

\*\*\*\*\*COVID-19 COURT NOTICE\*\*\*\*\*

Lannon Municipal Court hereby orders:

In-person court appearances for all proceedings may resume effective with 7/21/2020. Court is held the 3<sup>rd</sup> Tuesday of each month in the evening. The Court is following CDC and state public health and safety guidelines. **All persons in the courtroom are required to wear a face mask/covering.** Registration procedures have changed due to Covid-19, and if you answer “yes” to any health screening questions, you will be refused admittance and asked to contact the court clerk @ 262-293-9233 within 24 hours to reschedule your case.

To avoid a personal appearance at court (No Contest or Guilty plea), in advance of the court date on your citation you may schedule a phone pretrial conference with the Village Prosecutor. Call the court clerk @ 262-293-9233 or request by fax @ 262-293-9235 or via email [court@villageoflannon.com](mailto:court@villageoflannon.com). Include your name, address, and phone number (we will call you), and your plea. Only a limited number of phone appointments are available each month. No phone pretrial appointments are taken the day of court.

To enter a Not Guilty plea, mail your plea in writing to the Court (P O BOX 456, Lannon, WI 53046) at least one week before the court date. Include your name, address, and phone number. You may request a phone pretrial conference with the Village Prosecutor with your plea. You will be notified by mail of the pretrial conference date.

PAYMENTS: Village staff cannot assist you with your payment at this time.

Mail your **check or money order** to the Court: Lannon Municipal Justice, P O BOX 456, Lannon, WI 53046. If you want a receipt, include a postage paid self-addressed return envelope.

Use **credit/debit card** by going to [www.villageoflannon.com](http://www.villageoflannon.com) and look for the link to the card processor. You must know the fine amount owed before starting. Enter your personal information, the fine amount, and your card information. There is a fee charged by the card processor for this convenience. Proceed if you agree to their terms. You can request a receipt during the process.

If you intend to make payment in person at the Village Hall, **you will not get a receipt or change back.** Please put exact cash or your check in an envelope with your name on it. A “fines only” drop box is located inside by the village clerk’s office. Office hours vary during the summer, so call the village clerk’s office @ 262-251-7690 before stopping by.