

Village of Albany Municipal Court
Honorable A.B. Runaas
Michelle Brewer, Court Clerk

Mail to: 206 N. Water Street, Albany WI 53502 E-mail: asstclerk@albanywi.org Fax: 608-862-1539
(please fill out ALL highlighted areas)

Name: _____ Phone: _____ Email: _____

Address: _____ City/State/Zip: _____

Citation Number(s): _____

Court date on Citation(s): _____

Please DO NOT check more than ONE choice below (1 – 5):

1. _____ I hereby enter a plea of *Guilty* to the charge(s) stated on the above citation(s) and request time to pay the amount due. You will **not need** to appear in court after you enter this plea.

2. _____ I hereby enter a plea of *No Contest* to the charge(s) stated on the above citation(s) and request time to pay the amount due. You will **not need** to appear in court after you enter this plea.

If you plead *Guilty* or *No Contest*, you will be found guilty and a forfeiture will be imposed. If you have information you want the court to consider when imposing the forfeiture, please provide it here (attach additional paper if needed):

For Options 1 & 2 above, a dispositional sheet will be sent via mail or email detailing conviction, forfeiture amount owed, and further sanctions ordered by the Court. You will be given 60 days to pay with a hearing date to appear if you need more time to pay.

3. _____ I hereby enter a plea of *Not Guilty* to the charge(s) stated on the above citation(s) and request a Pre-Trial conference. Notice will be sent to you via mail or email with the Village Attorney contact information and further instructions. You will **not need** to appear until further notice.

4. _____ I prefer to appear on my court date/time via *Zoom* link provided via mail or email. You will be provided a scheduled 15 minute time slot. You will **not need** to appear in-person, it will be virtual. If you miss your scheduled time, you will be found guilty by default.

5. _____ I prefer to appear on my court date/time *In-Person*. You will need to appear in-person on your scheduled date/time on your citation. Please call/text 608-447-1471 upon arrival. You will be required to wear a mask. If you miss this date/time, you will be found guilty by default.

Signature: _____ Date: _____

Michelle Brewer
Municipal Court Clerk
Email: asstclerk@albanywi.org
Phone: (608) 862-0101