

## VILLAGE OF HOWARD MUNICIPAL COURT

### IMPORTANT INFORMATION TO BE READ PRIOR TO JUDGES APPEARANCE

When you come into this Court, you are charged with violating a Village Ordinance or a State of Wisconsin Statute as adopted by the Village of Howard. You have a right to enter a plea of either GUILTY, NOT GUILTY, or NO CONTEST to the charge. NO CONTEST means exactly what it says: you are not contesting the charge and the Court must adjudge you guilty. If you are involved in the type of arrest where you may be sued civilly (for example, an accident) the fact that you plead NO CONTEST in this court may not be used against you in any other action or in any other Court. If you plead GUILTY, that is what is called an admission against interest which can, and may be used against you civilly. **It is very important that you understand the difference.** You may plead NO CONTEST to any charge in this Court.

A jury trial cannot be requested for any municipal/traffic charge **except** OWI or BAC. If you plead NOT GUILTY to a charge of OWI/BAC, and want a jury trial, you must make a demand of this court IN WRITING, within 10 days of this appearance and you must accompany your written demand with the jury fees of \$36.00 for a six person jury trial and \$72.00 for a twelve person jury trial. You must also include the amount of deposit set out in the citation. There is also a \$5.00 transfer fee. Checks should be made out to the BROWN COUNTY COURT CLERK. The case will then be transferred to the Brown County Circuit Court for the jury trial, and all further communications would be from them. If you do not properly request the jury trial within this period, you are forever barred and your trial will be held in this Court. (You must then contact the Howard Prosecuting Attorney for a pre-trial conference.) If the case cannot be disposed of after this conference, then a trial will be scheduled and held in this court.

You also have the right to have a trial in another Municipal Court. If you want to do that, you must make a written demand of this Court within 10 days of your initial court appearance, or you will be forever barred from transferring the trial.

You also have the right to request a continuance. If you are granted a continuance, you will be informed of the date for your next Court appearance.

The Court may send you to jail if you do not pay your forfeiture and costs. The Court may also suspend your driving privileges for failure to pay.

When you approach the bench, in traffic cases, the Court will inform you of the points involved in your case. The Court will also advise you as to the possible forfeiture and costs involved in both municipal and traffic cases.

### NOTICE TO THE ACCUSED (Demerit Point Provisions)

You may be charged with a violation of a law which requires, upon conviction, that your operator's record be charged with such points and the Motor Vehicle Department may suspend your operating privileges when your driving record shows that you have obtained or accumulated 12 points in 12 months. (Violation date to violation date.)

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**Municipal Court Contacts:**

Gregg Schreiber Municipal Judge	2456 Glendale Avenue Green Bay, WI 54313 (920) 434-4669	PO Box 12207 Green Bay, WI 54307-2207
Pam Robinson Municipal Court Clerk	(920) 434-4643 Fax <a href="mailto:probinson@villageofhoward.com">probinson@villageofhoward.com</a>	

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**Court Schedule:**

- ◆ Trials are held the first Tuesday of the each month at 5:00pm
- ◆ Juvenile hearing are held the second Tuesday of each month in closed session at 5:00pm
- ◆ Traffic and Adult Ordinances are held the third Tuesday of each month at 5:00pm
- ◆ Indigence hearings are held on the fourth Tuesday of each month at 4:30pm

Court schedule may change without notice.

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**Weddings:**

- ◆ Judge Gregg Schreiber does perform weddings.
- ◆ You can obtain marriage license information by calling (920) 448-4016 or online at [www.co.brown.wi.us](http://www.co.brown.wi.us)

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**Payment Information:**

- ◆ Who do I make the check or money order out to? Village of Howard
- ◆ Where do I mail my payment? Village of Howard, 2456 Glendale Avenue, Green Bay, WI 54313
- ◆ Can I pay my fine by phone with a credit card or debit card? Yes, by either calling 1-888-604-7888 or online at [www.gouvernementpayment.com](http://www.gouvernementpayment.com) you will need to know citation number and balance due. You will be asked for a “Pay location code” that code is: **5234**  
Please note there is a 4.75% fee for service will be added to the amount of fees due if paid by phone, and a 3.5% fee for service will be added to the amount of fees due if paid online.

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**I want to Plea “Not Guilty”**

- ◆ If I want to plea Not Guilty what do I have to do? The Village of Howard, Municipal Court needs your “Not Guilty” plea in writing prior to your initial court date. Your initial court date is written on the top of the citation that was given to you.

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**Appeal information:**

- ◆ Court information (see next page)
- ◆ Appeal Fee schedule:
  - Appeal on the **record only** (transcripts, no jury)
    - \$120.00 Appeal Fee Payable to Clerk of Circuit Court
    - Bond Amount Payable to the Village of Howard
  - New Trial **WITHOUT** jury
    - \$135 Appeal Fee Payable to Clerk of Circuit Court
    - Bond Amount Payable to the Village of Howard
  - New Trial **WITH** 6 person jury
    - \$171.00 Appeal Fee Payable to Clerk of Circuit Court
    - \$36.000 Jury Fee Payable to Clerk of Circuit Court
    - Bond Amount Payable to the Village of Howard

\*\*Appeals must be in writing along with all fees within 20 days of conviction date there are **NO Exceptions**

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## Reopening Procedures:

- ◆ To request a reopening you must request the reopening in writing to the Village of Howard, Municipal Court
- ◆ You must understand that:
  - There is a non-refundable fee of \$50.00 that is to accompany your request.
  - You will have to prove there is valid reason(s) for your reopening request.
  - If the Judge does grant your request, you may have to come to Court for more hearings.
  - If the Judge does not grant the request to reopen, you will still owe the forfeiture(s) for the violation(s)

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## Interpreters

- ◆ If you need an interpreter please contact the Court Clerk prior to your court appearance. We will reschedule and have an interpreter available to you. The cost of the interpreter may be your responsibility.

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## Frequently asked questions:

- ◆ What if my driver licenses are suspended, how do I get them back?
  - First you have to pay all past due fines and forfeitures, and then you **must** go to the Department of Motor Vehicles and pay \$50.00 to reinstate your operating privileges.
- ◆ How do I obtain a copy of an accident report?
  - You need to call the Brown County Sheriffs Department at (920) 448-4221. Please allow an average of 2-3 working days to obtain a copy of your accident report.
- ◆ How do I get a copy of the officer's report?
  - You may request a copy of the officer's report, by requesting the report in writing to the Village of Howard, Municipal Judge.
- ◆ How can I determine what my driving status is?
  - You need to contact the Department of Transportation by calling 1-800-924-3570 or online at <http://www.dot.wisconsin.gov/drivers/online.htm>
- ◆ Is there anything that I can do to get points back?
  - You can take Traffic Safety School, it is offered at Northeast Wisconsin Technical College. The class meets once per week for four weeks on Monday or Wednesday evenings, 6:30-9:10pm, Green Bay Campus. The course fee is \$44.05. Satisfactory completion entitles the participant to a 3 point reduction on their driving record. Classes are scheduled on an on-going basis. You need to remember that point reduction can only be taken once in a 5 year period, it is recommended that you check your driving record with the Wisconsin Department of Transportation to verify that point reduction is needed at this time.

For more information or you want to register, please call (920) 498-5444. If you have any questions, call the Traffic Safety office (920) 498-5526