

**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, Town of Eagle, and Village of Vernon

**We do not take requests to reschedule by phone. Any requests to change a court date 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 2024 and January 2025*. On the day of court, staff members are here from 3:00 p.m. – 7:30 p.m. or when the last hearing has been completed. Please review your citation for your court time.

**Court will be held on the following dates for the year 2024\* and January 2025\*\*:**

**Please pay attention to July 2024 and January 2025 dates as they are on the 2<sup>nd</sup> Wednesday of that month.**

January 3, 2024	February 7, 2024	March 6, 2024
April 3, 2024	May 1, 2024	June 5, 2024
<b>July 10, 2024*</b>	August 7, 2024	September 4, 2024
October 2, 2024	November 6, 2024	December 4, 2024
		<b>January 8, 2025**</b>

*\*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.

**TO CONTEST A CITATION:**

*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@northprairiewi.gov](mailto:municourt@northprairiewi.gov)

**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.**

**PROSECUTOR INFORMATION:**

- Attorney Alexandra Evans, 262-549-8181, is the prosecutor for the Village of Eagle.
- Attorney Chris Schultz, 262-548-1340, is the prosecutor for the following four municipalities:  
Village of North Prairie \* Town of Mukwonago \* Town of Eagle \* Village of Vernon

**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@northprairiewi.gov](mailto:municourt@northprairiewi.gov).

### **TO REOPEN THE CITATION:**

*Please remember: You must appear in person to reopen and 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. 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@northprairiewi.gov](mailto:municourt@northprairiewi.gov). If you have not yet paid your forfeiture 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. **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 online, go to [www.allpaid.com](http://www.allpaid.com) (in the Make a Payment box, type in the four-digit code **6696** where it asks "What are you paying and where?" and then click on *Get Started*). You must have your citation number and the amount due when paying in person or online. There is a small service fee if using the credit card service.

### **FAILURE TO PAY YOUR FORFEITURE BY DUE DATE:**

- Failure to pay your forfeiture 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 - and/or-
- Your driving privileges may be suspended for a period of up to one year **-and/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 electronically or 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@northprairiewi.gov](mailto:municourt@northprairiewi.gov) or by phone and we will answer your questions as time allows.