

Rule 587. Notice to Accused

When issuing a Uniform Civil Law Citation, the officer shall also issue a written notice to the accused in substantially the following form:

CONTEST THIS VIOLATION

If you intend to contest this violation or if you intend to demand a trial, so notify the clerk of the circuit court at least 10 work days before the date set for your appearance. Note that appearing in court may result in additional fines and fees. A new appearance date will be set, and you will be notified of the time and place of your appearance. When you are notified of your new appearance date, you should come to court prepared for trial and bring any witnesses you may have. You will also have the opportunity to demand a trial by jury, which would occur at a later date. If you demand a trial by jury, additional fees may apply.

Upon timely receipt of notice that the accused intends to contest the violation, the clerk shall set a new appearance date not less than 7 days nor more than 60 days after the original appearance date set by the law enforcement officer or the clerk of the circuit court and shall notify all parties of the new date and the time for appearance. If the accused demands a trial by jury, the trial shall be scheduled within a reasonable period. A jury fee may be applicable, as directed by the court.

Adopted Sept. 1, 2016, eff. immediately.