

NOTICE OF RIGHT TO APPEAL

- When is an appeal due?** Within twenty days from the date of the final judgment.
- How do I file an appeal?** Fill out the “Notice of Appeal” form below. Submit it with the proper fees to:

Madison Municipal Court
210 Martin Luther King Jr. Blvd., Rm. 203
Madison, WI 53703

For options 2 and 3, also file a written request with the
Dane County Circuit Court Clerk.

You must give a copy of your “Notice of Appeal” and any documents filed with the Dane County Circuit Court Clerk under options 2 and 3 below to:

**City Attorney’s Office
City-County Building, Room 401
210 Martin Luther King Jr. Blvd.
Madison, WI 53703
(608) 266-4511**

Give copies to the City Attorney’s office on the date(s) you file the documents with the courts.

What are my appeal options? See below.

NOTICE OF APPEAL

I hereby request an appeal, as marked below. I understand I must execute a bond with (or without) surety to the Madison Municipal Court the amount of which is determined by the Municipal Judge and, if I lose the appeal, I must pay the amount of judgment plus costs awarded on appeal. I have also paid the required appeal fees listed below:

_____ **OPTION 1:** An appeal to circuit court without a new trial. The circuit court judge will review a transcript of the tape recorded trial and exhibits. Fees are payable as follows: \$10 to Madison Municipal Court and \$120 to Dane County Circuit Court. Accepted payment methods are cash, check or money order. **Warning: If you lose this type of an appeal, you will also have to pay the full cost of preparing the transcript.**

_____ **OPTION 2:** An appeal to circuit court for a new trial, without a jury. You must file a written request for the new trial without a jury with the Dane County Circuit Court Clerk within twenty days after this “Notice of Appeal” has been filed with the Madison Municipal Court. (Remember: This “Notice of Appeal” must be filed with the Madison Municipal Court within 20 days from the date of final judgment.) Fees are payable as follows: \$135 to Dane County Circuit Court. Accepted payment methods are cash, check or money order. You must arrange to bring your own witnesses to the trial and present evidence.

_____ **OPTION 3:** An appeal to circuit court for a new trial, with a six-person jury. You must file a written request for the new trial with a six-person jury with the Dane County Circuit Court Clerk within twenty days after this “Notice of Appeal” has been filed with the Madison Municipal Court. (Remember: This “Notice of Appeal” must be filed with the Madison Municipal Court within 20 days from the date of final judgment.) Fees are payable as follows: \$171 to Dane County Circuit Court. Accepted payment methods are cash, check or money order. You must arrange to bring your own witnesses to the trial and present evidence.

Defendant: _____
(Please Print)

Address: _____

Case No.: _____

Signature

Date