

**YOU HAVE JUST RECEIVED A CITATION FROM
THE SPARTA POLICE DEPARTMENT
FOR SPARTA MUNICIPAL COURT**

Due to the Coronavirus, please be advised that you do not need to appear for the violation you have just been given. Instead, I will take your plea by phone or email. **THIS DOES NOT INCLUDE OWI CITATIONS.**

You may contact me, Andrea Ziegler, Sparta Municipal Court Clerk by calling (609) 269-4380 ext. #237 or emailing courtclerk@spartawisconsin.org.

You may plead no contest, in which case you will be found guilty. You may also plead guilty or not guilty. If you plead not guilty, I will send you further information regarding the date of your TELEPHONE pre-trial conference with the City Attorney.

When you leave or send a message it is VERY important that I have your correct address so I may send you your payment reminder form or any other relevant paperwork, **please make sure you leave this information along with the spelling of your name and a phone number or an email address where I may contact you.**

If you do not appear or contact me, you will be found guilty in your absence and I will send you the necessary paperwork after your initial appearance.

If you have any questions or concerns, please contact me at the above phone number.

Thank you,

Andrea Ziegler, Sparta Municipal Court Clerk