



MUNICIPAL COURT

Thomas H. Jordan
Municipal Court Judge

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

Joanna Burkhart
Court Clerk

(307) 733-3932 x1152
(307) 739-0919 fax

Instructions for Defendants

Initial Appearances for Court are normally held Wednesday at 2:45pm in the Federal Courthouse at 145 E. Simpson Ave. You may confirm a court date by calling the court at 307-733-3932 (ext. 1152). 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:

You may make written motions for dismissal, bond reductions, or other matters in the form of a letter. *The motion must contain the following: mailing address, citation number(s), defendant's printed name and signature, what action you would like the court to take, and any reasons to support the motion, along with any other supporting documents. Please also include a copy of your driver's license.* Your motion may be mailed to the Court's address or delivered to the Town's administrative office at 150 East Pearl Avenue. **DO NOT FAX OR EMAIL MOTIONS.**

No display of current registration:

- I have attached a copy of my current registration and paid my bond reduced by \$60.00.

No Insurance:

- I have attached a copy of my insurance card showing that there was insurance as required by the State of Wyoming, in effect for vehicle driven, at the time the citation was issued.

No Driver's License:

- I have attached a copy of my driver's license, which shows that it was valid at the time the citation was issued.

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.
