY THE

PERSON RECEIVING A TRAFFIC CITATION

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 led to your arrest. The officer is only doing the job for which he/she was trained - and for which you as a taxpayer pay his/her salary - trying to save you and others from unnecessary property damage, injury or death. Thousands of Americans are needlessly killed each year on our highways. His/her job is to insure that you are not one of them.

The person to whom the citation (commonly called a traffic ticket) is addressed shall follow these instructions:

You have the following options..

Unless your citation requires a mandatory court appearance, you may avoid appearing in court by sending the bail amount prior to your court date. If bail is posted and you do not appear in court, you will be found guilty, and the bail money posted will be forfeited.

Payment may be made by money order or check. Complete and return the form on the back of this brochure.

If you wish to plead not guilty without appearing in court on the return date, you or your attorney must notify the Court in writing of such plea before the return date. You may enter your not guilty plea by completing the back of this brochure and indicate "not guilty" for your plea. Thereafter, a definite date for trial will be set by mailing of notice to you at your address, or to your attorney. The address to which your plea must be delivered or mailed is:

CLERK OF CIRCUIT COURT
Dodge County Justice Facility
210 W Center Street
JUNEAU, WI 53039-1091
Phone (920) 386-3562

You have the right to a jury trial. If you want to preserve your right to a jury trial, you must make written demand for a jury trial and post jury fees within ten (10) days following the date of your initial appearance. The fee you must post for a six (6) person jury is \$36.00. This will not be refunded even though you may later elect not to have a trial.

What will happen if I appear in Court?

The court date on your citation is the date of your initial appearance. An initial appearance is your opportunity to enter a plea of guilty, no contest, or not guilty to the charge. The initial appearance is NOT the trial date, a trial date for your case will be scheduled at a later time after your "not guilty" plea has been entered. A plea of "guilty" or "no contest" will result in the Court finding you guilty and resolving the matter that day. A plea of "no contest" has the same affect as a plea of guilty in the action concerning the traffic citation. Under some circumstances, a plea of "no contest" will mean that the finding of guilty may not be used against you in other litigation.

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 upon the charge. The following point schedule lists common traffic violations. Other violations, not listed, may also carry points. If you accumulate 12 points against your driving record within a one-year period by date of violations, your license will be suspended or revoked. Conviction of certain offenses requires revocation or suspension of operating privileges. Such offenses include:

- a. Operating vehicle while under influence of intoxicants;
- b. Operating motor vehicle while operating privileges suspended or revoked;
- c. Operating motor vehicle without having furnished proof of financial responsibility when such proof is required;
- d. Speeding 25 MPH or more over in a 55 MPH zone.
- e. Speeding 25 MPH or more over in a 65 MPH zone.
- f. Failure to stop/RR crossing signal.

Speeding_Violations

Miles Per Hour Over the Legal Limit

POINTS:	10_or_less.	11-19	20_or_more
	3	4	6

Other_Violations

Reckless driving or racing	6
Deviating from a traffic lane.....	4
Driving wrong side of highway or street.....	4
Failing to yield right of way.....	4
Failing to yield to emergency vehicle.....	4
Imprudent driving, too fast for conditions,	4
Failure to have vehicle under control.....	4
Inattentive driving	4
Passing school bus when red lights flashing.....	4
Arterial or traffic control violation.....	3
Driving wrong way on one way street.....	3
Failing to dim lights.....	3
Failing to give proper signal.....	3
Following too closely.....	3
Illegal passing	3
Improper brakes or lights.....	3
Operating with license expired or without any license.....	3
Prohibited or illegal turn	3
Violation of Restriction.....	3
Parking on highway in traffic lane, defective speedometer.....	2

MOTORCYCLE

Head lamps not lit	
(daylight hours 0 points).....	3
No cycle validation	3
Defective or repaired handlebars.....	2
Deprive traffic lane	2
More than 2 riders (operator).....	2
No eye protection (operator)	2
Illegal muffler	0
No protective headgear.....	0