



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.

Village of Baldwin Municipal Court Payment Options:

Payments may be made **In Person** during the regular office hours of the Municipal Clerk of Court, Village Clerk, or the Baldwin Police Department. Payments may be placed in the Municipal Court **Drop Box** (located on the south side of the Municipal Building); **Mailed** to the Clerk of Court, P.O. Box 118, Baldwin, WI 54002; or **Online** at www.paymentservicenetwork.com; Business ID – rt22754.

Signature: _____

Date: _____

Submit this completed form: Village of Baldwin Municipal Court, PO Box 118, Baldwin, WI 54002, or email to courtclerk@villageofbaldwin.com

Must be received prior to your assigned court date!