

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

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### **COURT TIMES & LOCATION**

**First Tuesday** of the month 1:00 PM  
(Pre-Trials)

**Remaining Tuesdays of each month:**

JUVENILE COURT 5:30 PM

ADULT COURT 6:00 PM

### **NEW HOLSTEIN MUNICIPAL COURT IS LOCATED AT:**

NEW HOLSTEIN CITY HALL  
2110 WASHINGTON ST  
NEW HOLSTEIN WI 53061

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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 Municipal Court at 920-898-5766

[nhcourt@ci.new-holstein.wi.us](mailto:nhcourt@ci.new-holstein.wi.us)

Update: 1/31/2022



# **NEW HOLSTEIN MUNICIPAL COURT**

Frequently asked questions about citations:

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

(This brochure does not apply to cases  
requiring a mandatory court appearance.)



New Holstein City Hall  
2110 Washington St.  
New Holstein, WI 53061

920-898-5766

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

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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

To insure proper handling, please include your citation and the court date with a check or money order. Payment can be made during normal office hours at the City of New Holstein City Hall. A deposit box is located inside City Hall across from the City Clerk's Office with directions on how to make your deposit. For your convenience after normal business hours, there is a drop box located at the West side entrance to the City Hall parking lot. When using the outside drop box, please place your payment in your own envelope and clearly mark on the outside your information the words "Municipal Court".

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

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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:

**CONTINUED** →

**Municipal Court Clerk  
City of New Holstein  
2110 Washington St  
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?

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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?

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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. 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.

**CONTINUED** →

If you fail to pay the judgment imposed, your driving privilege's 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 MUNICIPAL COURT.**

## WHAT HAPPENS IF I DO NOT PAY MY FINE?

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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

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Payment can be mailed or dropped off at the City of New Holstein City Hall. **Exact cash, Check, or money orders** are accepted. Credit card payments can be made through **Allpaid** from your computer through the City's website at: <https://www.cityofnewholstein.org> - City Departments - Municipal Court and click on the "CLICK TO PAY NOW" icon or by visiting [www.allpaid.com](http://www.allpaid.com), click search, and enter: **City of New Holstein Municipal Court Fines and Fees.**

There is an additional fee for paying by debit/credit card.