



Mid-Moraine Municipal Court
Administrative Offices
1625 E. Washington Street, Suite 100
West Bend, WI 53095
Phone Number (262) 334-5700
Fax Number (262) 334-7771



Hours:
Monday-Friday
8:00 a.m. - 4:30 p.m.

1. What is a municipal citation?

A municipal citation can be in the form of a traffic ticket, parking ticket, violations of the criminal statutes that have been adopted into the municipal code (e.g. disorderly conduct, theft, etc.) or violations of the municipal code (e.g. building code, health code, fire code, etc.). The citation is a non-criminal civil forfeiture action issued by the City of West Bend which imposes a fine or other penalty. Failure to pay the fine or penalty can result in the loss of your driving privileges or a warrant issued for your arrest.

2. Who prosecutes municipal citations?

The prosecution of municipal violations is handled by the City Attorney's Office through Mid-Moraine Municipal Court. Municipal Court is held in the Council Chambers at City Hall twice a month. City Hall is located at 1115 South Main Street in West Bend. ***This is not the same as the Washington County Courthouse.*** For information about Mid-Moraine Municipal Court or for specific information about a pending citation call (262)-334-5700.

3. What should I do if I dispute the citation?

Enter a plea of NOT GUILTY to the charge by doing **ONE** of the following:

- Complete and return the bottom portion of the IMPORTANT NOTICE form you received with your citation with the *NOT GUILTY* line checked.
- Appear at the Municipal Court office in West Bend and complete a Not Guilty Plea form.
- Appear in court on the date noted on your citation and enter a Not Guilty plea.

All Not Guilty pleas entered by mail or by form must be received by the Municipal Court ONE DAY PRIOR TO THE COURT DATE ON YOUR CITATION. You do not need to appear at your court date unless it is marked MUST APPEAR on your citation. You will be notified within two weeks after your court date of a PRETRIAL CONFERENCE scheduled for the following month.

4. *What if I don't want to dispute the citation, where do I pay my fine?*

Enter a plea of NO CONTEST or GUILTY to the charge by returning the bottom portion of the IMPORTANT NOTICE form you received with your citation along with your payment prior to the court date noted on your citation. **Please make check or money order payable to Mid-Moraine Municipal Court and mail payment or deliver payment to Municipal Court, 1625 E. Washington St., Suite 100, West Bend, WI 53095.**

5. *Where do I go if I "Must Appear" or wish to appear in court?*

Municipal Court for the City of West Bend is held in the Common Council Chambers on the 2nd Floor at West Bend City Hall, 1115 South Main Street, West Bend, WI 53095.

6. *What happens next if I plead Not Guilty to the citation?*

Mid-Moraine Municipal Court will notify you of the date for your pre-trial conference.

7. *What happens at the pre-trial conference?*

The pre-trial is your opportunity to discuss your citation with the City Attorney's office. Pre-trials are scheduled twice a month at West Bend City Hall, 1115 S. Main Street, West Bend, WI. The purpose of the pre-trial is to determine the merits of your citation and to see if the matter can be resolved without having a trial. A pre-trial can be conducted by phone or in person. Instructions for the process are explained on the notice of your pre-trial that you receive from Mid-Moraine Municipal Court.

8. *Prior to my pre-trial can I discuss my citation with the Assistant City Attorney?*

NO. The City Attorney's Office is required to process a high volume of citations. Therefore, we must require everyone to follow the same court procedures. Contact the City Attorney's Office only during the time(s) indicated on your pretrial notice.

9. *What happens at the trial?*

The trial is your opportunity to convince the Municipal Court Judge that you are not guilty of the citation. You will need to present whatever

evidence you feel demonstrates that you are not guilty. It is your responsibility to have witnesses, documents, exhibits or other evidence available at trial for presentation.

10. *Do I need an attorney?*

You are entitled to have an attorney at any stage of the proceedings. The decision to retain counsel is entirely up to you.

11. *Can I have a public defender defend me in Municipal Court?*

NO. Public defenders only represent people in criminal matters.

12. *Can I have a jury trial in Municipal Court?*

With the exception of OWI, or drunk driving cases, all Municipal Court citations must first go to trial before the Municipal Court Judge without a jury. If you disagree with the Judge's decision, you may appeal the decision to Washington County Circuit Court where you may request a jury trial. If you are charged with OWI, or drunk driving, you may skip the first trial to the Municipal Court Judge and go directly to a six person jury trial in Circuit Court. All jury trials require you to pay a \$36 jury fee for a six person jury.

13. *What happens when I miss my court date?*

The Judge enters a default judgment against you, and orders you to pay a fine or assesses other penalties against you. The ordered fines and penalties will be assessed against you. If you wish to reopen the case, contact Mid-Moraine Municipal Court. There is a cost involved to reopen cases.