



City of Franklin Municipal Court
9455 West Loomis Road, Franklin, WI 53132
Phone: 414-425-4768 • Fax: 414-858-2625
franklincourt@franklinwi.gov

Frederick F. Klimetz, Municipal Court Judge

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

CONTESTING YOUR CITATION: Written Plea Form

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).

*If you are 16 years of age or younger, do not complete this form – contact the court clerk by phone.

You must print neatly.

Defendant Information			
First:	Middle:	Last:	
Street Address:			Apt/Unit #:
City:	State:	Zip Code:	Phone # (with area code):
<i>Pursuant to §800.035(2)(a)5, within 5 days of any change of address, you must notify the court in writing of that change.</i>			
IN THE LINES BELOW, LIST ALL CITATION NUMBER(S) YOU WISH TO CONTEST:			
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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.

Approved by Judge Frederick F. Klimetz on 02/09/23

PAYMENT OPTIONS:

ONLINE: CREDIT/DEBIT CARD online at 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 – 3:00 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.”

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 10th day, please refer to the instructions found previously noted on this form.

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

MUNICIPAL COURT OFFICE HOURS:
Monday - Friday from 8:00 AM – 3:00 PM.
Closed weekends and holidays.
