

FOR THE MOST CURRENT MUNICIPAL COURT INFORMATION, INCLUDING RESCHEDULED COURT DATES, CONTINUE TO CHECK THE VILLAGE OF LANNON WEBSITE: www.villageoflannon.com

Due to the Covid-19 pandemic, some court procedures may be temporary or last for several months. Should you decide to appear in-person for your initial appearance, know that:

- Face masks/coverings are **REQUIRED** for all visitors and court staff.
- Bring your own pen.
- Hand sanitizing stations are placed at entry and exit of the building.
- Health screening questions will be asked at the registration area before granting entry.
- Social distancing, one-way directional walkways, and limited room capacity may mean that you will be asked to wait outside or in your vehicle, and will be called in order checked in.

To avoid a personal appearance, it is strongly suggested that you call the Court @ 262-293-9233 soon after receiving the citation to schedule a telephone pretrial conference with the village prosecutor to resolve your case. You may also send an email to court@villageoflannon.com and put "Phone Pretrial" in the subject line. It is first come, first served when scheduling these appointments.

PAYMENTS: In-person payments are not being encouraged, and cash is not being accepted at this time. Mail a check or money order to: Lannon Municipal Court, P O BOX 456, Lannon, WI 53046. If you want a receipt, include a stamped self-addressed envelope. To pay by credit/debit card ONLINE you must have your citation information and fine amount. Go to the Court page on the village website www.villageoflannon.com and click on the payment link, enter the information required, continue the process, and if you agree to all, click OK.

To reschedule the court date: The court must receive the **request in writing** no later than one (1) week before the court date. **Include the specific reason** for the request. Mail it to Court, P O BOX 456, Lannon, WI 53046 or email to court@villageoflannon.com and Judge Dutcher will review the request and grant or deny on a case by case basis.

- You must include your name, current address, and phone number on the request.
- You will be notified by mail of the rescheduled court date.
- Only one adjournment shall be granted.
- No adjournments are granted the day of court for any reason.

If you do nothing by the court date, you will be found guilty by default. Notice will be mailed granting sixty (60) days to make the full payment of the fine(s) with an explanation of penalties that may be enforced if payment is not received on time (such as driver's license suspension or submission of the debt for collection).

You may call the court clerk at 262-293-9233 with your question. If you leave a message, include your name, phone number, the question, and your court date. Your call will be returned as soon as possible. The court clerk's position is part-time, with office hours on Tuesday, Wednesday, and Thursday during the week.

Village of Lannon Municipal Court
20399 W. Main Street • P O BOX 456 • Lannon, WI 53046
PH (262) 293-9233 or FAX (262) 293-9235
www.villageoflannon.com

Effective 7/25/2020