

## MUNICIPAL COURT PROCEDURES

**THERE ARE NO IN-PERSON OR VIRTUAL/PHONE COURT APPEARANCES HELD ON THE COURT DATE YOU HAVE BEEN GIVEN.** However, we would like to resolve your case by having you review your options below and follow the instructions depending on how you would like to plead. **PLEASE DO NOT APPEAR IN PERSON. PLEASE EMAIL OR MAIL YOUR PLEA, ETC.**

- 1) If you do not want to enter any formal appearance and prefer to dispose of your ticket simply by paying it, you can do so either by mail or online.
- 2) If you choose to plead Not Guilty, the court will schedule a telephone pretrial conference with the Village of Cottage Grove prosecutor, just as if you had appeared in person and entered your plea. You will receive a date, time and instructions for your phone conference.
- 3) If you wish to plead No Contest or Guilty, you should include with your plea a description of any circumstances surrounding your ticket which you would like the court to take into consideration. This includes proof of insurance, valid registration, etc.
- 4) If you are a juvenile and wish to plead No Contest or Guilty to your Municipal citation, you will, in most cases, be offered resolution of your ticket through Peer Court. Traffic citations cannot be sent to Peer Court.
- 5) **IF YOU FAIL TO ENTER A PLEA OR FAIL TO PAY YOUR CITATION(S), THE COURT WILL ENTER A FINDING OF GUILTY BY DEFAULT JUDGEMENT.** You will have 60 days from that date to pay your citation(s).

**YOUR PLEA MUST BE ENTERED OR PAYMENT MADE BY THE COURT APPEARANCE DATE ON YOUR CITATION.** Submit your plea by email or regular mail to the Clerk of Court, 221 E. Cottage Grove Rd., Cottage Grove WI 53527. Payment can be made by check or money order or on-line at the Village of Cottage Grove website ( [www.village.cottage-grove.wi.us](http://www.village.cottage-grove.wi.us) ) under Bill Pay then Pay Court Fines. (You will need the citation number and know the dollar amount.)

If you have any questions concerning these procedures, please contact the court either by email, [cpeck@villageofcottagesgrove.gov](mailto:cpeck@villageofcottagesgrove.gov) , or by phone, 608-839-8064. Please advise the court if you have a change of address and/or wish to provide your email.

Hon. Mark L. Hepfinger, Municipal Judge  
Cyndi Peck, Clerk of Court  
Village of Cottage Grove Municipal Court  
221 E. Cottage Grove Rd.  
Cottage Grove WI 53527