**PLEA OF NOT GUILTY FORM INSTRUCTIONS**

**Purpose of Form:** **To enter a plea of not guilty and receive a date for pretrial.**

**How to File the Form: The original form must be filed with court on or before your initial appearance court date. To file the form, you may do one of the following:**

**Mail the form to: Village of Wild Rose Municipal Court P. O. Box 292 500 N. Main Street Wild Rose, Wisconsin 54984-0292**

**Fax: 920-622-4666**

**Email:** [villageofwildrose@outlook.com](mailto:villageofwildrose@outlook.com)

**In Person:** **You may drop off the form in person at the Municipal Court**

**If you submit the form prior to the court date, you do not have to appear in court for your initial appearance.**

**Once the form is filed with the court, you will be either contacted by the Village Attorney for a pretrial conference or notified by mail of your Pre-trial Hearing date. This may take several weeks depending on when the initial appearance is scheduled.**