

STATE OF WISCONSIN      **MCFARLAND MUNICIPAL COURT**      DANE COUNTY  
5915 Milwaukee Street, P.O. Box 110  
McFarland, WI 53558

Fax: (608) 838-3619  
[municipal.court@mcfarland.wi.us](mailto:municipal.court@mcfarland.wi.us)

***Motion to Reschedule Initial Appearance***

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

Citation Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial Appearance Date: \_\_\_\_\_

I, \_\_\_\_\_, request that the McFarland  
Municipal Court reschedule my initial appearance to a different court date, due to  
the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You will need to submit the motion to reschedule, prior to the initial appearance date.  
The form can be mailed, fax or e-mail 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) reschedule court date per case. **Once a default  
judgment has been filed for a case, that case will need to be reopened for consideration  
and can not be rescheduled. It is the Courts discretion to determine if a case will be  
reschedule to a different court date and is not done automatically upon filing a  
motion to reschedule.**