

Municipal Court

The Port Edwards Municipal Court handles citations issued in the Village of Port Edwards for traffic and non-traffic ordinance violations. The Court's primary function is to administer justice and hold individuals accountable for their actions when found guilty of local ordinance violations. The Court imposes fines and costs, collects those fines and costs, as well as imposes and collects restitution and other miscellaneous fees. Individuals can call the Municipal Court Clerk at 715-887-3531 to receive information about the amount and due date for fines. You can obtain information about reopening a case and the extension of time to pay fines as well.

When is Municipal Court?

- ❖ Municipal Court is held the 1st and 3rd Wednesdays of the month at 1:00 p.m. for Initial Appearances and on the 3rd Wednesday of the month at 4:00 p.m. for Trials with the exception of the Judge's schedule. Please contact the Court for specific dates and times.

Where is Municipal Court held?

- ❖ Court is held at the **Village of Port Edwards Municipal Building** at 201 Market Avenue, Port Edwards, WI. No food or drink is allowed and cell phones must be turned off.

What to do if you receive a citation for Port Edwards Municipal Court?

- ❖ **Mandatory Appearance:** If your citation is marked as a Mandatory Court Appearance, you **MUST** appear in Court. The "Appearance Not Mandatory" instructions do not apply to you.
- ❖ **Appearance Not Mandatory:**
 - **If you wish to dispute the citation:** You must either appear in Court to enter a NOT GUILTY plea OR enter a NOT GUILTY plea by mail prior to your Court date.
Please include a copy of your citation or a written letter stating your name, current mailing address, citation number, court appearance date and offense. Please mail or bring your letter to Municipal Court. Once your letter is received we will schedule you for a trial date. At that time you may meet with the Village Attorney to discuss the matter to see if you can reach an acceptable agreement. If no agreement is reached you will proceed to trial.

- **If you do not wish to dispute the citation:** Mail in the deposit amount on the citation by the Court Date with a statement stating that you do not wish to contest the citation. Include your name, current mailing address, citation number, court appearance date and offense or include a copy of your citation. Payments can be made in person at our office, mailed or placed in our drop box located in front of our office along the edge of the driveway.
 - ✓ **CHECKS** are to be made payable to Clerk of Court or Port Edwards Municipal Court.
 - ✓ **CASH** is accepted, however we do not recommend mailing cash.
 - ✓ **CREDIT CARDS** are accepted but there is a small fee based on the amount paid. Call 1-888-604-7888 or go to www.govpaynow.com . The Pay Location Code is **PLC8676**.

❖ **If you do Nothing:** The Court may proceed with the following:

- Issue a summons for you to appear in Court.
- Issue a warrant for your arrest.
- Find you guilty for failing to appear in Court and order you to pay the forfeiture and costs imposed by the Court/Judge which could be different than what the deposit/bond states on your citation.
- Driver's license suspension.
- Referral to a collection agency and/or interception of your State tax refund.