

**VILLAGE OF SHOREWOOD HILLS  
MUNICIPAL COURT**

**810 Shorewood Boulevard, Shorewood Hills, WI 53705**

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Honorable Felice Borisy-Rudin  
Municipal Judge

Martha Davis  
Court Clerk

\*\*\*EXPLANATION OF PROCEDURES\*\*\*

The Municipal Court of the Village of Shorewood Hills is encouraging the use of social distancing to reduce the long-term effects of COVID19. This form explains procedures during the coronavirus COVID19 crisis.

For the duration of this crisis, you have four (4) options for making your initial appearance, and entering your plea. (NOTICE: ANYONE PLEADING NOT GUILTY OR REQUESTING A TELEPHONE OR WEB-BASED APPEARANCE OR CONFERENCE MUST ALSO PROVIDE THEIR TELEPHONE NUMBER AND EMAIL ADDRESS, AND NOTIFY THE COURT IMMEDIATELY OF ANY CHANGES):

- A. You may make your plea or request for continuance in writing using the attached form and return it to the Shorewood Hills Municipal Court by email, fax, or mail. Be sure to select one option, and include your current email address, telephone number, and postal address, and sign the document.
- B. You may make a no contest plea by paying online at <https://www.shorewood-hills.org/payments> or by mail.
- C. You may request the opportunity to appear before the Court by telephone by indicating that request on the attached form, or by contacting the Clerk of Courts by telephone, fax, email, or mail, at the numbers and address above.
- D. You may request the opportunity to appear before the Court using the Court's audiovisual teleconferencing system. If you would like to do this, please email the Clerk of Courts at [mdavis@shorewood-hills.org](mailto:mdavis@shorewood-hills.org) to receive an appointment time for your web-based initial appearance, a link, and further instructions.

General information for initial appearances:

This Court has jurisdiction of traffic and non-traffic ordinances in this Municipality. You have a right to be represented by an Attorney, or you may go ahead without one. This Court will not pay for your Attorney. If you want an Attorney, you must hire one at your own expense. YOU MUST NOTIFY THE COURT IN WRITING WITHIN 5 DAYS OF ANY CHANGE OF YOUR ADDRESS. You are required by law to keep your address current with the Court until your case has been resolved and paid in full.

**You are required to answer the charges by making a formal plea of GUILTY, NO CONTEST, or NOT GUILTY, or you may make a request for a CONTINUANCE:**

**GUILTY:** This plea means that you ADMIT to the charge(s). A GUILTY plea is your statement that you violated the ordinance as stated on the citation or complaint.

**NO CONTEST:** This plea means that you do NOT wish to CONTEST the charge(s). The Court will treat the plea the same as a plea of guilty. By entering a plea of NO CONTEST, you neither admit nor deny the charge(s); rather you are choosing not to dispute the charges. The effect is the same as a Guilty plea, except that the plea of NO CONTEST may not be used as evidence of guilt in other litigation arising out of the same incident.

**NOT GUILTY:** This plea means that you wish to CONTEST, or DENY, the charge(s). The Court will then set your case for a Pre-Trial Conference with the Village Attorney and the Clerk will give you a written notice of this next appearance. Your appearance at the Pre-Trial Conference is MANDATORY. If the case is not resolved at that time, a trial will be scheduled. If you do not appear at your Pre-Trial Conference, you will be found guilty by default.

**CONTINUANCE:** A request for a CONTINUANCE is not a plea. It is a request to reschedule your plea hearing

to a later date, usually at the regularly scheduled Initial Appearances one month later. If you request a CONTINUANCE, you will be scheduled for a mandatory plea hearing at another date. If you do not appear when scheduled, you will be found guilty by default.

**NOTE:** If you have been charged with operating under influence of intoxicant or other drug in a violation of Wis. Stat. sec. 346.63(1) or 346.63(5) you have the right to request a jury trial in Dane County Circuit Court. To exercise this right, you must make your request for a jury trial and pay all required fees within 10 days from entry of your Not Guilty plea.

**TRAFFIC CASES:**

Points in traffic cases are assessed as of the date of violation, not the date of conviction. If you accumulate 12 points in any 12-month period (determined by violation dates), the Department will suspend or revoke your driving privileges. If you hold a probationary license, on the second and subsequent moving convictions, the points will be double the standard number of points assigned to your violation. The length of suspension or revocation will depend upon the total number of points accumulated. If your driving privileges are suspended or revoked for any reason, you must pay a fee and reinstate your driving privileges at the Department of Transportation. You may be eligible to file a Petition with the Department of Transportation for an Occupational License. Petitions are available from the Department of Transportation, not the Court.

Some violations may require you to attend traffic school. Madison College provides a traffic school. On-lines schools may also be available for certain violations. For Underage Drinking Violations, the Court may suspend your driving privileges for not less than thirty (30) days and not more than two years.

**PAYMENT OF FORFEITURE AND COSTS ARE DUE WITHIN 60 DAYS.** If, because of financial hardship, you are granted time to pay, you will be given written notice of when the payment is due. It is very important that you keep track of the due date. If you can't pay because of poverty, health reasons, or the COVID19 emergency, you should contact the Court immediately to seek either a deferment or an opportunity to pay in installments. If you do not contact the court, and your penalty is not paid on time, the Court may suspend all your driving privileges for up to one year, issue a warrant for your arrest, commit you to the Dane County Jail for a period not exceeding 90 days, refer your debt to a collection agency, and/or intercept your tax refund. Wisconsin law does not allow an occupational license to be issued when driving privileges are taken away for failure to pay on time.

**DURING THE COVID19 CRISIS, UNTIL FURTHER NOTICE, THE COURT WILL NOT HOLD ANY IN PERSON TRIALS.** However, you may request a trial by a web-based platform using the Village's audiovisual teleconferencing system. If you request a web-based trial, you will be required to provide all your evidence exhibits to the court and the Village Prosecutor at least 48 hours prior to your scheduled trial or hearing. You will also need to check with the Clerk of Courts to make sure that both you and your witnesses have all the computer or telephone equipment necessary to participate in a web-based trial. The Clerk of Courts will provide you with a date and time for your trial, as well as a link that will allow you to connect to the Court for the trial.

**AT THE TIME OF A TRIAL** in the Village of Shorewood Hills Municipal Court, you have certain rights as a Defendant, which you may exercise. You have the right to hire a lawyer to represent you. If you choose to hire a lawyer, you should do so as soon as possible so that he or she may acquaint him or herself with your case. You have the right to call witnesses on your behalf, and you have the right to subpoena those witnesses. During the Trial, you have the right to testify on your own behalf. After the verdict is rendered and the judgment is entered, you have the right to appeal the decision to the Dane County Circuit Court. To appeal, you must pay the required fees and file with the Court a written Notice of Appeal, and serve a copy of it on the other party (the Prosecution), within 20 days of the judgment or decision.

BY THE COURT  
Honorable Felice Borisy-Rudin  
Municipal Judge, Shorewood Hills, WI