

Figure 1

Appearance Required No Yes Date: _____
 PLACE: CIRCUIT MUNICIPAL Time: _____
 am pm
Y 818026 6
 See back for court/point information

5 Non-Individual <input type="checkbox"/> Name (Last, First, MI)		Area Code - Telephone No.		42 Agency Space		2 DEPOSIT BAL \$		3 ESTIMATED Points for this Citation																											
6 Street Address		Apartment No.		Post Office - City		State		Zip Code																											
7 Driver License Number/ID No.		State		Exp. Yr.		8 HazMat No.		9 USDOT No.																											
13 Birth Date		14 Sex		Race		HT		WT		Hair		Eyes		15 Holds GDL		16 Vehicle Class/Endorsement Operated at Time of Offense																			
19 Vehicle License Plate or VIN		20 Plate Type		21 State		22 Exp. Yr.		23 Vehicle Year, Make		Type		Color		24 Waiver		FAR FIR REC																			
1 State of WI		2 County		3 City		4 Village		5 Town		27 Defendant Violated		28 Adopting State Statute No.		30 Overweight		31 Actual Legal Over		32 Violation Zone:																	
26 Plaintiff		Description of Violation		34 Week Day		35 Month - Day - Year		36 Time		37 County Name		40 Estimated		FT M		W N		S E		41 From/At Hwy		Street Name		38 CVT Code		39 On Hwy		Street Name		46 Date Citation Served		47 Accident Doc. No.		Severity	
43 Print Officer Name		44 Dept.		45 Officer ID No.		46 Date Citation Served		47 Accident Doc. No.		49 Passenger Under 16:		YES		NO		Method		By MAIL		IN PERSON		FATAL		PI		Pd									

Wisconsin Uniform Citation
 MV4016 1/2010 (2) s. 345.11 Wis. Stats.

To show placement of sequential number.
Y 818026 6

INSTRUCTIONS – READ CAREFULLY

----- COURT APPEARANCE REQUIRED -----

(See other side) If your citation is checked “yes” following “Appearance Required”, you MUST appear in court. The “Court Appearance Not Required” instructions do not apply to you.

----- COURT APPEARANCE NOT REQUIRED -----

(See other side)

• **If you wish to dispute the citation**, you must either appear in court or enter a “not guilty” plea by mail prior to your court date. Please include a photocopy of your ticket and your correct mailing address OR your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency. These should be mailed to the court address written under “You Are Notified To Appear” on the other side. You may demand a jury trial, rather than a trial before a judge, but must make that demand in writing and pay the proper fee within 10 days of entering a not guilty fee. Make check payable to the Clerk of Court and forward it to address shown on the reverse side. Jury demands in Municipal Court can only be made for intoxicated driving charges.

• **If you do not wish to dispute the citation**, simply mail in the “deposit” amount indicated on the other side of the citation by your court date. You must include a photocopy of your citation OR your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency. Make your check payable to the Clerk of Court and mail it to the court address written under “You Are Notified To Appear” on the other side. You do not need to appear. The court will find you guilty and keep the “deposit” amount as payment for your citation.

• **If you do nothing**, the court may issue a warrant for your arrest, or may find you guilty and suspend your driver license if you fail to pay your fine.

DEMERIT POINT, SUSPENSION & REVOCATION

INFORMATION - This charge may result in demerit points assessed against you. Accumulating 12 or more points within 12 consecutive months will be cause for suspending your driving privileges. **If you have a probationary license, points for the second and subsequent convictions may be doubled.** Depending on the circumstances and charge, conviction may result in revocation or suspension of your driving privileges. Traffic Safety School may be used to reduce points. For more information, contact the Division of Motor Vehicles (DMV).

If you have a disability and need help in court, please contact the Clerk of Court’s office listed on the reverse side of this form.

Figure 4

POLICE RECORD

49 Date of Disposition _____	51 Finding <input type="checkbox"/> Guilty <input type="checkbox"/> Withdrawn <input type="checkbox"/> Default <input type="checkbox"/> Fine <input type="checkbox"/> Not Guilty <input type="checkbox"/> Forfeiture <input type="checkbox"/> Dismissed \$ _____
50 Plea <input type="checkbox"/> Guilty <input type="checkbox"/> No Contest <input type="checkbox"/> Not Guilty	52 Driver License Action: _____ <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
53 D.L. Suspension/Revocation _____	54 Court Officer _____
55 Comments _____	

Sentence/Amendment _____

56 Incident Report **(Remove this page from book before completing)**

Highway	57	Divided	Not Divided	Lanes:
Weather	58	Clear	Rain	Snow Fog Cloudy
Road	59	Dry	Wet	Slippery Loose Material
Light	60	Dawn	Day	Dusk Night
Traffic	61	Light	Med.	Heavy

Figure 5

You Are Notified to Appear

Date Time

Appearance Required:

Form No. and Version CTL CITATION NO.

MW4017 0310

Estimated Points DEPOSIT Cash - Card

Court Use

Defendant (Last Name, First, Middle), Street Address, P.O. Box, City, State, Zip

Birth Date Sex Race

Telephone Number HT WT Hair Eyes lbs

Driver License/Identification Card Number State Exp. Yr. OPERATING AS: License Plate Number Plate Type State Exp. Yr. Vehicle Class Vehicle Endorsements Vehicle Identification Number US DOT No. Hazmat No. Holds CDL CDL Waiver Vehicle Year Make Type Color

Plaintiff Ordinance Violated Adopting State Statute Violation Description BAC Overweight Agency Space Week Day Date Time Actual Speed Legal Over County City/Village/Town ON Hwy No. and/or Street Name Estimate Distance From/AT Hwy No. and/or Street Name GPS Coordinates Minor Passenger

Officer Name Zone: RR - Utility - School - Const Accident Severity

Officer ID Department Date Citation Served, Method

INSTRUCTIONS - READ CAREFULLY

COURT APPEARANCE REQUIRED - If your citation is checked "yes" following "Appearance Required," you MUST appear in court. The "Court Appearance Not Required" instructions do not apply to you.

COURT APPEARANCE NOT REQUIRED - IF YOU WISH TO DISPUTE THE CITATION, you must either appear in court or enter a "not guilty" plea by mail prior to your court date.

Please include a photocopy of your ticket and your correct mailing address OR your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency. These should be mailed to the court address.

Your trial will be before a judge, unless you demand a jury trial in writing within 10 days of the court date on your citation and enclose the proper fee. Make check payable to the Clerk of Court and forward it to the address shown above. Jury demands in Municipal court can only be made for intoxicated driving charges.

If you have a disability and need help in court, please contact the above Clerk of Court's office.

WISCONSIN UNIFORM CITATION T331 3/2010 WDOT s345.11 Wis. Stats



IF YOU DO NOT WISH TO DISPUTE THE CITATION, mail the "deposit" amount, by your court date, with a photocopy of your citation OR your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency.

Make check payable to the Clerk of Court and mail it to the court address. You do not need to appear. The court will find you guilty and keep the "deposit" amount as payment for your citation.

IF YOU DO NOTHING, the court may issue a warrant for your arrest, or may find you guilty and suspend your driver license if you fail to pay your fine.

DEMERIT POINT, SUSPENSION AND REVOCATION INFORMATION -

This charge may result in demerit points assessed against you. Accumulating 12 or more points within 12 consecutive months will be cause for suspending your driving privileges. If you have a probationary license, points for the second and subsequent convictions may be doubled. Depending on the circumstances and charge, conviction may result in a suspension or revocation of your driving privileges.

Attending Traffic Safety School prior to conviction may be used to reduce points. For more information, contact the DMV.

Figure 6