



Note: If your citation states "Yes" in the box to the right of "Appearance Required", you must appear in court on your assigned date. Do not submit this form!

If your citation does not indicate a mandatory appearance, you may **complete and submit this form** to enter a **Plea by Mail**.

Citation(s) issued by the Village of Baldwin Police Department:

Citation #(s): _____

Scheduled court date assigned to the citation(s): _____

I, _____, wish to enter a plea of
(PRINT NAME - AS STATED ON CITATION)

_____ Guilty _____ No Contest _____ Not Guilty*

*Not Guilty Plea: You will be sent notice of a scheduled Pre-Trial Conference with the Village Attorney.

Current Contact Information:

Street City State Zip Telephone Number

Email Address: _____

_____ Enclosed is a check or money order as full payment.
Make check or money order payable to **Village of Baldwin**.

_____ Full payment will be made within 60 days.
(Payment must be received within 60 days of your assigned court date.)

_____ Monthly Payment Plan - Contact the Clerk of Court (715.684.4930) to discuss this option.

Payments: 1) **In Person** at the Village of Baldwin Police Department or Clerk of Court Office, 2) **Drop Box**, located on the south side of the municipal building, or 3) **Pay Electronically** at www.paymentservicenetwork.com. (Select - *Make a Payment*; Business ID is **RT22754**)

Signature: _____ Date: _____

Submit this completed form: Village of Baldwin Municipal Court, PO Box 118, Baldwin, WI 54002
or email to www.vob9@badlwin-telecom.net

Must be received prior to your assigned court date!