



WEST MILWAUKEE

WEST MILWAUKEE POLICE DEPARTMENT CITATION INFORMATION



You have been issued a citation for a violation of an ordinance of the Village of West Milwaukee. You have the following options to resolve the citation:

- o If the citation requires a mandatory appearance, you **MUST APPEAR** at the designated Date, Time and Place listed on the citation. See reverse side for Zoom instructions.
- o If citation does not require mandatory appearance, you have the following options:
 - o **PAY IN PERSON 24/7: WEST MILWAUKEE POLICE DEPARTMENT**
4755 W. BELOIT ROAD
WEST MILWAUKEE, WI 53214
 - o **PAY ONLINE 24/7:** www.GovPayNow.com
LOCATION CODE: #7885 *a service fee is charged
 - o **BY PHONE 24/7:** 1-888-604-7888 *a service fee is charged
GovPayNet accepts all major credit, debit & prepaid cards
 - o **PAY BY MAIL:** by sending a check or money order (no cash), which must be received before the court date to : **WEST MILWAUKEE POLICE DEPARTMENT**
4755 W. BELOIT ROAD
WEST MILWAUKEE, WI 53214

If the citation requires no mandatory appearance and you wish to enter a 'NOT GUILTY' plea, you may do so by mailing your request to: **WEST MILWAUKEE MUNICIPAL COURT**
4755 W. BELOIT ROAD
WEST MILWAUKEE, WI 53214

The request must be received before the scheduled court date and must include the following:

- o A copy of the citation.
- o Your return address and home telephone number.
- o A statement that you wish to plead not guilty.
- o Your case will be called on the court date listed on the citation; a plea of NOT GUILTY will be entered on your behalf, and notice of the PRE-TRIAL DATE, TIME, and PLACE will be mailed to you.
- o If you plead not guilty by mail, **DO NOT** appear on the court date listed on the citation. Your letter is a substitute for your personal appearance.

ALL JUVENILES who receive a municipal ordinance citation, (not a traffic citation), **MUST MAKE A MANDATORY PERSONAL APPEARANCE WITH A PARENT OR LEGAL GUARDIAN.** All juvenile appearances are scheduled for 4:30 PM on the date indicated on the citation.

The Village of West Milwaukee Municipal Court proceedings are conducted at:

WEST MILWAUKEE COMMUNITY CENTRE
1345 South 47th Street
WEST MILWAUKEE, WI 53214
(Corner of S. 47th/Greenfield Avenue)
Contact the Clerk of Courts at: 414-645-5411

Important Notice: No VERBAL or TELEPHONE requests will be accepted for pleas, adjournments, or additional time to pay forfeitures.

VILLAGE OF WEST MILWAUKEE MUNICIPAL COURT

INSTRUCTIONS FOR HOW TO APPEAR REPOTELRY:

ZOOM MEETING INFORMATION
Meeting ID: 638 901 3678
Meeting Password: 926452

PLEASE READ:

If your citation states 'Appearance Required NO': You have the option of paying your citation in full by the court date. You will be found "Guilty" on your scheduled court date and your case will be closed. If you do not pay or appear on your scheduled court date, you will automatically be found "Guilty by Default" and you will be mailed a Time to Pay Letter with instructions on how to pay your forfeiture.

Note: Zoom meeting information should be treated as confidential and not shared with anyone who is not a party to the case.

HOW TO APPEAR REMOTELY

Parties may appear at the hearing either by video or by phone using Zoom, a remote conferencing service provided for free.

Instructions to Appear by Video using a Computer:

1. Copy and paste the Meeting Link shown above in your web browser OR go to zoom.us; click "JOIN A MEETING", and enter the Meeting ID shown above.
2. Enter the Meeting Password shown above.

Note: To appear by video using a computer, you are not required to download any software to use Zoom. You will need a web camera and microphone connected to your computer. If you **do not** have a microphone connected to your computer, follow the directions to appear by phone provided below. If you have a microphone connected to your computer, **do not** also call in by phone. Doing so will create audio feedback during the session.

Instructions to Appear by Video using a Smart Phone:

1. Download the ZOOM Cloud Meetings app to your Smartphone (the app is FREE)
2. Click "JOIN A MEETING"
3. Enter the Meeting ID shown above.
4. Enter the Meeting Password shown above.

Note: To appear using a smartphone, download the app in advance of the scheduled court hearing. Be sure your phone is adequately charged because using Zoom will significantly drain the phone's battery life.

Instructions to Appear by Telephone Only:

1. Call the following number: 1-312-626-6799 (phone number for the Zoom Central Time Zone)
2. Enter Meeting ID shown above.
3. Enter the Meeting Password shown above.
4. If that phone number listed in Step 1 does not work, try on of the following numbers by location:
 - a. 1-929-205-6099 US (New York)
 - b. 1-346-248-7799 US (Houston)
 - c. 1-669-900-6833 (San Jose)
 - d. 1-253-215-8782 (Tacoma)
 - e. 1-301-715-8592 (Germantown)

SHOULD YOU HAVE QUESTIONS REGARDING HOW TO PARTICIPATE IN THE ABOVE REFERENCED HEARING, PLEASE CONTACT THE CLERK OF COURTS AT: 414-645-5411.