

Chapter 11

Municipal Court

2-11-1	Municipal Court Established
2-11-2	Procedures
2-11-3	Sessions
2-11-4	Term
2-11-5	Court Costs
2-11-6	Contempt Authority
2-11-7	Municipal Court Clerk

Sec. 2-11-1 Municipal Court Established.

A municipal court for the Town of Westport is established. The municipal court shall be a joint municipal court with the Towns of Burke, Blooming Grove, Bristol, Sun Prairie, Springfield, Westport and Village of Dane.

Sec. 2-11-2 Procedures.

The municipal court's procedures shall be consistent with Wisconsin law.

Sec. 2-11-3 Sessions.

- (a) **Place.** The municipal court shall be held in the Town of Westport Town Hall and at such other locations as determined by the Court Administrative Commission, of which the Town is a member.
- (b) **Days and Hours.** The municipal court shall be in session on such days and at such hours as the municipal judge determines to be reasonable and appropriate.

Sec. 2-11-4 Term.

The municipal judge shall be elected for a 4-year term.

Sec. 2-11-5 Court Costs.

The municipal court costs shall be the maximum permitted by law.

Sec. 2-11-6 Contempt Authority.

The municipal judge may impose a forfeiture for contempt or, upon nonpayment of the forfeiture and applicable assessments, a jail sentence. The municipal judge may impose the maximum forfeiture and maximum jail sentence allowed by Wisconsin law.

Sec. 2-11-7 Municipal Court Clerk.

- (a) **Appointment.** The municipal judge shall, in writing, appoint a clerk of the municipal court. The clerk's salary shall be fixed by the Court Administrative Commission, of which the Town is a member. The clerk shall, before entering upon the duties of the office, take the appropriate oath and give a bond if a bond is required by the Commission. The cost of any bond shall be paid by the towns that are members of the Commission. The oath and any bond shall be filed with the clerks of each town that is a member of the Commission.
- (b) **Duties.** The municipal court clerk shall:
- (1) File citations and complaints.
 - (2) Maintain all court papers and files.
 - (3) Schedule court proceedings.
 - (4) Prepare docket sheets.
 - (5) Communicate with parties regarding court proceedings.
 - (6) Reply to mail concerning routine matters as prescribed by the municipal judge.
 - (7) Prepare and mail warrants and summons.
 - (8) Prepare a monthly report concerning financial activities.
 - (9) Assist in the collection of traffic bonds.
 - (10) Prepare necessary communications to the clerk of the circuit court.
 - (11) Perform such other duties as required by the municipal judge and the Commission.