



North Shore Municipal Court

4800 W. GREEN BROOK DRIVE BROWN DEER WI
53223
(414) 371-3005, FAX (414) 371-3045
EMAIL: municipalcourt@browndeerwi.org

August 3, 2020

Name
Address1
Address2
City State Zip

RE: Village of Brown Deer VS. First, Middle, Last, Suffix
CITATION NO: citation
CHARGE: violation
COURT DATE: CrtDt

Due to the Global pandemic of the COVID-19 Coronavirus, the North Shore Municipal Court is committed to protecting the health and safety of both its staff and the public who use the Court's services. As part of our efforts to protect your health, the health of our staff and to reduce/eliminate the number of in-person appearances we are asking for your full cooperation and compliance with the following:

IN PERSON CHECK-IN PROCEDURES:

- Arrive at 5:00pm to check-in. **MASKS ARE REQUIRED BY ALL, BRING YOUR OWN PERSONAL MASK WITH YOU.** Attendance will be limited to the defendant, one parent or legal guardian if the defendant is a Juvenile, subpoenaed witness(s) and if applicable an interpreter. All family members or accompanying friends will be **REQUIRED** to remain outside of the building. Please plan for childcare if needed.
- Use the front door marked Entrance to enter the Brown Deer Village Hall building. Cases are called in the manner they have been checked in.
- Upon check-in, you will be required to provide the Court Officer with a valid telephone number. After you are checked-in you will be asked to return to your car or to wait outside of the building. You will need to use the Exit door to leave. You will receive a text message to return to the building when your case is called.
- All persons not from the same household will be **REQUIRED** to maintain adequate physical distancing of 6 feet. While in the building you will be required to remain on the "X" marks on the floor until your case is called. Only 1 person will be permitted to appear before the Judge, unless you require an interpreter, or due to physical limitations.

Hand sanitizer will be available at the entry of the building, please do not touch anything that does not pertain to your Court matter..

FAILURE TO PAY IN FULL OR TO APPEAR WILL RESULT IN THE ENTRY OF A DEFAULT JUDGMENT, DRIVER LICENSE SUSPENSION, COMMITMENT TO JAIL, CERTIFICATION OF DEBT WITH THE DEPARTMENT OF REVENUE, THE STATE DEBT COLLECTION AGENCY, TAX INTERCEPT PROGRAM, OR COLLECTION AGENCY.

Please contact the Municipal Court Clerk with any questions.

BY THE ORDER of the COURT
Honorable Christopher R. Lipscomb
Municipal Court Judge