

Chapter Trans 114

UNIFORM TRAFFIC CITATION

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Note: Chapter Trans 114 was created as an emergency rule effective 5-1-89; chapter MVD 21 as it existed on December, 31, 1989, was repealed and a new chapter Trans 114 was created effective 1-1-90.

**Trans 114.01 Purpose and scope.** As authorized by s. 345.11 (4), Stats., the purpose of this chapter is to establish a uniform traffic citation form and to provide a mechanism for field testing future revisions to the uniform traffic citation form as proposed by the council on uniformity of traffic citations and complaints.

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

**Trans 114.02 Definitions.** In this chapter:

(1) "Field test" means to utilize a prototype traffic citation form among a representative number of law enforcement jurisdictions who volunteer to field test it.

(2) "Prototype uniform traffic citation form" means a form created by the secretary's council on uniformity of traffic citations and complaints, which serves as a model for field testing and against which the secretary's council bases its recommendations for improvements when drafting the final version of the uniform traffic citation form.

(3) "Field test jurisdiction" means a law enforcement jurisdiction which volunteers to field test a prototype uniform traffic citation form.

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

**Trans 114.03 Uniform traffic citation form use.** A prototype uniform traffic citation form, prepared by the council on uniformity of traffic citations and complaints, may be used in field tests for the purpose of evaluating the changes authorized under s. 345.11, Stats., and to allow for input by affected parties toward the final design of the uniform traffic citation form. The prototype uniform traffic citation form will be used in lieu of the current traffic citation form in the field test jurisdictions during the field test. However, use of the prototype uniform traffic citation form shall not invalidate the use of the current uniform traffic citation in the field test jurisdictions or in any other jurisdiction during the field testing period.

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

**Trans 114.04 Safeguards.** To ensure the court record copy of the uniform traffic citation is true and correct, each clerk of court shall submit a signed, dated letter with each group of adjudicated citations indicating the dispositions entered on the citations it embraces are true and correct to the best of his or her knowledge.

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

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**Trans 114.05 Field test findings.** The department of transportation shall analyze the uniform traffic citation form field test findings and make recommendations for improvements to the council on uniformity of traffic citations and complaints.

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

Note: A copy of MV4016 uniform traffic citation form is included. A number of law enforcement agencies have asked the department to allow them time beyond the effective date to use up their supply of the MV 4016 Wisconsin Uniform Citation and complaint forms promulgated under ch. MVD 21. If the legislature concurs with this request, agencies will have the option of using either of these citation forms between January 1, 1990 - August 31, 1990. Effective September 1, 1990, only the MV 4016 uniform traffic citation form promulgated under this chapter shall be used.

**Trans 114.06 Uniform traffic citation.**

History: Cr. Register, December, 1989, No. 408, eff. 1-1-90.

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	DEPOSIT PERMITTED	DL Cash Card	Estimated Points (This Citation)								
	2 \$	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3	4 For Court Use Only							
<b>1 You Are Notified To Appear Is this a mandatory Court Appearance?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Read the reverse side of this citation for court information)  ON _____ AT _____ AM WHERE <input type="checkbox"/> Circuit <input type="checkbox"/> Municipal	Defendant Name - Last		First	MI							
	5										
	Street Address		Post Office	State	Zip						
	6										
Driver License Number		State	Exp. Yr.	Licensed As: Preclassified Type	Classified	Class	Endorse				
7		8	9	10	11	12					
Date of Birth	Sex	Race	HT.	WT.	Hair	Eyes	Operating As: Preclassified Type	Classified	Class	Endorse	CMV Y/N
13	14						15	16	17	18	
License Plate or VIN		Plate Type	State	Exp. Yr.	Year/Make of Vehicle		Type	Color			
19		20	21	22	23		24	25			
<input type="checkbox"/> STATE <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWN OF WIS. PLAINTIFF <b>OF:</b> 26		<b>Defendant Violated:</b> Ordin. No. 27			Adopting State Statute No. 28		Agency Space				
<b>Description of Violation</b> 29			Waiver	<b>M</b>	Actual	Legal	Over				
			30	<b>P</b>	31	32	33				
				<b>H</b>							
Week Day	Month - Day - Year	Time	<input type="checkbox"/> AM	County	City/Village/Town			42			
34	35	36	<input type="checkbox"/> PM	37	38						
ON Hwy No. and / or Street Name		Estimated Distance	<input type="checkbox"/> Feet	<b>N</b>	<b>E</b>	FROM/AT Hwy No. and / or Street Name					
39		40	<input type="checkbox"/> Mile(s)					<b>S</b>	<b>W</b>	41	
Print Officer Name		Dept.	Officer ID NO.	Date Citation issued		Accident Severity					
43		44	45	46		47 <b>Fatal PI PD</b>					
<b>Wisconsin Uniform Citation</b> MV4016 (889)			Citation serves as a Driver License Receipt until above Court date:			48 <input type="checkbox"/> YES <input type="checkbox"/> NO					

