

## Village of Shorewood Hills Municipal Court

### Frequently Asked Questions (FAQs):

#### **Q: DO I HAVE TO APPEAR IN COURT?**

A: In the upper left hand corner of your citation, it indicates whether or not your appearance in Court is mandatory.

#### **Q: WHAT WILL HAPPEN IF I DO NOT PAY MY CITATION?**

A: If your debt is not paid in full within 90 days of the date of your judgment, the debt will be referred to the Wisconsin Department of Revenue for collection action. A delinquent collection fee of 15% of the unpaid balance or \$35.00, whichever is greater will be added to your account.

Collection action may include one or all of the following, some of which result in additional fees being added:

- Interception of your Wisconsin tax refunds.
- Attachment of wages or other compensation being paid to you.
- Garnishment, seizure or levy against your property, including bank accounts and IRAs.
- Filing a delinquent tax warrant with the Clerk of Courts in the county in which you reside and/or own property. This warrant will act as judgment and lien on any real and personal property that you own and may affect your credit rating.
- Your driving privileges may also be suspended for up to one year.

#### **Q: HOW CAN I PAY MY CITATION?**

A: You can pay a citation:

- In person at the Village Hall – 810 Shorewood Boulevard, with cash, check, or money order.
- Using the Shorewood Hills Drop Box, located in the Village Hall parking lot, with check or money order.
- Via US Postal service, with check or money order.
- Online with debit or credit card, via AllPaid. Please note that AllPaid charges a small fee for this service. Click [HERE](#) to make an online payment.
- At the time of your Court hearing with cash, check or money order.

**Q: WHAT TYPES OF CASES DOES THIS COURT HEAR?**

A: The Court has jurisdiction of traffic and non-traffic ordinance violations in the Village of Shorewood Hills. This Court only hears ordinance violations; it does not hear any criminal cases.

**Q: DO I NEED AN ATTORNEY?**

A: You are not required to have an attorney for a Municipal Court matter; the decision is yours. You have the right to be represented by an attorney, or you may proceed without one. Hiring an attorney will be at your own expense. Because Municipal Courts do not hear criminal cases, they do not provide public defenders.

The Court staff is interested in answering all procedural questions you have about how the Court will handle your case; however, they cannot offer legal advice, make recommendations to you about your case or recommend an attorney.

**Q: WHAT ARE THE DIFFERENT PLEAS I CAN ENTER?**

A: You are required to answer the charges by entering a plea of GUILTY, NO CONTEST, or NOT GUILTY. You may also ask 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). With a no contest plea, you neither admit nor deny the charge(s), rather you are choosing not to dispute the charge(s). The Court treats a no contest plea in the same manner as a guilty plea. Unlike a guilty plea, a no contest plea cannot be used as evidence of guilt in other civil 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 and you will receive a written notice of this next appearance. Your appearance at the pre-trial conference is MANDATORY. If the case is not resolved at that meeting, a trial will be scheduled. If you do not appear at your pretrial conference, you will be found guilty by default.

CONTINUANCE: A request for a continuance is not a plea. It is a request to schedule your plea hearing at a later date, usually one month later. If you do not appear when scheduled, you will be found guilty by default.

**Q: AM I GOING TO LOSE MY LICENSE?**

A: Points in traffic violations are assessed as of the date of the violation, not the date of conviction. If you accumulate 12 points in any 12 month period (determined by violation dates), the Department of Transportation (DOT) will suspend or revoke your driving privileges. If you hold a probationary license, on the second and subsequent moving convictions, you will receive double the standard number of points for the violation. The length of suspension or revocation will depend on 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 DOT. You may be eligible to file a petition with the DOT for an occupational license. Petitions are available from the DOT, not the Court.

Some violations may require you to attend traffic school. Madison College provides a traffic school. On-line schools may also be available for some violations. The DOT will provide you with information regarding traffic school options.

For underage drinking violations, the Court may suspend your driving privileges for not less than thirty (30) days and not more than two (2) years.

**Q: HOW CAN I REDUCE POINTS ON MY DRIVING RECORD?**

A: If you wish to reduce your demerit points on your driving record you may attend an approved traffic school, one of which is conducted at Madison College. This procedure does not apply if your current violation results in revocation or suspension, or if school was ordered in lieu of revocation for Operating Under the Influence. Drivers may only have their points reduced once every three years.

Application for Traffic Safety School can be made at Madison College or other State vocational schools by visiting the [Wisconsin Department of Transportation's Traffic Safety Courses page](#).