

**Municipal Court Citations:** If you have received a municipal citation, the Portage Municipal court is located at 115 W. Pleasant St. Portage, WI 53901. The Municipal court clerk is Dawn Wilcox who can be reached at (608)742-2176. Municipal Court is normally held the second and fourth Mondays of each month. Municipal court is held in person or for your convenience we also host virtual court. The invite for this feature must be received from the Municipal Clerk.

**Parking Tickets:** If you have received a parking ticket in the City of Portage, Payment must be received within **ten (10) calendar days** of issuance or a municipal court citation will be issued. This can be paid via mail, online, or in person at the Portage Police Department. If a citation is issued it will include court costs and continued nonpayment may result in suspension and refusal of your vehicle registration and a referral of unpaid balances to collections.

***If you wish to appeal, see below.***

**Appeals:** Please read the following information carefully before filing an appeal of a parking ticket.

Appeals must be made to the Portage Police Department within five (5) calendar days of the issuance of the ticket. You are encouraged to contact the Portage Police Department at (608) 742-2174 as soon as possible after receiving your parking ticket if you have any questions or concerns.

The following examples are NOT valid reasons to appeal a parking ticket:

1. You are not familiar with State Statutes or Municipal Ordinances.
2. The curb was not painted or marked – there is no requirement to paint or mark curbs.
3. You didn't see and/or read posted signs.
4. You were unaware a snow emergency was in effect.
5. You didn't see the fire hydrant/fire lane.
6. You only meant to park for a short period of time (e.g. parking in a loading zone/no parking zone).
7. The citation was missing from your vehicle (e.g. citation was removed/blew off windshield/etc.).
8. You failed to display a valid parking permit or Disabled Parking Identification Card.
9. There was a lack of legal and/or convenient parking spaces.
10. You had time constraints (e.g. your engagement took longer than anticipated).
11. You're experiencing a lack of funds, the inability to pay, or other financial obligations.
12. You lost or misplaced the original ticket.

If your reason for appeal does not fall under one of the above listed exemptions, you may contact the Portage Police Department at 608-742-2174 or report to the police department at 117 W. Pleasant St. Portage, WI to discuss your parking ticket with the Officer In Charge.

If you are unable to resolve your parking ticket concern with the Police Department, you must pay the original parking ticket fine within ten (10) days of the date the parking ticket was issued. If you do not pay the original parking ticket fine within the ten (10) day deadline, a municipal court citation will be issued. You may choose to contest this citation through the municipal court process that is used for all municipal court citations. This process requires you to submit a not guilty plea, which will give you a pretrial conference with the City Attorney to discuss the citation. If the citation is not resolved at this pretrial conference, then a municipal court trial will be held before the municipal court Judge. If you lose your appeal through the municipal court you will be responsible for payment of the parking ticket fee plus court costs.