

TOWN OF BURLINGTON

State of Wisconsin

MUNICIPAL COURT JUDGE

32288 Bushnell Road

RICHARD L. SCHOLZE

Burlington WI 53105-9426

Carrie Oldenburg, Clerk of Court

TELEPHONE 262-347-4562

2/6/2023

## Payment Plan Instruction Sheet

1. You must prepare a letter to the courts explaining that you need to set up a payment plan. Please Sign and Date the letter.
2. Please include in the letter **Your Citation Number(s), How much you can afford on a Monthly Basis, and your ALL your current contact information including Name, Address, City, State, and Zip Code.**
3. Also you **Must Include with your letter a Down Payment.** The down payment does not have to be what you suggest for a monthly.
4. Mail your Payment Plan Letter and Down Payment to: **Court Clerk  
32288 Bushnell Rd.  
Burlington, WI. 53105**

### Special Notes:

\*You can mail in or drop off in drop box letter and down payment.

\*This court doesn't typically allow payment plans to extend past 6 months, please use this as a guideline for suggesting a monthly payment amount.

\*Once the court receives your payment plan letter and down payment, you will receive a confirmation letter outlining the payment plan terms. Allow the court two (2) week to process your letter and down payment.