



## MUNICIPAL COURT FOR THE CITY OF BURLINGTON

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300 N. Pine St., Burlington, WI 53105  
Office Hours: M-Th 8-4:30 - Phone: 262- 342-1129

### INITIAL APPEARANCE UPDATE

City of Burlington Municipal Court initial appearances will now be held in person with new procedures. **If you wish to plead NOT GUILTY**, please see below as you do not need to appear in person to do so.

#### IF YOU WISH TO APPEAR:

- **All persons MUST wear a face covering in court room.** Please bring one with you.
- Any individual that exhibits any signs or symptoms of COVID-19 or has been exposed to anyone with COVID-19 shall not enter the building. They shall contact the court clerk and request a new date and time.
- Only the defendant will be allowed in the court room. If the defendant is a minor they can be accompanied by one parent or guardian.
- Defendants will enter the court room via the Police Department lobby and check in with the clerk if available. Hand sanitizer will be provided upon entering. If needed, a line shall form using the ramp outside while maintaining a 6 foot distance. Defendants will exit the court room using the doors that exit outside and use the steps outside of the Police Department.

#### IF YOU DO NOT WISH TO APPEAR IN PERSON:

- You can enter a not guilty plea in writing **prior to the court date** by email at [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov) or by mail at 300 N. Pine Street, Burlington, WI 53105. Your matter will be set for a pretrial conference at a later date and time and a notice will be sent to you. PLEASE PROVIDE your name, address, phone number, email and citation number(s) on your request.
- Payment of your citation **prior to the court date** will automatically enter a no contest by bond plea and you will be found guilty. See payment information below.
- If you wish to request a new court date, you may request a **one-time** continuance **prior to the court date** by phone, email or mail. A new initial appearance date will be given.

**IF YOU DO NOTHING**, you will be found guilty by default & given 60 days to pay.

**If your appearance is marked "MANDATORY"**, the same options stated above will apply to you. **Please contact the court clerk for additional possible options and/or consequences.**

**PLEASE NOTE:** When considering your options above, with minimal exceptions, the Judge cannot amend your citation at your initial appearance. If you wish to contest your citation or discuss anything regarding your citation, please consider entering a not guilty plea in writing prior to the court date as stated above.

**If you have any questions or concerns**, please contact the Clerk of Municipal Court by phone at 262-342-1129 or by email at [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov).

**Mail checks payable to: CITY OF BURLINGTON MUNICIPAL COURT (address above)**  
**Drop off checks at City of Police Department drop box located inside lobby (open 24/7)**  
**Online payments: [www.paymentservicenetwork.com](http://www.paymentservicenetwork.com) (Business ID: RT24926)**

## COURT INSTRUCTIONS

If you are planning to appear for your initial appearance on your citation(s), please note we have new procedures that you must follow. When your case is called by the Judge, you will stand in your place, and you will be asked to enter a plea of not guilty, no contest or guilty. Please read below to help you determine what plea to enter.

If you need additional time, possibly to consult with an attorney, you may also request a continuance.

**NOT GUILTY PLEA** – If you enter a not guilty plea, you will be given a new date and time to meet with the City Prosecutor to discuss your citation(s) and options available to you. The matter remains open until an agreement has been reached. You will not be allowed to make any statements to the Judge due to the fact that the matter may get set for a trial if no agreement is reached with the City Prosecutor. **If you are looking to plead not guilty, please consider doing this in writing prior to your court date.**

**NO CONTEST PLEA** – If you enter a plea of no contest, you are not admitting you are guilty, but you are admitting there is enough evidence to find you guilty. You will be found guilty, the court will impose a penalty and the matter will be closed. \*\*

**GUILTY PLEA** – If you enter a plea of guilty, you are admitting you are guilty. You will be found guilty, the court will impose a penalty and the matter will be closed. \*\*

**\*\*After you have entered your plea of NO CONTEST or GUILTY, you will have the opportunity to make a brief statement if there is anything you would like the court to consider when imposing a penalty.**

**When considering WHAT PLEA TO ENTER ~ PLEASE NOTE if you plead GUILTY or NO CONTEST:**

The Judge can amend **speed violations (1-25 over)** down one point level, with the fine to remain what is stated on your citation. (i.e. 6 pt. amended to 4 pt./4 pt. amended to 3 pt., etc.)

The Judge can amend 3 point **fail to stop/ improper stop/red light violations** to a 2 point impeding traffic violation, with the fine to remain what is stated on your citation.

No other amendments can be made by the Judge. If you are looking for any other type of amendment, you may wish to plead not guilty and discuss the matter with the City Prosecutor to see what options may be available to you.