



MUNICIPAL COURT

Melissa M. Owens
Municipal Court Judge

150 E Pearl Ave.
PO Box 1687
Jackson, WY 83001

Joanna Burkhart-Court Clerk
Jessica Chitwood-Deputy Court Clerk

(307) 733-3932 X1165
(307) 739-0919 FAX

Instructions for Defendants

Initial Appearances for Court are normally held Wednesday at 9:00am in the Clifford P. Hansen Courthouse at 145 E. Simpson Ave. You may confirm a court date by calling the court at 307-733-3932 (ext. 1165). Bring your citation and your driver's license with you to court. You will be advised of the court's procedures, the nature of the charge against you, and your rights at the initial appearance. You will be given the opportunity to enter a plea. If you plead guilty, you will be asked to give an explanation before your plea is accepted. If you plead not guilty, the matter will be set for trial at a later date. If you have a moving violation, you may request a diversion from court for traffic school. If it is not possible for you to appear, you may request a continuance, in writing, before your court date.

If you wish to contest a citation, but cannot appear:

Prior to appearing in court, individuals seeking to contest citations or obtain a bond reduction may write to the Town Prosecutor, Lea Colasuonno, via email at townprosecutor@townofjackson.com, mail a written letter to the PO Box address listed above with ATTN: Town Prosecutor, or drop off a written letter to the physical address listed above with ATTN: Town Prosecutor. Such letter/email must be submitted to the Town Prosecutor within 14 days of the date of issuance to be considered.

The following information **must** be included in the letter/email:

- Citation Number (Going vertically down the side of the ticket-NOT the Event Number)
- Full Name
- Driver's License Number
- Mailing Address
- Email Address
- Phone Number
- What action you'd like the court to take
- Reasons you are seeking the action
- Any supporting documentation

If you have received a citation for failing to display current registration you may go to the Town Hall at 150 E Pearl Ave, present a copy of current registration, and pay a reduced bond of \$60.00.

If you have received a citation for not having valid insurance you may go to the Town Hall at 150 E Pearl Ave, present a copy of your insurance card proving there was insurance as required by the State of Wyoming in effect at the time of the citation and the citation will be dismissed.

If you have received a citation for not having a valid driver's license you may go to the Town Hall at 150 E Pearl Ave, present a copy of your driver's license, which shows that it was valid at the time the citation was issued, and the citation will be dismissed.

For procedural questions (not about the facts of the case), questions about court dates and how the court functions, you may call the municipal court office at the number listed above.