

**NOT GUILTY PLEA**

Name: \_\_\_\_\_ (Print Name)                      Citation # \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Driver License Number Required if Contesting a Parking Citation: \_\_\_\_\_

I, the undersigned Defendant named in the above-referenced citations hereby enter a NOT GUILTY plea to each of the above-stated citation/charge(s) and request a Pre-Trial conference date. **I understand that I will be found GUILTY of the above-stated citation/charge(s) if I fail to appear for the scheduled pre-trial.**

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**STOP**

**DO NOT FILL IN BELOW THIS LINE:**

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**THE FOLLOWING SECTION WILL BE COMPLETED BY THE MUNICIPAL COURT, STAMPED AND SENT BACK TO YOU.**

The above-stated citation/charge(s) is/are scheduled for a **PRETRIAL CONFERENCE** at the date and time stated below. The pretrial conference will not be adjourned by the court except upon a formal motion for good cause, or with the specific approval of the court upon an agreement by both parties, made prior to the scheduled date and time.

**Failure to appear will result in the entry of a default judgment against the Defendant.**

PRETRIAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

BY THE COURT:

Hon. Bradley Matthiesen,  
Municipal Judge