

REQUEST FOR DISCOVERY

CITY OF MADISON

vs.

Citation/Case No(s): _____

(Defendant)

Defendant's mailing address or, if represented by an attorney, attorney's mailing address.

_____(Name)

_____(Street Address)

_____(City, State, ZIP Code)

_____(Day Time Phone Number)

_____(E-mail address if you want Discovery e-mailed to you)

How do you want discovery sent to you? ☐ US Mail ☐ E-mail ☐ You will pick up

****REQUIRED****

Date and Type (e.g., Review, Trial, etc.) of Next Court Appearance: _____

I hereby request copies of the report(s) that are applicable to my case(s).

I understand discovery in Municipal Court is limited under § 800.07, Wis. Stats. Costs of copying and postage will be due upon receipt of discovery and I further understand that I will be charged 25¢ per page for copying expenses plus the cost of First Class mailing. **If your discovery documents are e-mailed to you or you pick them up, you will be charged 25¢ per page but will not have to pay the First Class mailing cost.** TO REQUEST A COPY OF THE REPORT(S), COMPLETE THIS FORM AND RETURN THE FORM to our office in person, by mail – Office of the City Attorney, 210 Martin Luther King Jr. Blvd., Room 401, Madison, WI 53703-3345, by facsimile (608) 267-8715, or by e-mail attorney@cityofmadison.com.

Signature

Date

You may also obtain a DVD or videotape pertaining to your case, if video exists, by making a request to the Madison Police Department ("MPD"). If you are interested, your request should be made at least forty-five (45) days prior to your trial or hearing date so there will be sufficient time for you to obtain it beforehand and because **MPD only keeps tapes for 180 days**. YOUR REQUEST SHOULD BE MADE TO: [https://cityofmadison.govqa.us/WEBAPP/rs/\(S\(0nuto4h0jhrqfv5vj13zbm1g\)\)/supporthome.aspx](https://cityofmadison.govqa.us/WEBAPP/rs/(S(0nuto4h0jhrqfv5vj13zbm1g))/supporthome.aspx) or to Madison Police Department Support Services, Attn: Records Section, 211 S. Carroll St., Madison, WI 53703. **NOTE: These requests are not pursuant to Wis. Stat. § 971.23 and, therefore, are considered open records requests. Failure to state that this is for a municipal court matter and the citation number(s) your request pertains to may result in it not being fulfilled.**

If you have a building code case, you may request copies of any reports or photographs pertaining to your case from the City of Madison Building Inspection Department ("BI"). Your request should also be made at least forty-five (45) days prior to your trial or hearing date so there will be sufficient time for you to obtain the materials. You will have to pay BI 25¢ per page for black & white copies and 30¢ per page for color copies, as well as the cost of mailing the items if requesting physical copies and delivery by mail. YOUR REQUEST AND PAYMENT CAN BE MADE IN PERSON TO: City of Madison Building Inspection in the Madison Municipal Building, 215 Martin Luther King Jr. Blvd., Room LL017, Madison, WI. You may also contact the Building Inspection Department by telephone at (608) 266-4551 or e-mail BIinspection@cityofmadison.com to find out what records and photographs the agency may have that pertain to your case and how much it would cost to obtain the materials by mail or in person.