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<b>COURT RECORD</b> 1		Date Filed 2	<b>JUDGE</b> 3		Judge Code 4
<input type="checkbox"/> Traffic <input type="checkbox"/> Non-Traffic <input type="checkbox"/> Criminal					
<b>DEFENDANT</b> 5		<b>PLEA:</b> <input type="checkbox"/> Guilty 9 <input type="checkbox"/> No Contest <input type="checkbox"/> Not Guilty			
<input type="checkbox"/> Appeared <input type="checkbox"/> Default <input type="checkbox"/> By Attorney <input type="checkbox"/> Warrant Issued - Date _____ <input type="checkbox"/> Plea By Mail <input type="checkbox"/> Warrant Fee Assessed \$ _____ <input type="checkbox"/> Failed to Appear		<b>FINDING:</b> <input type="checkbox"/> Guilty 10 <input type="checkbox"/> Not Guilty <input type="checkbox"/> Dismissed			
<input type="checkbox"/> Prosecutor 8 <input type="checkbox"/> Defense Attorney		<b>AMENDED CHARGE:</b> 11    Statute Number _____ Describe Charge _____			
<b>BOND:</b> <input type="checkbox"/> Signature 7 \$ _____ <input type="checkbox"/> License <input type="checkbox"/> Credit Card Type _____ <input type="checkbox"/> Bond Card <input type="checkbox"/> Cash / CK / MO \$ _____ <input type="checkbox"/> Not Required		<b>DISPOSITION:</b> 12		Fine/Forfeiture 13	\$
		<input type="checkbox"/> Assessment Ordered		Penalty Assessment	
		<input type="checkbox"/> Co. Jail / H.O.C. .... for ___ Day / Mo. / Yr.		Dr. Imp. Surcharge	
		<input type="checkbox"/> License Susp / Rev ..... for ___ Day / Mo. / Yr.		Crime Victim Surcharge	
		<input type="checkbox"/> Fine / Forfeiture pay within ___ Day / Mo. / Yr. OR		Jail Assessment	
		<input type="checkbox"/> License Susp / Rev ..... for ___ Day / Mo. / Yr. OR		Automation Fee	
		<input type="checkbox"/> County Jail/H.O.C. .... for ___ Day / Mo. / Yr. OR		Witness Fee	
		<input type="checkbox"/> Community Service ..... for ___ Hrs. / Days		Service Fee	
				Court Costs	
				TOTAL	
				\$	
<b>TYPE OF PROCEEDING</b> 8 <b>DATE</b> <b>TIME - COMMENTS</b>				<input type="checkbox"/> Circuit    Code <input type="checkbox"/> Municipal    18 <input type="checkbox"/> Juvenile	
<input type="checkbox"/> Initial Appearance <input type="checkbox"/> Scheduling Conference <input type="checkbox"/> Pre-trial <input type="checkbox"/> Motions <input type="checkbox"/> Court Trial <input type="checkbox"/> Jury Trial ( )				<b>DEFENDANT WAS INFORMED</b> that a plea of guilty or no contest or a forfeiture of deposit to this charge will result in revocation or suspension of his/her driving privileges.	
		Date Disposed 14		Judge At Disposition 15	
		Disposition Code 18		Sentence Code 19	
X (Defendant signature)				Classification At Disposition If Changed 20	

