



City of Madison City Attorney's Office
 City-County Building, Room 401
 210 Martin Luther King, Jr. Blvd.
 Madison, Wisconsin 53703-3345

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 (Fax) 608-267-8715
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REQUEST FOR TELEPHONE CONFERENCE

The Madison Municipal Court has scheduled a court hearing for your case. The best way to speak with the City Attorney's Office about your case is to attend your court date in person. If you cannot attend your court date, you may submit a request to the City Attorney's Office to discuss the matter by phone. This option is only available for Pre-trials, Requests to Reopen, and Reviews.

BY COMPLETING THIS FORM, YOU COMMIT TO CALLING THE CITY ATTORNEY'S OFFICE ON MONDAY THE WEEK OF YOUR SCHEDULED COURT DATE BETWEEN 10:00 A.M. and 1:00 P.M.

Defendant Name: _____

Case Number: _____

Court Date: _____

AT LEAST ONE WEEK (7 CALENDAR DAYS) PRIOR TO COURT DATE:

Complete this form and submit it to the City Attorney's Office by postal mail, email, in person, or fax, as notification that you commit to calling in during the specified timeframe. The completed form must be received at least one week before your court date.

ATTORNEY CONTACT INFO.:

(if represented by counsel)

Attorney Name: _____

Attorney Phone Number: _____

Attorney email address: _____

OR

DEFENDANT CONTACT INFO.:

(if NOT represented by counsel)

Defendant Phone Number: _____

Defendant email address: _____

***Note:** If you need to request an interpreter, an alternate time to call, email communication, or other reasonable accommodation, please write request below. You will be notified if we cannot accommodate.*

I UNDERSTAND THAT IF I DO NOT FOLLOW THESE STEPS, I NEED TO APPEAR IN PERSON FOR MY SCHEDULED COURT DATE OR RISK BEING DEFAULTED ON MY CASE(S).

Sign: _____ Print: _____ Today's Date: _____