

LAKE MILLS MUNICIPAL COURT

200D Water Street
Lake Mills, Wisconsin 53551
920-350-7063
Fax: 920-648-2347
Email: courtclerk@ci.lake-mills.wi.us

Request to Reschedule Initial Appearance

Date: _____

Name: _____

Address: _____

Phone No. _____

Citation Number(s): _____

Initial Appearance Date: _____

I, _____, request that the Lake Mills Joint
Municipal Court reschedule my initial appearance to a different court date, due to the following reason(s):

You will need to submit the request to reschedule, prior to the initial appearance date. The form can be mailed, faxed, or e-mailed to the Court office. Once the form is filed with the court, **you will be notified by mail of your new court date.**

The Court will only allow one (1) rescheduled court date per case. Once a default judgment has been filed for a case, that case will need to be reopened for consideration and cannot be rescheduled. It is the Courts discretion to determine if a case will be rescheduled to a different court date and is not done automatically upon filing a request to reschedule.

It is your responsibility to notify the court of any address change.