



CONTESTING YOUR CITATION: Written Plea Form

DO NOT APPEAR IN COURT ON THE DATE LISTED AT THE TOP OF YOUR CITATION(S).

If you wish to contest the citation(s) issued to you, this form must be completed and submitted to the Franklin Municipal Court prior to the date listed at the top of your citation(s).

You must print neatly.

Defendant Information form with fields for First, Middle, Last, Street Address, Apt/Unit #, City, State, Zip Code, and Phone #. Includes a note about address changes and a section for listing citation numbers to contest.

Upon receipt of this form, the Franklin Municipal Court will schedule a court session to be held BY PHONE. You will be notified by mail (at the address you provided above) of your scheduled phone court date/time. The phone number you provided above MUST be a working phone number that YOU will answer.

SUBMIT THE COMPLETED FORM TO THE FRANKLIN MUNICIPAL COURT.

BY MAIL: Franklin Municipal Court, 9455 W. Loomis Rd., Franklin, WI 53132

\*IF SUBMITTING THIS FORM BY MAIL, IT MUST BE POSTMARKED BY THE DATE LISTED AT THE TOP OF YOUR CITATION(S).

BY EMAIL: franklincourt@franklinwi.gov

BY FAX: 414-858-2625

BY DROP BOX: Drop box is located in the Franklin Municipal Court lobby. The lobby is open 24 hours/7 days a week. 9455 W. Loomis Rd., Franklin, WI 53132

If you do not wish to contest your citation(s), the forfeiture amount must be paid in full. Payment options are listed on the reverse side of this form.

## **PAYMENT OPTIONS:**

### **PAYMENT OPTIONS:**

**ONLINE:** CREDIT/DEBIT CARD online at [www.franklinwi.gov](http://www.franklinwi.gov)

*(\*a service fee is applied to all credit/debit transactions)*

Please allow 5-10 business days for citation to appear in online database.

**IN PERSON:** At the Franklin Municipal Court Office, 9455 W. Loomis Rd, Franklin, WI 53132

(During office hours only, Monday – Friday, 8:00 AM – 3:30 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.”

**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 found previously noted on this form.

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

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### **MUNICIPAL COURT OFFICE HOURS:**

*Monday - Friday from 8:00 AM – 3:30 PM.*

*Closed weekends and holidays.*

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