

## What if I do not appear?

If you fail to appear at any scheduled court date, you will be defaulted on that date and given 30 days to pay your fine and any restitution. You will be notified of this action by mail.

A summons may be issued on a citation that requires restitution or is drug/alcohol related.

Juveniles are required to appear with a parent or guardian. Failure to appear will result in a **SUMMONS** to the juvenile and **SUBPOENA** to the adult who is subject to a contempt citation for disregarding a subpoena. Parents can be held liable for fines.

## What if I fail to pay my fine?

**THE MUNICIPAL COURT MAKES EVERY EFFORT TO COLLECT FINES.** A **GOOD CAUSE/INDIGENCY** hearing will be held prior to imposing penalties to collect the fines and restitution.

Failing to pay may result in a sentence to the Brown County Jail, suspension of a driver's license, entering you in (TRIP/SDC) a program that will intercept your state income tax refund or other options permissible by law.

Suspending a driver's license does not preclude paying the fine. The fine must be paid and a fee paid the state to re-instate your driver's license.

## Can I appeal a court decision?

### **YES!**

After a trial The Clerk of Court will provide you with the information to file an appeal. Appeals must be within a specific time and require a fee to be paid the Circuit Court.

## Who gets the fine money?

Neither the Municipal Court nor the Police Department gets the money from your fine. The money is shared by the Municipalities, County and State.

## What if I have a question?

Mistakes happen and the court is no exception. If you receive a notice from the court that you question **DO NOT** hesitate to bring it to the clerk's attention. **Phone 920-660-2331**

There is voice mail. Give your name, phone number, a current address, the citation number and what you believe is in error. The court will return your phone call in a timely manner. If you do not get a response, phone again within three days.

### **NOTE:**

**Information in this brochure is provided as a public service. It is not legal advice. The court cannot provide legal advice.**

# **Brown County Joint Municipal Court**

The Brown County Joint Municipal Court established the Municipal Court in May 2010, under rules set by the state Legislature and the Wisconsin Supreme Court. Most traffic and municipal ordinance citations are handled by the Municipal Court.

When appearing in court, you will be asked to sign in on an initial appearance sheet.

Before anything can be discussed with the judge you must enter a plea. This is to ensure that you receive a fair hearing in this Court.

**5718 Dickinson Road  
De Pere, WI 54115  
Phone: 920-660-2331  
Email:**

[browncountyjointmunicipalcourt@yahoo.com](mailto:browncountyjointmunicipalcourt@yahoo.com)

## **What you should know!**

Your case with this court began when you received a citation from a Police Officer or other official for violating a traffic law or municipal ordinance. That citation has a date and time to appear in Municipal Court.

Up to the court date, you have the option on most citations to make arrangements with the Clerk of Court to pay the fine and any restitution.

Fines can be paid prior to the court date or arrangements can be made for a payment plan.

There is an Appearance Required box on your citation. It is mandatory to appear unless arrangements have been made with the Clerk of Court.

Who is required to appear?

- Juveniles under 18 years old must appear with a parent/ guardian.
- Traffic citations involving alcohol and/or drug violations.
- When restitution is required.

When in doubt, call the

**Clerk of Court: 920-660-2231**

## **Options prior to court:**

You can enter a plea prior to your court date either by sending a letter or signing the appropriate form. Both are handled by the:

### **Clerk of Court**

**5718 Dickinson Road**

**De Pere, WI 54115**

**Phone: 920-660-2331**

If you plead **NOT GUILTY**, a pre-trial date will be set. If you cannot reach an agreement with the municipal attorney, a **TRIAL DATE** will be set by the judge. You will be notified by mail.

If you plead **NO CONTEST** you will be given the option of paying your fine immediately, paying within 30 days or going on a payment plan.

If you are unsure and have questions, the best policy is to call the Clerk.

## **When you appear:**

The court sessions for the Brown County Joint Municipal Court are held at the Glenmore Community Center, 5718 Dickinson Road, De Pere, WI 54115. The judge sits in the middle of the platform at the front of the chambers. To the right is the Clerk of Court. As you enter, please sign in. Your case will be called in the order in which you signed in. You will be called to the podium in front of the judge and to enter a plea on your Initial Appearance. The judge will explain all of the options.

### **YOU MUST ENTER A PLEA.**

The judge cannot discuss your case until a plea has been entered.

If you plead **NOT GUILTY**, a pre-trial will be set to discuss the case with the Municipal Attorney. The judge will not hear any testimony at that time.

You may plead **NO CONTEST** or **GUILTY**. A **NO CONEST** plea precludes the use of the court action in any subsequent litigation. The judge will ask if you have anything to say prior to making his decision on your case.

There are **NO** jury trials in Municipal Court. You do have the option at your initial appearance on a drunk driving arrest to ask for a jury trial in Brown County Circuit Court.