

**WAIVER OF APPEARANCE FOR STATE OR COUNTY
TRAFFIC/ORDINANCE VIOLATIONS**

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

for a pre-trial conference in _____.
(case or citation number)

I request my appearance be waived for the pre-trial conference because I:

- Have communicated with the prosecutor and have reached an agreement.
- Have communicated with the prosecutor, 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.

I further understand that this waiver must be received by the Court at least 48 hours before the pre-trial. Otherwise, if I do not appear, I will be found guilty by default.

Date: _____ Signature: _____

Prosecutor Contact Information:

If you would like to discuss your case with a prosecutor, please email:

winnebagotraffic@da.wi.gov

The District Attorney's Office does not discuss forfeiture or ordinance matters by phone.

We do not have police reports before your intake date. To discuss your case, you MUST FIRST plead not guilty, either in person or by mail, and receive a pretrial or court trial date.

If you do not have email access, you may correspond in writing to Winnebago County District Attorney's Office, Attention: Traffic, PO Box 2808, Oshkosh, WI,54903-2808, or fax a letter to 920-236-4952.

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