

PLEA OF NOT GUILTY FORM

Purpose of Form: To enter a plea of not guilty and receive a date for pretrial.

How to File the Form: The original form must be filed with court on or before your initial appearance court date. To file the form, you may do one of the following:

Mail the form to:

Portage Joint Municipal Court
115 West Pleasant Street
Portage, WI 53901

Fax: 608-742-8623

Email: dawn.wilcox@portagewi.gov

If you submit the form prior to the court date, you do not have to appear in court for your initial appearance.

Once the form is filed with the court, you will be notified by mail of your Pre-trial Hearing date. This may take several weeks depending on when the initial appearance is scheduled.

**PORTAGE JOINT MUNICIPAL COURT
115 WEST PLEASANT STREET
PORTAGE, WI 53901
(608)742-2258**

PLEA OF NOT GUILTY

Please print the information below:

Defendant's Name: _____

Address: _____

Date of Birth: _____

Telephone: _____

Citation Number: _____

Violation: _____

I wish to enter a plea of Not Guilty to the above citation. I understand that if I mail, email, fax or bring this plea form to the Municipal Court prior to the court date, I do not have to come to court until I get notified of the Pre-trial date.

Signature

Date

For Municipal Court Use Only:

Received by: _____

Date: _____