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## Contact Information

Mishicot Police Department  
511 E. Main St.  
Mishicot, WI 54228

Phone: 920-755-4041

Fax: 920-755-2552

Email: [mishicotpolice@mishicot.org](mailto:mishicotpolice@mishicot.org)

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### Mail Payment To:

Two Rivers/Mishicot Municipal Court  
P.O. Box 87  
Two Rivers, WI 54241

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### To Pay By Credit Card Online:

[www.govpaynow.com](http://www.govpaynow.com)  
Use PLC Code: 00066

### To Pay By Credit Card By Phone:

Call GovPayNet  
1-888-604-7888

\*GovPayNet, the service provider, charges a nominal fee for this service.

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## Additional Information

### Non-Traffic Violations Alternative Penalties

Anyone charged as a juvenile for non-traffic violations may be eligible for alternatives other than conviction.

There may also be alternative penalties to first time offenders of underage drinking/possession charges in most cases.

### Demerit Points

Your traffic citation may also include demerit points upon convictions. Keep in mind that accumulating 12 or more points within 12 months time will cause you operating privileges to be suspended or revoked.

Probationary and Graduated Driver License GDL restricted license holders have different rules regarding demerit points. Go to [www.wisconsindot.gov](http://www.wisconsindot.gov) for more information.

## Mishicot Police Department

*Your Rights and  
Responsibilities  
Concerning Your Citation*



You have received a citation issued by an officer of the Mishicot Police Department. Directions below describe your options for handling this matter.

**If You Do Not Wish to Dispute Citation-**

Simply pay the “deposit permitted” amount by your court date **OR** if you signed a Personal Recognition Bond within 60 days from your scheduled court date.

You can pay your citation using the following methods:

- **In Person** - Come to the Two Rivers/Mishicot Municipal Court M-F 7:00 AM to 4:30 PM to pay the fine by cash, check, money order, or credit card.
- **Mail** – Mail in the amount with a statement saying you do not wish to contest the citation. If mailing your fine, please include: a copy of your citation, **OR** your correct name and mailing address, citation number, court appearance date listed on the citation and offense.

Make check payable to “City of Two Rivers”

Mail payment to: Two Rivers/Mishicot Municipal Court, P.O. Box 87, Two Rivers, WI 54241

- **Online or Phone** – Please use GovPayNet. Directions are on the back of this pamphlet.

**MANDATORY APPEARANCE**

If your citation is marked as a court appearance required, you **MUST** appear in court. **Juveniles** must appear with a parent or guardian.

If you do not appear in court, a warrant may be issued for your arrest.

If you appear in court you will be asked to enter a plea to the charge. You may plead:

- **Guilty** – You admit to the charge.
- **No Contest** – You don’t contest the charge. However, by this plea you will not be admitting your civil liability, if any, if your violation resulted in an accident. The judge will treat your “NO CONTEST” plea the same as a guilty plea and impose a fine.
- **Not Guilty** – You deny the charge and want a trial. You will first be assigned a Pre-Trial Conference date to meet with the City Attorney in an attempt to resolve the issue. If the issue cannot be resolved, a trial will be scheduled for a later date. You have the right to hire an attorney to represent you; or you can represent yourself if you choose not to hire an attorney.

**\*IF YOU DO NOTHING, the court may issue a warrant for your arrest.\***

IF YOUR CITATION INDICATES **MANDATORY APPEARANCE FOR MANITOWOC COUNTY CIRCUIT COURT – INTAKE 1010 S. 8<sup>TH</sup> ST, MANITOWOC, WI 54220**, IT IS A CRIMINAL CHARGE AND YOU MUST APPEAR THERE ON THE DAY AND TIME NOTED.

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**NON-MANDATORY APPEARANCE**

**To Dispute Citation** – You must either appear in court **OR** notify the court by mail of your “NOT GUILTY” plea at least 24 hours prior to your court date. You can enter this plea by:

**\*Mail** – You can mail a letter with your name, date of birth, mailing address, citation number, and court date **OR** include a copy of your citation. State in the letter you want to plead “NOT GUILTY.”

**\*In Person** – You may appear on your court date and enter your plea when your name is called.

**\*Attorney** – If you have hired an attorney, they will send a “NOT GUILTY” plea in most cases, however it is your responsibility to make sure this is done.

The court will schedule another court date and/or a trial before the judge. This will be mailed to you.

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