

Village of Shorewood Hills,

Plaintiff

vs.

Citation(s) # _____

Defendant**DEFENDANT'S PLEA AND/OR APPLICATION FOR RELIEF**

Name: _____ Email: _____ Telephone: _____

Address: _____
Street Apt # City State Zip

To encourage social distancing, and to avoid defendants having to come to Court for an in-person appearance during the COVID 19 coronavirus crisis, the following options are currently available for initial appearances. If you are unable or unwilling to appear in person, you must choose ONE of the 4 options below, and add additional information as needed:

1. ___ **COURT HEARING: I want to appear by ___ phone or ___ web-based audiovisual.**
The court will contact me with a date, time and further instructions.
2. ___ I need more time. I request a postponement or **CONTINUANCE**. I will receive a new date in the mail.
3. ___ I plead **GUILTY/NO CONTEST** to the above citation(s), dated _____, and:
 - a. ___ Agree to the citation amount.
 - b. ___ Request that the forfeiture amount be reduced for the following reasons: _____
 - c. ___ Request a payment plan of \$ _____ per month/week (circle one).
 - d. ___ Request a deferment until _____ to pay my forfeiture and costs.
4. ___ I plead **NOT GUILTY** of the violation(s) described in the above citation(s), dated _____, and request a pretrial conference by telephone.

NOTICE: Any person may make a plea in writing instead of appearing by telephone or in person. If you plead GUILTY, NO CONTEST, or NOT GUILTY, this document will serve as your initial appearance once it is received by the court. Do NOT come to court after mailing, emailing, or faxing a plea of GUILTY, NO CONTEST, or NOT GUILTY, unless instructed to do so by the court.

If you plead GUILTY or NO CONTEST, you may have 60 days to pay your citation. A judgment with your due date will be sent to you. If you need more than 60 days to pay, you may request that the court consider reducing your forfeiture, or request a payment plan or additional time to pay. Anyone wishing to plead **GUILTY** or **NO CONTEST** may pay online at <https://www.shorewood-hills.org/payments> or by mail.

If you plead NOT GUILTY, a telephone pretrial conference will be scheduled for you with the municipal prosecutor. You will be required to conduct the pretrial conference with the municipal prosecutor by telephone at the scheduled date and time, or by email at the prosecutor's discretion.

I understand that my failure to participate in any scheduled telephonic or web-based appearances or telephonic or email pre-trial conferences may result in a default judgment against me.

Signature_____
Date

Return this completed form to: Shorewood Hills Municipal Court, 810 Shorewood Boulevard
Madison, WI 53705, Fax: (608)267-1155, Email: lgraf@shorewood-hills.org