

**INSTRUCTIONS TO DEFENDANT:**

THE FOLLOWING PROCEDURES ARE SUBJECT TO CHANGE. IF YOU HAVE ANY QUESTIONS, CONTACT THE FRANKLIN MUNICIPAL COURT **PRIOR** TO YOUR COURT DATE.

**APPEARANCE:** Your citation indicates a court date/time on which you must appear unless you pay the amount noted on the citation OR plead “not guilty” prior to the court date. Failure to pay, plead “not guilty,” or appear in Court on your assigned date will result in the issuance of a warrant or a default judgment being entered against you. If your citation indicates “MUST APPEAR” or “APPEARANCE REQUIRED – YES,” you are required to be in court on the assigned court date. It is to your advantage to arrive on time for court. Any request for an adjournment of your initial court appearance date must be received by the Court at least **24 hours** in advance. All requests are subject to approval by the Court.

**PAYMENT PROCEDURE:** If you do not wish to appear in court or to contest your citation, payment may be made using the following options:

**ONLINE:** CREDIT/DEBIT CARD online at [www.franklinwi.gov](http://www.franklinwi.gov)  
(\*a service fee is applied to all credit/debit transactions)

**IN PERSON:** At the Franklin Municipal Court Office  
9455 W. Loomis Rd, Franklin, WI 53132  
(During office hours only, Monday – Friday, 8:00 AM – 3:00 PM)  
**CASH, CHECK, MONEY ORDER, CREDIT/DEBIT**  
(\*a service fee is applied to all credit/debit transactions)  
Checks are to be made payable to the, “City of Franklin.”

Scan to Pay:



**BY MAIL:** Franklin Municipal Court, 9455 W. Loomis Rd, Franklin, WI 53132  
Checks and Money Orders are to be made payable to the, “City of Franklin.”

**AFTER HOURS:** A drop box is located in the front lobby of the Franklin Police Department and is available 24 hours a day/7 days a week. Checks, Money Orders and Cash (exact amount only – no change will be given) are accepted.

**10 DAY COMPLIANCE ORDERS:** The citation you have been issued **may** be a 10-Day Compliance Order. If the officer has written, “10 Day Compliance Order,” in the “Agency Space” on your citation, you have 10 days from the date the citation was issued to correct the violation and bring the citation (along with proof of the corrected violation) to the **Franklin Police Department** for certification and approval.

Certification and approval is granted only **IN PERSON** at the **Franklin Police Department** – *The Franklin Police Department is open 24 hours a day/7 days a week to check 10 Day Compliance Orders.* Corrections submitted via mail/fax or LATE will **not** be accepted.

You should begin counting the 10 days with day number 1 being the day the citation was issued. Failure to correct the violation and/or provide proof of the corrected violation within the 10 days will result in the compliance order *automatically* converting into a citation. After the 10<sup>th</sup> day, please refer to the instructions above for resolving citations in Court.

**\*\*Extensions of the 10-day period are NOT granted.\*\***

**NOTICE TO ATTORNEYS:** PROPER NOTICE OF RETAINER AND PLEAS OF “NOT GUILTY” MUST BE RECEIVED BY THE COURT **AT LEAST 24 HOURS** PRIOR TO THE INITIAL APPEARANCE DATE/TIME, OTHERWISE YOUR APPEARANCE IN COURT IS REQUIRED BY THE JUDGE AT THE INITIAL APPEARANCE DATE/TIME.

**PLEA OF NOT GUILTY:** This plea is made in **one** of the following ways:

1. Personally in Court on your assigned court date.
2. Personally at the Franklin Municipal Court Office, at least **24 hours** prior to your assigned court date. A Pre-Trial date will be mailed to you.
3. By mail, fax or email to the Franklin Municipal Court. You **MUST** include your full name, address, phone number, citation number and a statement of “not guilty.” Your “not guilty” plea must be received **24 hours prior** to your assigned court date. A Pre-Trial date will be **mailed** to you.

**APPEARANCE AFTER NOT GUILTY PLEA:** You must appear in Court on your assigned Pre-Trial date after making a plea of “not guilty” as stated above. Failure to appear in Court after making a plea of “not guilty” will result in a default judgment entered against you and a forfeiture will be assessed. If you submit a “not guilty” plea and have not received a Pre-Trial date via mail within 2 weeks, please contact the Court.

**JURY DEMANDS:** You may request a jury trial **ONLY** if you have been cited for Operating While Intoxicated by submitting a written jury demand along with the proper fees. If you have made a plea of “not guilty,” the demand must be filed within ten (10) days after the “not guilty” plea has been made.

**POINT SYSTEM:** Accumulating 12 points in any 12 month period of time will cause your driving privilege to be suspended. Suspension is required upon a conviction of drunk driving, absolute sobriety and juvenile/underage alcohol violations. Points are to be reduced by 3 for successfully completing Point Reduction School through MATC. Point Reduction School may only be attended once in any 3 year period.

**JUVENILES:** A juvenile is anyone **under** 17 years of age at the time of violation. Juveniles **under** 17 years of age who have been issued a citation are **required** to appear in Court on the assigned court date with a parent/guardian.

**A CONVICTION FOR UNDERAGE ALCOHOL VIOLATIONS WILL RESULT IN THE SUSPENSION OF DRIVING PRIVILEGES. SUSPENSIONS MAY BE REDUCED OR ELIMINATED BY COMPLETING AN ALCOHOL/DRUG PROGRAM AND/OR COMMUNITY SERVICE – This information is provided in Court.**

**FRANKLIN POLICE DEPARTMENT RECORDS:** Open records requests for police records must be directed to the Franklin Police Department, either in person at the Franklin Police Department, 9455 West Loomis Road, Franklin, WI 53132, or by phone at 414-425-2522.

**MUNICIPAL COURT OFFICE HOURS:** Monday – Friday, 8:00 AM – 3:00 PM