

**PLEA ENCLOSURE FORM**

Based upon the Notice and Order for Traffic (TR) and Civil Ordinance/Forfeiture Cases (FO) issued by the Waukesha County Circuit Courts related to the COVID-19 pandemic, all Initial Appearances in traffic (TR) and civil ordinance (FO) cases are being rescheduled *as indicated in the enclosed Notice of Hearing*.

In an effort to continue case processing with limited in-person appearances, please review the information below, **complete one section** and return this form to the Clerk of Courts.

Name (as written on the citation): \_\_\_\_\_

Case number(s): \_\_\_\_\_

(Case numbers can be found at *Wisconsin Circuit Court Access*: <https://wcca.wicourts.gov/>)

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Section #1 – No Contest Plea:**

A. \_\_\_\_\_ I plea NO CONTEST. Full payment has already been made, is being enclosed with this filing or will be due 20 days from the date listed on the Notice of Hearing. Failure to pay will result in a Civil Judgment.

- Payment in full may be paid at <http://wcca.wicourts.gov> or by calling the Business Center Office at **262-548-7494**.

**OR**

B. \_\_\_\_\_ I plea NO CONTEST and request a payment plan. Failure to return the Financial Statement will result in the forfeiture being due 20 day from the date on the Notice of Hearing.

- If seeking a payment plan, you must complete and return the enclosed Financial Statement to the address listed at the top of the form. A payment plan will require 25% down and a one-time \$15.00 non-refundable Administrative Fee will be added to the total amount due. If you fail to comply with the payment plan, you will be considered in violation of the Payment Agreement and a Civil Judgment will be entered.

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**Section #2 – Not Guilty Plea:**

A. \_\_\_\_\_ I plea NOT GUILTY.

- If you choose to plea not guilty, you will be notified by mail concerning future scheduling.

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Failure to return this form to the Clerk of Courts by the date listed on the Notice of Hearing will result in a **default judgment** being entered against you. As a result, the forfeiture listed on the citation(s) will be due 21 days from the date on the Notice of Hearing and any listed demerit points will be assessed against your license. Failure to pay will result in a Civil Judgment.

**Mail:** Waukesha County Courthouse  
Criminal/Traffic Division, Room C-226  
PO Box 1627  
Waukesha, WI 53187-1627

**Fax:** (262) 896-8228