

## Know where to go.

Look at your ticket or citation, it will tell you whether you need to go to Municipal Court or Circuit Court.

Municipal Court is located at 406 E Iverson Ave  
It usually handles:

- Regular citations (i.e. speeding, parking tickets)
- Must appear offenses

Circuit Court is located at 525 Grand Ave #400  
It usually handles:

- Small Claims
- Family Violence, Stalking, Protective Orders
- Misdemeanors

If you're not sure where to go, call the court and ask.

## Know what to wear.

Wear the most professional clothes you have. Usually what you would wear to a job interview. If you don't have business clothes or nice church clothes, just dress your best.

Examples include:

- Suit (you don't need to go buy one)
- Collared Shirt
- Slacks/Dress Pants
- Dress
- Skirt

Do **not** wear: hats, clothing with rips/holes, clothing that exposes midriff, shorts, t-shirts, hoodies.

# CONTACT US

## Student Legal Services

[sls@uwyo.edu](mailto:sls@uwyo.edu)

Student Legal Services is happy to answer your questions and help guide you through this process.



# GOING TO COURT FOR A TICKET?

Things you should know before  
you go



## Know what happens.

### The process:

1. Show up early
2. Check in with the Clerk
  - They will give you a statement of your constitutional rights
  - If you understand, sign it
  - If you don't, you may ask the judge later
3. Sit down in the courtroom
4. When your name is called, go the podium
5. The Judge will ask you if you received your constitutional rights
  - If yes, say "yes your honor"
  - If no, say "no your honor"
6. The Judge will then read the ordinance you are charged under & possible penalties
  - If there are multiple people the judge will tell everyone to listen to the first reading
  - If you **do not hear, have questions, or would like to hear it again**, politely ask the judge to repeat
7. The Judge will ask if you are ready to enter a plea
  - If yes, then what's the plea?
  - If no, do you need more time, or want to talk to a lawyer?
  - You may also ask the Judge if you qualify for first offender status

The Judge will ask for your plea, either

- **Guilty**, the judge will move on to sentencing  
OR
- **Not Guilty**, the judge will set for trial

### → Right to an attorney:

You have a right to speak to an attorney. The judge will ask you if you had time to consult an attorney or if you'd like more time to consult. If you have not spoken to an attorney and would like to, politely tell the judge. If you'd like an attorney but cannot afford one, you may ask the judge if you are eligible for a public defender

- If you are in municipal court only certain crimes are eligible for a public defender (i.e., DUI, driving on suspended, revoked, cancelled license, failure to maintain insurance)
- Generally, if you are facing possible jail time, you are eligible
- If you are entitled to a public defender the judge will have you fill out a financial affidavit

### → Guilty:

If you plead **guilty**, the judge is going to ask you what happened. *Truthfully*, state the basic facts. The judge must confirm you admit to all the elements of the crime

Ex: Underage Drinking

"no person under the age of twenty-one shall anywhere within the city consume any alcoholic liquor or malt beverage or ethyl alcohol."

- (1) You are under 21
- (2) You consumed alcohol
- (3) In the Laramie City limits

If the factual basis is established the judge will accept your guilty plea. Then the court will move on to sentencing



### → Not guilty:

If you plead not guilty the judge will set a bond. The judge can issue different types of bonds:

- **Signature:** you will sign a paper promising to return to court and pay a specific amount (if you don't appear, the judge will issue a warrant)
- **Cash:** you will pay a certain amount to court assuring you will return

If you cannot pay you will be held in jail. After you plead not guilty, the judge will set your case for a scheduling conference/bench trial. This is where you will meet with the judge and prosecutor to schedule out the rest of your case.

### Sentencing:

The judge will ask the prosecutor if they have a recommendation (generally, it will be the bond amount on the bottom of your ticket, it may also include probation or community service). Then the judge will ask if there is anything you would like to say.

- It is important to show remorse and accept responsibility for the offense
- This is the chance for you to talk about all the important things in your life (i.e., good GPA, volunteer work through Greek life or church, UW's AWARE program, etc...)

The judge may reduce the fine