



# City of Franklin Municipal Court

9455 West Loomis Road, Franklin, WI 53132  
Phone: 414-425-4768 • Fax: 414-858-2625

*Frederick F. Klimetz, Municipal Court Judge*

## **ENTERING A WRITTEN PLEA**

Due to Covid-19, the Franklin Municipal Court has suspended in-person court until further notice.  
**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). Failure to complete/submit this form will result in a default judgment against you. 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>			
<b>IN THE LINES BELOW, LIST ALL CITATION NUMBER(S) YOU WISH TO CONTEST:</b>			
_____			
_____			

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 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](mailto: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.**

**Municipal Court Office Hours:** Monday – Friday, 8:00 AM – 3:30 PM. (Closed weekends and holidays.)

## **PAYMENT OPTIONS:**

**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 (\*GOVPAY service fees apply)***  
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.”

**CREDIT/DEBIT CARD: INTERNET and PHONE: (\*GOVPAY service fees apply)**

GovPay: online at [www.GovPayNOW.com](http://www.GovPayNOW.com) or by phone at 888-604-7888

*Following information needed: Pay Location Code #5897, Citation No(s) and Amount(s)*

**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.