**REPORT OF COURT DISPOSITION**

49 Date of Adjudication \_\_\_\_\_

COURT TYPE		Judge Code
50	<input type="checkbox"/> Municipal Court	52
51	<input type="checkbox"/> Circuit Court	

**AMENDED CHARGE**

53 Amended Statute Number \_\_\_\_\_

54 Describe Amended Charge \_\_\_\_\_

\_\_\_\_\_

**PLEA**

55  Guilty

57  Not Guilty

56  No Contest

Default

**ADJUDICATION**

58  Guilty

61  Not Guilty

59  Dismissed

62  Withdrawn

60  Criminal Complaint Issued for OWI

**DESCRIBE OTHER DISPOSITION**

63  Driver License Suspension <sup>64</sup> \_\_\_\_\_  Days  
 Months  
 Years

Driver License Revocation <sup>66</sup> \_\_\_\_\_  Days  
 Months  
 Years

**Note:** Suspension for failure to pay forfeiture must be reported on form MV3029, Court Order Of Suspension.

67  Driver License Restriction (describe)

68 Comments: \_\_\_\_\_

\_\_\_\_\_

**Instructions - Read Carefully**

**MANDATORY APPEARANCE** - (See other side). If your citation is marked as a mandatory court appearance, you **MUST** appear in court. The "appearance not mandatory" instructions do not apply to you.

**APPEARANCE NOT MANDATORY** - (See other side). If your appearance is not mandatory and you do not wish to appear in court to answer this citation, you may satisfy this matter without appearing in court by following one of the first two procedures below:

**A. Make a Stipulation and Deposit.** To do this you must **WITHIN 10 DAYS OF THE VIOLATION**, do the following:

1. Sign the "Statement of Notice" below.
2. Sign the "Statement of Stipulation" below.
3. Mail or deliver your copy, or a photocopy of your citation, together with the "deposit permitted" amount to the court address written under **YOU ARE NOTIFIED TO APPEAR** on the other side. Make your check payable to the Clerk of Court.

**B. Make a Deposit Only.** ("Stipulation of No Contest" not required).

To do this you must, prior to the court date written under **YOU ARE NOTIFIED TO APPEAR**, mail the "deposit permitted" amount to the clerk of court at the address listed. If you fail to appear in court at the time written on your citation, you will be deemed to have tendered a plea of no contest, and the court will find you guilty and keep the "deposit permitted" amount as payment for your citation.

**C. If you do nothing**, the court may issue a warrant for your arrest, or may find you guilty for failing to appear in court and suspend your driving privileges if you fail to pay your fine.

**STATEMENT OF NOTICE**

Conviction, forfeiture or stipulation of no contest to the charge described on the reverse side will result in the assessment of demerit points against you. Accumulation of twelve demerit points within a one year period will be cause for revocation or suspension of your driving privileges.

Conviction, forfeiture or stipulation of no contest to the charge described on the reverse side will result in revocation or suspension of your driving privileges.

**I HAVE READ THE ABOVE STATEMENT:**

X

**STIPULATION**

I, the undersigned, do hereby stipulate no contest to the offense charged on the reverse side and waive my right to a trial. I agree to pay the amount prescribed below. I have been advised of the mandatory revocation or suspension and demerit point provisions of the law as required by section 343.27, of the Wisconsin Statutes.

Signature	Date	Amount
		\$

**POLICE RECORD**

Date of Disposition	49	<input type="checkbox"/> Guilty	Finding	51
Plea	50	<input type="checkbox"/> Default	<input type="checkbox"/> Fine	
<input type="checkbox"/> Guilty	<input type="checkbox"/> No Contest	<input type="checkbox"/> Not Guilty	<input type="checkbox"/> Forfeiture	
		<input type="checkbox"/> Dismissed	\$	
Driver License Action:	52	<input type="checkbox"/> Days		
		<input type="checkbox"/> Months		
D.L. Suspension/Revocation	53	<input type="checkbox"/> Years		
Court Officer	54	Comments		55
Incident Report	56			

Highway	57	Divided	Not Divided	Lanes:			
Weather	58	Clear	Rain	Snow	Fog	Cloudy	
Road	59	Dry	Wet	Slippery	Loose Material		
Light	60	Dawn	Day	Dusk	Night	Traffic	
						61	
					Light	Med.	Heavy