

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 we are following these precautions:

- Face masks/coverings are **REQUIRED** for all visitors and court staff.
- Please bring your own pen.
- Hand sanitizing stations are placed at entry and exit of the building, and throughout the village hall.
- Social distancing, one-way directional hallways, and limited room capacities may mean that you will be asked to wait in your vehicle and will be called when seating is available, or your turn is next. We suggest you wear warm clothing.
- Immediate family members are not permitted beyond the registration area.
- Health screening questions will be asked before granting entry to the registration area.

PAYMENTS: In-person payments are not being encouraged, and cash is not being accepted at this time. You may 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. Call the court clerk if you need this information. Otherwise, go to the Court page on www.villageoflannon.com and click on the payment icon link; enter the required information, the fine amount, your card information. If you agree to their fees, click OK. You may request a receipt via email from the card processor. *****NEW*** A drop box** is now located on the village hall building by the back entrance door off the rear parking lot. No Cash please.

To reschedule the court date: The court must receive the **request in writing** no later than one (1) week before the court date. State the specific reason for the request. Mail it to LANNON MUNICIPAL COURT, P O BOX 456, LANNON, WI 53046, fax it to 262-293-9235, or email to court@villageoflannon.com. The Judge will review the request and grant or deny on a case by case basis.

- Include your name, current address, and phone number on your request.
- You will be notified by e-mail or mail of the rescheduled court date.
- Only one adjournment shall be granted.

Per the Judge, we do not reschedule hearings on the day of court for any reason, and telephone pretrial appointments must be made no later than the day before court. NO EXCEPTIONS.

Lannon Municipal Court is held once each month on the third Tuesday in the evening. This may change due to Covid-19 or other reasons so please check the village website if you have concerns. You may call the court clerk at 262-293-9233 with your question. Please leave a message, spell your first and last name, give your phone number, state your question, and your court date. The court clerk's position is part-time, with office hours on Tuesday, Wednesday, and Thursday during the week.

Lannon Municipal Court

20399 W. Main Street • P O BOX 456 • Lannon, W 53046
PH (262) 293-9233 or FAX (262) 293-9235

Court Clerk email: court@villageoflannon.com Website: www.villageoflannon.com