STATE OF WISCONSIN MUNICIPAL COURT FOR THE TOWNS OF MILTON, HARMONY AND LIMA ROCK COUNTY

| | |
|---|---|
| TOWN OF _____,<br>Plaintiff,<br><br>v.<br><br>_____,<br>Defendant. | Citation No.(s) / Offense(s):<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |

## REQUEST FOR CONTINUANCE

I am the defendant in this matter. The Municipal Court scheduled a trial for _____ [*insert date*].

I request that the Municipal Court delay the trial in this matter until a later date. The reason for my request is: _____

_____

_____

_____.

I shall mail a copy of this "Request for Continuance" to the attorney for the Plaintiff/Town.

Dated: _____.

_____ [*signature*]

_____ [*print name*]

_____ [*address*]

_____ [*phone*]

***INSTRUCTIONS***

1. *Fill out as much of the top portion of the form as you can, using information found on the citation issued to you and/or documents you received from the Municipal Court.*
2. *If the Municipal Court has already granted a continuance in this matter, or you file this within 10 days of the schedule trial, it is important that you clearly state why a further delay is necessary before trial.*
3. ***Send the completed form to:***
   **Clerk of Municipal Court**
   **23 First St., Milton, WI 53563**

   ***And send a copy to:***
   **Plaintiff, c/o Atty. David Westrick**
   **93 North Main St., Fort Atkinson, WI 53538**
4. *The first request for a continuance that is filed by either you or the town at least ten days before the schedule trial will likely be granted by the judge. You should not assume that a request will be granted, however. If you do not hear back from the municipal court regarding your request, it is your responsibility to contact the clerk for the status (call – 608/868-6656 or email – townofmiltonmunicourt@charter.net) or attend court as scheduled.*