

REQUEST FOR TELEPHONE CONFERENCE

Defendant's Name

Case/Citation Number(s)

Hearing Date

Defendant's Telephone Number

If you would like to attempt to resolve your case without a personal appearance in Court, you need to fill out this form and submit it to the City Attorney's office **AT LEAST 10 DAYS BEFORE** your scheduled court hearing. The City Attorney's office will not respond to telephone conference requests received less than 10 days before the hearing, and you will need to appear in Court or risk being defaulted on your case.

By signing and initialing this form, you are indicating that you agree to the following:

1. I have received a copy of the citation/complaint. _____ (initial)
2. I understand that it is my responsibility to appear in court at my hearing if I don't reach an agreement with the assigned prosecutor before the hearing. I recognize that if I do not resolve my case with the assigned prosecutor PRIOR to my hearing AND do not appear in person at the hearing, I may be defaulted (found guilty of the violation by the court). _____ (initial)
3. I will be available to answer my telephone and speak to the assigned prosecutor during the corresponding time period below that is exactly one week prior to my court date:

Mondays: 1:30 p.m. - 4:00 p.m. (for Monday hearings)

Tuesdays: 8:30 a.m. - 11:30 a.m. (for Tuesday hearings)

Wednesdays: 8:30 a.m. - 11:30 a.m. (for Wednesday hearings)

_____ (initial)

(For example, if your court date is on Monday May 14, 2018 at 2:30 p.m., you will need to be available to take the prosecutor's phone call between 1:30 and 4:00 p.m. Monday, May 7th.)**

4. The assigned prosecutor will make at least 2 attempts to contact you during this time frame. If you don't answer the phone, you will need to appear in court.
_____ (initial)
5. While the prosecutor will make reasonable effort to contact you, filling out and returning this form does not guarantee a telephone conference prior to your court date. _____ (initial)

6. Leaving a message for the prosecutor is not a substitute for speaking with the prosecutor. _____ (initial)

7. I have read and understand these instructions. _____ (initial)

** If you have good cause as to why you are unavailable to receive a telephone call during the time frame set above, you may request an alternate time period prior to your court date. The assigned prosecutor will do their best to contact you, but cannot guarantee the alternate time. If you don't speak with the prosecutor prior to the hearing, you will need to appear in person at the hearing.

What alternate day/time are you available to receive a telephone call the week before your court date?

Is email a good way of communicating with you? Yes / No (Circle one)

Signature: _____ Date: _____

Print Name:

Address:

Phone Number:

Email address:

If you need an interpreter or other reasonable accommodation, please note your request here: _____

Return this form to the City Attorney's office, 210 Martin Luther King Jr. Blvd, Room 401, Madison, WI 53703 or email to attorney@cityofmadison.com so that it is received at least 10 days before your hearing.

If you have further questions, call the City Attorney's office at (608)266-4511. Keep in mind that the best way to speak with the prosecutor is to follow this procedure and answer your phone during the given time frame, or come to your court date.