



## MUNICIPAL COURT FOR THE CITY OF BURLINGTON

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300 N. Pine St., Burlington, WI 53105  
M-W-F 8-4:30; T-Th 1-4:30. *PH#*: 262- 342-1129  
Email: [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov)  
Website: [www.burlington-wi.gov](http://www.burlington-wi.gov)

# PRETRIAL CONFERENCE UPDATE

**If you are set for a pretrial conference IN PERSON**, you need to appear at the date and time as stated on your notice at the City of Burlington Police Department, 224 E. Jefferson St. If you are not feeling well or are not fully vaccinated, please continue to wear a face covering.

**If you are set for a pretrial conference BY TELEPHONE**, please read the instructions below so you are prepared on the date of pretrial.

**On the date of pretrial**, the City Prosecutor will contact defendants or attorneys at the telephone number listed on the notice that was provided when the not guilty plea was entered. Defendants or attorneys should be available for this telephone conference beginning 30 minutes prior to through 30 minutes after the scheduled time to appear. The prosecutor will try to call at the scheduled time, but because of the number of pretrials, he will need a range of time. This is why we would like you to be available prior to and after in case we are ahead or behind schedule.

If a defendant or attorney prefers to be called at a different number than what is on your notice, please contact the court clerk at the number listed above as soon as possible to advise of the number at which you will be available.

**If you are appearing BY TELEPHONE and have any documents** that you were planning to bring to the pretrial conference, please email them to the court clerk at [courtclerk@burlington-wi.gov](mailto:courtclerk@burlington-wi.gov), or hand deliver them to the court clerk at 300 N. Pine Street or at the City of Burlington Police Department, 224 E. Jefferson Street, **at least 2 days prior to the pretrial date**. Any documents provided at least 2 days prior will be placed in the defendant's file for the City Prosecutor to review at the pretrial conference.

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).