



**JURY DEMAND  
FORM SUMMARY**

- Purpose of Form:** To request a jury trial in the Milwaukee County Circuit Court
- Accompanying Documents/Information:** None
- Payment Required:** **\$36 jury fee for a 6-person jury (\$6/juror)**  
*Make check/money order payable to Milwaukee County Circuit Court*
- How to File the Form:** The original form must be filed with the court **along with the proper jury fee**. To file the form, you may do one of the following:
- (1) Mail the form to: Milwaukee Municipal Court  
951 North James Lovell Street  
Milwaukee, WI 53233-1449
  - (2) Bring the form to the court in person (please check court hours before coming to court)
- IMPORTANT NOTE: If you do not file the jury demand with the Court and pay the proper jury fees by the filing deadline (see Deadline for Completion below), you will permanently waive your right to a jury trial.***
- Deadline for Completion:** Ten (10) calendar days (which includes Saturdays, Sundays and holidays) from the date on which the not guilty plea was filed on the case at the Milwaukee Municipal Court; if the 10<sup>th</sup> calendar day falls on a non-business, the deadline is the next business day
- Additional Instructions:** The following information must be completed on the form before it can be filed with the court:
- Defendant: If this is a case against you, fill in your name.
- Case Number: Fill in the case number. If you cannot find your case number, contact the court.
- Definitions:** A jury demand is limited to cases involving charges referencing Wis. Stat. 346.63(1) or 346.63(5), which prohibit Operating While Intoxicated (OWI) or Operating with a Prohibited Alcohol Concentration (PAC). Per Wis. Stat. 800.035(5)(c), any companion case involving 343.305(3) – Refusal – will also be transferred to Circuit Court for the required refusal hearing if the OWI and/or PAC cases are accepted for a jury trial.