

Send check or money order payable to:

CLERK OF CIRCUIT COURT

Sauk County Courthouse
P.O. Box 449
Baraboo, WI 53913-0449

Office Hours:

Monday through Friday 8:00 a.m. to 4:30 p.m.
(608) 355-3287
(608) 355-3480 FAX

Include a photocopy of your citation with
your payment to assure proper handling.



You may pay your
traffic citation by
Credit Card.

Go online at
www.co.sauk.wi.us
or
Call Toll Free
1-866-480-8552

You must provide
the operator with
the citation number.

A fee for service
will be added to the
amount due on the
citation.

SAUK COUNTY CIRCUIT COURT

BARABOO, WISCONSIN 53913

A TRAFFIC CITATION

**YOUR RIGHTS AND
RESPONSIBILITIES**

Citation No. _____

Court Date _____

In lieu of appearance, a bond of \$ _____
may be posted by mail.

**SEE BACK PAGE FOR PAYMENT
INFORMATION**

*This brochure does not apply to cases
requiring a mandatory court appearance.*

PLEASE READ IMMEDIATELY

INTRODUCTION

You have just received a traffic citation. Before you vent your frustration on the arresting officer, pause a moment and reflect on your driving conduct which led to your arrest. The officer is only doing the job for which the officer was trained - trying to save you and others from unnecessary property damage, injury or death. Thousands of Americans are needlessly killed each year on our highways. The officer's job is to ensure that you are not one of them.

This brochure is designed to answer questions you may have concerning the citation you have been issued.

MUST I APPEAR IN COURT ON THE DATE SET FORTH ON MY CITATION?

You may avoid appearing in court by sending the bail amount prior to your court date. If bail is posted and you do not appear you will be found guilty, and the bail money posted will be forfeited.

If you wish to plead not guilty, you may do this by mail without appearing in court on the date set forth on your citation. Please refer to the section "I Wish to Plead Not Guilty, How do I do that and What Will Happen in Court?"

If you do not post bail money and you also fail to appear in court on your court date, you will be found guilty and judgment will be entered against you. If you fail to pay the forfeiture amount within the time set by the Court, your license will be suspended. Alternatively, contempt of court proceedings may be brought against you, which could result in up to a six-month jail sentence being imposed if the fine (forfeiture) is not paid.

WHAT WILL HAPPEN IF I APPEAR IN COURT ON THE DAY OF MY CITATION?

The date on your citation is the date of your initial appearance. An initial appearance is your opportunity to enter a plea to the charge. You may plead guilty, no contest, or not guilty. The initial appearance is not the trial date. If you plead guilty or no contest, the court will find you guilty and the matter will be resolved at the initial appearance. If you plead not guilty, your case will be scheduled for a trial at a later date.

I WISH TO PLEAD NOT GUILTY, HOW DO I DO THAT AND WHAT WILL HAPPEN IN COURT?

You may plead not guilty either by appearing in court on the date on your citation or by entering a not guilty plea in writing by mail or by FAX prior to the court date. Mail or FAX the written plea of not guilty to the address or FAX number on the back of this brochure and include the charge, the date you were scheduled to appear, the name of the police agency that issued you your ticket, the ticket number, your current mailing address and phone number. This must be received by the court date listed on your citation.

After you plead not guilty, the case will be scheduled for a trial. You have the right to a jury trial. If you want to preserve this right to a jury trial, you must make a written demand for a jury trial and post jury fees within ten (10) days following the earlier of either: 1) the date you submit your written not guilty plea; or 2) the date of your initial appearance.

A court date will be mailed to you. You will have to appear at the court date or you will be found guilty. It is your responsibility to notify the Clerk of Court in writing of any change in your mailing address.

ASSESSMENT OF POINTS REPORTING CONVICTION TO OTHER STATES.

If you are found guilty of a traffic violation, your conviction will be reported to the Wisconsin Department of Transportation if you have a Wisconsin driver's license or to the state that issued your driver's license. In Wisconsin, demerit points are assessed for certain violations. These points are assessed by the Department of Transportation and not by the court. Information on your point status must be obtained from the Department of Transportation.

QUESTIONS

Any questions you wish answered prior to your appearance in court, other than routine time schedule questions, etc., should be addressed to your attorney. Court and Clerk's Office personnel are prohibited by law and the order of the court from giving legal advice.

YOUR FINAL DECISION

Regardless of how you intend to plead or the final disposition of your case, resolve now to become a better driver. Your life and entire future could well depend on this decision.