

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

Dale E. Pope
Judge

Lori A. Irmen
Clerk

NOTICE

Your court case is either scheduled for, or has been continued from an earlier court date to:
April 15, 2020 at 6:00 p.m.

Because of the coronavirus pandemic, **PERSONAL APPEARANCES ON THIS COURT DATE WILL NOT BE ALLOWED.** Court pleas will only be taken by mail, email or telephone. Pleas must be received no later than April 15, 2020 at 6:00 p.m.

Attached is information that provides detailed information about your options for making a plea. Please review your options and inform the court how you want to plea. Pleas must be received no later than April 15, 2020 at 6:00 p.m. Further instructions are included on the enclosure.

If you pay your fine (the amount listed on your citation) prior to April 15, 2020 at 6:00 p.m. 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. 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 nominal 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:
Dale E. Pope
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 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 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.

_____ 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: **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.

Date: _____

Name Printed: _____

Address: _____

Phone: _____ Email: _____

Citation Number/Charge: _____

Signature: _____

**PLEAS MUST BE RECEIVED NO LATER THAN APRIL 15, 2020 AT 6:00 P.M.
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@cityofedgerton.com
- 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@cityofedgerton.com or
608-884-2671 ext. 208