

EDGERTON MUNICIPAL COURT
12 Albion Street
Edgerton, WI 53534
(608)884-2671 ext. 208
clerkofcourts@edgerton.wi.gov

Jeffrey T. Roethe
Judge

Lori A. Irmen
Clerk

NOTICE –
IMPORTANT INFORMATION ABOUT YOUR COURT PROCEEDING

Attached is information that provides detailed information about your options for making a plea prior to your court date if you do not want to appear in court. You may enter a plea prior to your court date, but it must be received **no later than your court date and time** listed on your citation. Further instructions are included on the enclosure. If you do want to appear in court, personal appearances are fine. Please note that appearing in court to enter your plea will not result in a reduction in your citation and you will have the same plea options if you personally appear in court.

If you pay your fine (the amount listed on your citation) prior to your court date and time listed on your citation, you do not need to submit a plea to the court. Please note that if you pay the fine, you will be found guilty of the offense as listed on your citation. Fines can be paid:

- In person at the Edgerton Police Department, 215 W. Fulton St., Edgerton, WI 53534. **If they are closed, there is a deposit drop-box** where you can leave your payment. Please include a copy of the citation if possible or include your name, and citation number if you have it, so we can post the payment to the correct account.
- By mail. You can send payment to the Clerk of Court, Edgerton City Hall, 12 Albion St., Edgerton, WI 53534. Please include a copy of your citation if possible or at least include your name and citation number.
- Online at https://www.officialpayments.com/pc_home.jsp. This link can also be found on the City of Edgerton's website under "Pay Citations Online." Please note there is a fee for using this service. You will need your citation number and arresting officer number that can be found on your citation. When entering your citation number, include numbers only and do not include the letters.

Further, **if you do not want to submit a plea and only need time to pay the fine** you do not need to do anything (you do nothing). If you do not submit a plea or pay the fine, you will be found guilty in default and given 60 days to pay the fine as listed on your citation. You will receive notification in the mail regarding the fine amount and due date.

Any questions can be directed to the clerk of court at the contact information included above.

BY ORDER OF:
Jeffrey T. Roethe
Municipal Judge

PLEA OPTIONS

_____ I want to plead no contest. I am not admitting my guilt but do not want to contest the charge. I understand that I will be found guilty of the offense listed on the citation and given 60 days to pay the fine as listed on the citation.

_____ I want to plead guilty. I admit my guilt. I understand that I will be found guilty of the offense listed on the citation and given 60 days to pay the fine as listed on the citation.

_____ I want to plead not guilty. I understand that a trial date will be set.
(Note: if you plead not guilty, you will be required to participate in a pre-trial conference with the prosecutor – you will receive instructions in the mail. At the pre-trial conference you will have the opportunity to discuss your case with the prosecutor for a potential settlement. This is a phone conference.)

_____ I am not ready to submit a plea. I am requesting a continuance of my case.
(you will be notified later of a new court date).

NOTE: You are only allowed one continuance – if you have already had a continuance, this option is not available to you.

If you do not want to submit a plea and only need time to pay the fine you do not need to do anything (you do nothing). If you do not submit a plea, appear in person or pay the fine, you will be found guilty in default and given 60 days to pay the fine as listed on your citation. You will receive notification in the mail regarding the fine amount and due date.

Date: _____

Name Printed: _____

Address: _____

Phone: _____ Email: _____

Citation Number/Charge: _____

Signature: _____

PLEAS MUST BE RECEIVED NO LATER THAN YOUR COURT DATE AND TIME. YOU CAN NOTIFY THE COURT OF YOUR PLEA BY ONE OF THESE WAYS:

- Mail – send to the Clerk of Court, Edgerton City Hall, 12 Albion St., Edgerton, WI 53534.
- Email – send to clerkofcourts@edgerton.wi.gov
- Telephone – 608-884-2671 ext. 208. Please your name, address, phone, and plea on the message machine. Please speak clearly and slowly so the clerk can understand your name and phone number. You will get a confirmation phone call back.

Questions can be directed to:
clerkofcourts@edgerton.wi.gov or
608-884-2671 ext. 208