



# MUNICIPAL COURT

Melissa M. Owens  
Municipal Court Judge

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

Jessica Chitwood-Court Clerk  
Shellie Morillon-Certified Court Interpreter

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

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## Instructions for Defendants

Initial Appearances for Court are 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 any scheduled court date or due date, individuals seeking to contest citations or obtain a bond reduction may contact the Prosecutor's Office, via email at [prosecutor@jacksonwy.gov](mailto:prosecutor@jacksonwy.gov), 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 **PRIOR to the court date listed** (within 14 days of the date of issuance of a parking ticket) to be considered. For additional information feel free to call the Prosecutor's office at: 307.734.3499.

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 received a citation for failing to display current registration you may present a copy of go to the Town Hall at 150 E Pearl Ave, present a copy of current registration, and pay half of the bond amount listed.

If you 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 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 or confirmation of court dates and how the court functions, you may call the municipal court office at the number listed above.