

Defendant's Name			Address		
E-mail			City, State and ZIP		
Phone Numbers	Mobile		Home		Date of Birth
Citation #		Charge			
Citation #		Charge			
Citation #		Charge			
Signature (Parent/Guardian if under 18)			Date		

DEFENDANT'S APPLICATION TO WAIVE/ADJOURN COURT APPEARANCE OR OTHER RELIEF

- I would like to **plead not guilty** to the above citation(s). Please send me notice of the date, time and place of my Pretrial Conference.
- I would like to **plead** **guilty** **no contest** to the above citation(s). I will **NOT** appear at my initial court date and I understand that I will be found guilty and a forfeiture and enforcement assessments will be imposed. **Check all applicable boxes.**
 - I would like the Court to give me 60 days to pay the amount due.
 - I would like the Judge to consider mitigating/extenuating circumstances. My explanation is attached.
 - I was cited for no valid driver's license or driving while suspended but I have attached proof I am properly licensed now.
 - I was cited for nonregistration or an equipment violation but I have attached proof of correction.
 - I was cited for no insurance coverage at the time of the alleged violation. Proof of insurance is attached.
- I will be appearing in person at my initial court date.

Plea sheet due at least 2 business days prior to the court date of the initial appearance - Failure to appear or respond will result in a default judgment.

This form may be:

1. Mailed or delivered in-person to City of Kaukauna Municipal Court, 144 W. Second Street, Kaukauna, WI 54130.
2. Scanned and emailed to clerkofcourts@kaukauna.gov. If you cannot scan the form, please send an email to clerkofcourts@kaukauna.gov with the required information.

DEFENDANT'S STATEMENT

You may make payment, either in person OR by mail at/to: 144 W Second St, Kaukauna, WI 54130. When making payment please include the citation number. Acceptable forms of payment are cash, personal check, money order, cashier's check or MasterCard/Visa/American Express. If paying by mail, use a money order or personal check. DO NOT SEND CASH. Make check payable to City of Kaukauna Municipal Court. See <https://kaukauna.gov/pay-online/> for online payments.

