



Your Rights & Responsibilities

MIDDLETON MUNICIPAL COURT

7341 Donna Drive
Middleton, WI 53562
(608) 824-7370 | (608) 833-9995 (fax)
court@cityofmiddleton.us

**THIS BROCHURE DOES NOT APPLY TO CASES THAT REQUIRE A
MANDATORY COURT APPEARANCE.**



To pay online:
Select "*Traffic/Municipal Court (No Parking)*."

(last updated December 22, 2025)

Introduction

This booklet is designed to answer questions you may have about the court proceedings for the citation issued to you by the Middleton Police Department. **THIS BROCHURE IS NOT INTENDED AS LEGAL ADVICE.**

You can contact the court clerk for help by phone at (608) 824-7370, by email at court@cityofmiddleton.us, or by mail at 7341 Donna Drive, Middleton, WI 53562.

Do I have to appear in court on the date stated on my summons?

If you do not want to appear in person at your court date, you can:

- File a plea of not guilty, guilty, or no contest **before** your court date. This can be done by mail, fax, email or using the dropbox located in the lobby of the Municipal Court building located at 7341 Donna Drive in Middleton.
- If you plead not guilty, your case will be set for a pretrial conference with the city prosecutor.
- If you plead guilty or no contest, the judge will review your citation, including any information you provide with your guilty or no contest plea, and issue a judgment.
- If you don't contest the summons, you can pay the fine (i.e., the deposit amount) before your court date. If a deposit is posted and you fail to appear in court, you will be found guilty and the money from the posted deposit will be forfeited.
- If you do not deposit money and do not appear in court, a judgment will be issued against you in the amount of the fine. You will be given 60 days to pay the fine.

What will happen if I appear in court on the date stated on my summons?

The date on your citation is the date of your initial court appearance. An initial appearance is your opportunity to enter a plea to the prosecution. You can enter a plea of guilty, no contest, or not guilty. **THE INITIAL APPEARANCE IS NOT THE TRIAL DATE.** If you plead guilty or no contest, the court will find you guilty and the matter will be resolved. If you plead not guilty, your case will be scheduled for a pretrial conference with the city prosecutor.

If I don't want to fight with the ticket, can I just get more time to pay?

Yes. If you do not appear in court, the court will issue a judgment against you in the amount of the fine. You are allowed 60 days from your court date to pay the fine.

The court accepts cash, check, money order, credit and debit card. You can pay by:

- **Mail:** Please **DO NOT SEND CASH.** Make checks/money orders payable to "City of Middleton" and include your citation number. Mail payments to Middleton Municipal Court, 7341 Donna Drive, Middleton, WI 53562.

- **Online by credit or debit card:** Please note that a convenience fee will apply. Go to: <https://cityofmiddleton.us/courtpayment>, or scan QR code. Select "**Traffic/Municipal Court (No Parking)**."
- **By Phone:** You can contact the court at (608) 824-7370 for help processing a credit/debit card payment online.
- **By Dropbox:** The Municipal Court is located at 7341 Donna Drive in Middleton. The dropbox is located in the lobby of the building. Envelopes are provided for your convenience next to the drop box. Please include your name and citation number on the envelope.



I want to plead not guilty, how do I do it and what will happen in court?

You can plead not guilty by appearing in court. Or, you can file a not guilty plea **before** your court date in writing by mail, email, or through Dropbox. This must be received **before** your court date.

After pleading not guilty, the case will be scheduled for a pretrial conference with the prosecutor. A letter with the date of the pretrial conference will be mailed to you. You must attend the pretrial conference. If the case is not resolved at the pretrial conference, the case will be scheduled for trial.

What are my options if I need more time to pay the fine?

You can ask for a payment plan or a poverty hearing. Both forms can be found on our website at <https://www.cityofmiddleton.us/462/Court-Forms>.

What happens if I don't pay the penalty within the allotted time?

Failure to pay or request a poverty hearing within 60 days of your court date may result in: suspension of your driving privileges for up to one year; certify the outstanding amount through the Department of Revenue; refer the matter to a collection agency; or be incarcerated in county jail for up to 90 days. If you are unable to pay the penalty within 60 days, you should contact the court to arrange a payment plan or request a poverty hearing.

I'm worried about the points against my driving record. How do I know if I'm in specific problems?

If you are found guilty of a traffic violation, your driving record may be charged with demerit points. Demerit points are predetermined for each traffic violation by the Department of Transportation. The court does not determine the number of points evaluated against your driving record. The court will simply report the conviction to the Division of Motor Vehicles, and the DMV will evaluate the number of points against your driving record, depending on the charge. Common violations are included on the back of this brochure. Other violations not listed may carry points. If you accumulate 12 points against your driving record within a 12-month period by date of violations, your license will be suspended.

For more information, see the State DMV website at: <https://wisconsin.gov/Pages/dmv/license-drvs/susp-or-rvkd/point-system.aspx>

VIOLATION & DEMERIT POINTS

SPEEDING VIOLATIONS	
Miles per hour (MPH) above the legal limit	Points
10 MPH or less	3
11-19 MPH	4
20 MPH or more	6
25 mph or more in a 55, 65, 70 mph zone - 15-day suspension	6
OTHER VIOLATIONS	
Reckless driving or racing	6
Detouring a traffic lane	4
Driving in the opposite direction of the highway/side street	4
Do not give up the right of way	4
Failing to yield to an emergency vehicle	4
Reckless driving, too fast for the conditions	4
Not having the vehicle under control	4
Inattentive driving	4
Passing the school bus with flashing reds	4
Arterial or traffic control violation	3
Driving the wrong way on a one-way street	3
Do not dim the lights	3
Not giving the right signal	3
Following too closely	3
Illegal pass	3
Inadequate brakes or lights	3
No license or expired license	3
Prohibited or illegal turn	3
Violation of the restriction	3
Highway parking in traffic lane	2
Faulty speedometer	2
No license plate light	0
Operating without a license in person	0
MOTORCYCLE	
Headlights not on (daytime running time 0 points)	3
No cycle validation	3
Defective or repaired handlebar	2
Deprive of traffic lane	2
More than 2 riders (operator)	2
No eye protection	2
Illegal silencer	0
No protective helmet	0

If you have a probationary license, the points are doubled for each conviction after the first.



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Contact Us

Hours:

Monday thru Thursday, 7:45AM - 5:30PM

Friday, 7:45AM -11:45AM

Phone: (608) 824-7370

Fax: (608) 833-9995

court@cityofmiddleton.us

<https://www.cityofmiddleton.us/103/Municipal-Court>