

**WAIVER OF APPEARANCE FOR CITY OF OSHKOSH  
TRAFFIC/ORDINANCE VIOLATIONS**

Your citation is being handled by the City of Oshkosh. If you choose to discuss your case with them, please contact the City Assistant Attorney, Amy Vanden Hogen by email at [avandenhogen@ci.oshkosh.wi.us](mailto:avandenhogen@ci.oshkosh.wi.us). / or by telephone at 920-236-5115.

If you have communicated with the City of Oshkosh, have reached an agreement, and you wish to waive your appearance, please fill in the information below and return to the Clerk of Courts at least 48 hours before the pre-trial. Otherwise, if you do not appear, you will be found guilty by default.

I \_\_\_\_\_, acknowledge that I am scheduled to appear  
(print name)

for a pre-trial conference in \_\_\_\_\_ . My phone  
(case or citation number)

number is: \_\_\_\_\_.  
(print your phone number)

I have communicated with the City of Oshkosh and have reached an agreement.

I have communicated with the City of Oshkosh, have not reached an agreement and want a trial.

- I understand that if I do not appear at the trial and witnesses have been subpoenaed, I may be responsible for additional costs.

**NOTE:** If no communication has occurred with the City of Oshkosh, you are required to appear at your scheduled pre-trial date.

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

**Return this form to:**

Clerk of Courts  
ATTN: Criminal/Traffic Division  
P O Box 2808  
415 Jackson Street  
Oshkosh, WI 54903-2808  
Phone: (920) 236-4855  
FAX: (920) 424-7780