

NORTH PRAIRIE JOINT MUNICIPAL COURT
130 N HARRISON STREET
NORTH PRAIRIE, WI 53153
(262)392-2265

The Village of North Prairie Joint Municipal Court serves the following Municipalities:

Village of North Prairie, Town of Mukwonago Village of Eagle and Town of Eagle

We do not take requests to reschedule by phone. The request must be made in writing.

COURT NIGHT, DATES and HOURS:

The Joint Municipal Court is held the first Wednesday of month (except for the month of July, 2019). On the day of court, staff members are here from 3:00 p.m. – 8:00 p.m. or when the last hearing has been completed.

Court will be held on the following dates for the year 2019:

January 2	July 10
February 6	August 7
March 6	September 4
April 3	October 2
May 1	November 6
June 5	December 4

**NOTE:* If you have received a notice of a court date for a date other than what is listed above, please contact us by phone immediately, unless the court date provided was previously established by agreement.

BUSINESS HOURS (not including court night):

Regular business hours are Mondays and Wednesdays from 5:30 p.m. – 7:30 p.m.

Staff is here on the following Saturdays from 9:30 a.m. - 12:00 p.m. for the 2019 calendar year:

January 5	July 13
February 9	August 10
March 9	September 7
April 6	October 5
May 4	November 9
June 15	December 7

TO CONTEST THE TICKET:

Please remember: You must appear in person to contest your citation. The Court staff does not have authority on its own to amend any citation. Your agreement must be between you and the prosecutor and approved by the Judge. Do not mail any insurance information or fix it ticket information to the Court. Those are to be sent to the issuing police department. Please review the paperwork you were issued by the police department.

If you wish to contest your citation(s), please submit a Not Guilty Plea to the court. You will then receive a new court notice for a pretrial date in which to meet with the prosecutor. A Not Guilty Plea form is available on this website. *This must be received on or before the scheduled court date.* Please make sure to include your name, current address, phone number and citation number on the request. You can fax it to 262-392-2936, mail or drop off at 130 N Harrison Street, North Prairie, Wisconsin 53153. You may also email it to municourt@northprairie.net

Note: The Court does not take requests to reschedule or adjourn by phone for any circumstance. Please do not call to request an adjournment by phone. The request must be made in writing.

UNABLE TO MAKE YOUR SCHEDULED COURT DATE:

If you have an upcoming court date and need to reschedule, you must put your request in writing and the request must be received on or before your scheduled court appearance. You may submit your request by fax to 262-392-2936, mail or drop off at 130 N Harrison Street, North Prairie, Wisconsin 53153. You may also email your request to municourt@northprairie.net.

TO REOPEN THE CITATION:

Please remember: You must appear in person to reopen your citation. The Court staff does not have authority on its own to amend any citation. Your agreement must be between you and the prosecutor and approved by the Judge. Do not mail any insurance information or fix it ticket information to the court. Please review the paperwork you were issued by the police department.

If you have missed a scheduled court date and are requesting to reopen the conviction, you must make that request in writing. A Motion to Reopen form is available on this website. Please make sure to include your name, current address, phone number and citation number on the request. You can fax it to 262-392-2936, mail or drop off at 130 N Harrison Street, North Prairie, Wisconsin 53153. You may also email it to municourt@northprairie.net. If you have not yet paid your fine and have a scheduled motion to reopen date, your fine will be due on that date.

****If you fail to appear at the scheduled motion to reopen, the charges will remain in full force and effect and you will not be able to submit a second request****

PAYING YOUR FINE:

To pay your fine, you can pay by check, money order, cash or credit/debit card. There is a small fee to pay by credit/debit card. **DO NOT MAIL CASH**

You can pay in person or mail your check or money order out to JOINT MUNICIPAL COURT, and mail to 130 N Harrison Street, North Prairie, WI 53153. You can pay in cash at this location as well. You must have your information with you to ensure your payment is applied to the correct citation.

To pay by credit card, go to www.govpaynow.com. Please use PLC code of 6696. You will need the citation number and exact amount.

FAILURE TO PAY YOUR FINE BY DUE DATE:

- Failure to pay your fine in full by the date ordered by the Court, the amount due will be referred to the Wisconsin Department of Revenue State Debt Collection (SDC) for a collection action 90 days after final notice. A delinquent collection fee of 15% of the unpaid balance or \$35.00, whichever is greater, will be added to your account at the SDC. Once the debt has been referred to collections, payment is to be made through the collection agency. No Exceptions
- or -
- Your driving privileges may be suspended for a period of up to one year -or-
- A Writ of Commitment (warrant for your arrest) to have you incarcerated in the Waukesha County Jail with work release - one day for every \$50.00 due.

SUSPENSIONS:

If your driving privileges have been suspended for failure to pay your citation, once your payment has been received in full, the court will notify the DMV by fax that you have paid your citation and lift the suspension. You still must contact the Department of Transportation, Division of Motor Vehicles, to reinstate your driving privileges.

PAYMENT PLAN:

To make a payment plan regarding your fine amount, this must be done prior to the due date. The request must be in writing and the Court requires a substantial first payment. If you default on your payment plan, the Court will either submit the balance due to the Wisconsin Department of Revenue State Debt Collection, suspend your driving privileges for a period of up to one year, or issue a warrant for your arrest. You will not be granted any further payment plan requests if you default on the agreement.

If you have any other questions regarding your citation or the process, please contact the Joint Municipal Court via email at municourt@northprairie.net or by phone and we will answer your questions as time allows.