

REQUEST FOR DISCOVERY

CITY OF MADISON

v. Case No(s): _____

(Defendant)

Defendant's mailing address or, if represented by an attorney, attorney's mailing address.

_____(Name)

_____(Street Address)

_____(City, State, Zip)

_____(Day Time Phone Number)

_____(Email address if you want Discovery emailed to you)

How do you want discovery sent to you? U.S. Mail Email You will pick up

Initial Appearance date: _____(the court date on your ticket or summons)

I hereby request copies of the report(s) that are applicable to my case(s).

I understand discovery in Municipal Court is limited under § 800.07, Wis. Stats. Costs of copying and postage will be due upon receipt of discovery and I further understand that I will be charged 25¢ per page for copying expenses plus the cost of First Class mailing. **If your discovery documents are emailed to you or you pick them up, you will be charged 25¢ per page, but will not have to pay the First Class mailing cost.** TO REQUEST A COPY OF THE REPORT(S), COMPLETE THIS FORM AND RETURN THE FORM to our office in person, by mail – Office of the City Attorney, 210 Martin Luther King, Jr. Blvd., Room 401, Madison, WI 53703-3345, by facsimile (608) 267-8715 or by email attorney@cityofmadison.com.

Signature

Date

You may also obtain a DVD or videotape pertaining to your case, if video exists, by making a request with the Madison Police Department. If you are interested, your request should be made as soon as possible because the Police Department keeps tapes for a limited time. Your request should also be made at least 14 days prior to the trial date so there will be sufficient time for you to obtain it before your trial date. You will have to pay the Madison Police Department a \$15.00 fee for a copy of the DVD or videotape. (If no tape exists you will be refunded your copy fee.) YOUR REQUEST AND PAYMENT SHOULD BE MADE TO: Madison Police Department Support Services, Attn: Records Section, 211 S. Carroll Street, Madison, WI 53703.

If you have a building code case, you may request copies of any reports or photographs pertaining to your case from the City of Madison Building Inspection Department. Your request should also be made at least 14 days prior to your trial or hearing date so there will be sufficient time for you to obtain the materials before your hearing date. You will have to pay the Building Inspection Department 25¢ per page for black and white copies and 30¢ per page for color copies and also pay for the cost of mailing the items if requesting that service. YOUR REQUEST AND PAYMENT SHOULD BE MADE IN PERSON TO: City of Madison Building Inspection in the Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Room LL100, Madison, Wisconsin. You may also contact the Building Inspection Department by telephone at (608) 266-4551 to find out what records and photographs the agency may have that pertain to your case and how much it would cost to obtain the materials by mail or in person.