



COUNTY OF KENOSHA

CLERK OF CIRCUIT COURT

Rebecca Matoska-Mentink
Clerk of Circuit Court

Laura Yocum
Court Services Manager

Bethany Lofgren
Manager of Fiscal Services

912 56th Street
Room 204
Kenosha, WI 53140-3747
Phone 262 653-2664
Fax 262 653-2435

Rebecca.Matoska-Mentink@wicourts.gov

CRIMINAL/TRAFFIC DIVISION ROOM 204

NOTICE OF POLICY AND PROCEDURES RELATED TO TRAFFIC AND ORDINANCE CITATIONS

You have received a citation from a law enforcement agency in Kenosha County, Wisconsin. This citation will be filed with the Clerk of Circuit Court, Kenosha, Wisconsin. This office is **PROHIBITED** by law to give any legal advice.

APPROPRIATE ATTIRE IS REQUIRED AT ALL COURT APPEARANCES. NO TANK TOPS, SHORTS, HATS OR CHILDREN ARE ALLOWED. PLEASE FOLLOW THIS POLICY WHEN YOU APPEAR AT ANY COURT HEARING.

INITIAL APPEARANCE HEARING: An Initial Appearance hearing is scheduled and the court date, time and location are noted on your citation. The Courtroom is located in the Kenosha County Courthouse, 912 56th Street, Kenosha, WI 53140, Room 300. At this hearing, you are required to enter a plea of not guilty, guilty or no contest to the violation. You are required to keep this office informed of your current address until the procedures in this matter have been completed and all your obligations have been met. If the citation states "**MUST APPEAR**", you are required to appear for the Initial Appearance hearing. If you want to contest the citation but do not wish to appear and it is not required, you may send in a "Not Guilty by Mail" plea to **Kenosha County Circuit Court, Room 204/Traffic, 912 56th Street, Kenosha, WI 53140**. The letter should contain the file number or citation number, your name and current address. A pretrial notice to appear will be sent by mail **after the Initial Appearance date** to notify you of the next court date.

If your violation involves an equipment violation, your vehicle registration or the suspension/revocation of your driving privileges and you have now fixed the equipment violation, have properly registered your vehicle or have obtained a valid driver's license, you should bring the proof of repair, registration or license certificate with you to court.

IF YOU DECIDE TO PLEAD "GUILTY" OR "NO CONTEST" AND YOU WILL NOT BE APPEARING IN COURT, YOU ARE REQUIRED to pay the deposit amount prior to the Initial Appearance hearing. Include a copy of your citation with your payment. In person, you may pay with cash, check, money order, Visa, Mastercard or Discover. You may pay by mail with a copy of the citation and a check or money order made payable to the Clerk of Circuit Court and sent to Kenosha County Courthouse, Room 204, 912-56th Street, Kenosha, WI 53140-3747. You may pay online through - Wisconsin circuit court access program, <http://wcca.wicourts.gov/index.xsl>. Enter the party name, Kenosha County and pay fees to start the process. You may also pay through OPC at www.officialpayments.com or by phone 1-800-272-9829 and use "Jurisdiction Code **5850**". Your citation will not contain your case number. To determine your case number, you may search the court records website at: <https://wcca.wicourts.gov/> or contact the Circuit Court at 262-653-2664. There will be a nominal fee charged for these payment services. If you want to pay prior to the initial appearance and between the hours of 5 p.m. and 8 a.m., you can pay in person at Kenosha County Public Safety Bldg., 1000 - 55th Street, Kenosha, Wisconsin. You must pay by cash, check, money order or Visa, Mastercard or Discover. All debit/credit card transactions made through the Circuit Court office or Kenosha County Public Safety Building will have a 3% service fee added to the transaction pursuant to Wis. Stat. 59.40(5).

IF YOU DECIDE TO PLEAD "NOT GUILTY" you should appear in person or follow the procedure above for a "Not Guilty by Mail". If your case is not settled at the initial appearance you will receive a scheduling notice advising you of your next court date which will be a Pretrial hearing with the District Attorney.

COURT TRIAL OR JURY TRIAL: If you enter a plea of "**NOT GUILTY**", a trial to the Court will be scheduled if no resolution occurs at the Pretrial hearing. If you wish to have a Jury Trial, you must pay a **non-refundable** jury fee of thirty-six dollars (\$36.00). The jury fee **MUST** be received by the Clerk of Circuit Court no later than ten (10) days after your Initial Appearance hearing.

IF YOU FAIL TO APPEAR ON A "MUST APPEAR" CITATION: If you fail to appear on a citation that is marked "MUST APPEAR" the court official will issue a bench warrant for your arrest.

IF YOU FAIL TO APPEAR ON A CITATION: If you fail to appear on a citation, the court official will consider your nonappearance and nonpayment a plea of no contest, make a finding that you are guilty as charged and impose the appropriate penalties. You will receive written notification approximately ten (10) working days **after the Initial Appearance hearing**. The penalty will be due within (30) thirty days. Partial payments will be accepted immediately, if the full balance cannot be paid within (30) thirty days. Any questions, call the Collections Division at 262-653-2889 during regular business hours.

Information regarding Social Security Numbers and Circuit Court of Kenosha County A request for a social security number, pursuant to Social Security Law, Sec. 41 USC 405(c)(2)(c). Wis. Stats.71.935, allows a county to apply for an intercept of an income tax refund for a debt owed for unpaid fine, restitution, forfeiture, citation or other financial obligation of at least \$20.00. If you fail to pay the amount owed to Kenosha County Circuit Court, tax intercept is one of the alternatives used for not paying the fine. For this purpose, law enforcement or the Court may ask you for your social security number. This information is voluntary.