
The New Holstein Municipal Court has jurisdiction over traffic and non-traffic ordinance violations in the City of New Holstein.

COURT TIMES & LOCATION

Tuesday's

Juvenile Court: 12:30 PM

Adult Court 1:00 PM

*New Holstein Municipal Court is
located at:*

New Holstein City Hall

2110 Washington Street

New Holstein, WI 53061

New Holstein Municipal Court Staff are not attorneys and can not advise you on legal matters. Please see an attorney for any legal advice.

QUESTIONS:

CONTACT THE MUNICIPAL COURT
CLERK AT 920-898-5766

nhcourt@ci.new-holstein.wi.us

**THIS BROCHURE DOES NOT
APPLY TO CASES REQUIRING A
MANDATORY COURT
APPEARANCE**

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NEW HOLSTEIN MUNICIPAL COURT

New Holstein City Hall
2110 Washington Street
New Holstein, WI 53061

(920) 898-5766
FAX (920) 898-1504

Frequently asked questions about
Citations:

For NON MANDATORY appearances
for NON-TRAFFIC and TRAFFIC
CITATIONS.

I JUST WANT TO PAY MY FINE: WHAT SHOULD I DO?

You do not have to appear in court if you send the deposit amount as shown on your citation prior to your court date. Please make checks payable to:

City of New Holstein Municipal Court
2110 Washington Street
New Holstein, WI 53061

To insure proper handling, please include your citation and the court date with a check or money order payable to: **New Holstein Municipal Court**. Payment can be made during normal office hours at the New Holstein Police Department, 2110 Washington Street, New Holstein, WI 53061.

I WISH TO PLEAD NOT GUILTY BY MAIL, HOW DO I DO THIS?

You do not need to appear in court if you wish to plead not guilty. YOU ARE REQUIRED TO WRITE A LETTER TO THE Municipal Court Clerk, City of New Holstein. State in the letter that you are pleading NOT GUILTY. Also include the offense, the date you are scheduled to appear, the ticket number, your current mailing address, and your phone number. This letter must be received at least **seven business days prior to your assigned court date**. Please mail this letter to:

Municipal Court Clerk
City of New Holstein
2110 Washington Street
New Holstein, WI 53061

You will not hear from the court until after the court date on your citation. At that time you will be mailed a notice for a Pre-Trial Conference with the City Attorney.

WHAT IS A PRE-TRIAL CONFERENCE?

It is a conference where you will meet with the City Attorney and try to resolve the matter. If you are unable to reach an agreement, the matter will be scheduled for trial.

WHAT WILL HAPPEN WHEN I APPEAR IN COURT ON THE DATE ON MY CITATION?

The date on your citation is the date of your initial appearance. An initial appearance is not a trial date. If you plead guilty, you are admitting that you committed the offense, and if the arrest report contains the necessary elements, you will be found guilty and a penalty will be imposed. If you plead no contest, you are neither pleading guilty nor not guilty, but merely want to have the matter resolved and pay the penalty. The effect of this plea is that the court will find you guilty and the matter will be resolved at the initial appearance. You, however, will not be admitting your civil liability for the use in other litigation, which should be expected where personal injury or property damage is involved. If you plead not guilty, your case will be scheduled for a Pre-Trial Conference.

PLEASE NOTE: If you do not appear or enter a plea in writing before the court date on your citation, the court will find you guilty, impose the fine, and allow 60 days

for payment of the fine. If you fail to pay the judgment imposed, your driving privileges could be suspended for up to one (1) year. You should assume additional costs for reinstatement of your license. It is YOUR RESPONSIBILITY to contact the court BEFORE the court date listed on your citation. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE MUNICIPAL COURT CLERK.

WHAT HAPPENS IF I DO NOT PAY MY FINE?

One or more of the following will happen:

1. Your driver's license will be suspended for failure to pay.
2. A tax refund intercept will be applied through the Department of Revenue and additional fees could apply.

PAYMENT OPTIONS:

Payment can be mailed or made in person at the New Holstein Police Department. Cash, Check, money order or debit/credit cards accepted (in person not over the phone). There is an additional fee for paying by debit/credit card.

We will also accept on-line payment for your citation by debit/credit card through GovPayNet®. This service provides payment directly to the Municipal Court and assesses you a fee for using their service. www.govpaynet.com

For assistance call 1-866-370-9574