



COVID 19 Access To Municipal Court

Notice to Defendants:

Due to the COVID-19 emergency, our regular court sessions have been suspended until a later date. However, in an effort to resolve your case without coming to court, we are referring you to several options under the **PLEA BY MAIL RULE** outlined below for your consideration.

YOU HAVE A RIGHT TO BE REPRESENTED BY A LAWYER. IF YOU CANNOT AFFORD A LAWYER, YOU MAY APPLY FOR A PUBLIC DEFENDER BY CONTACTING THE COURT AND ASKING FOR AN APPLICATION. YOU MAY APPLY FOR THE PUBLIC DEFENDER IN CASES WHERE YOU WILL LOSE YOUR PRIVILEGE TO DRIVE OR FACE POTENTIAL JAIL TIME. IF YOU HAVE A LAWYER, PLEASE PROVIDE THEM WITH THIS FORM.

Notification of Rights:

If you attended court in person, the Judge would advise you of your rights as a defendant in the municipal courts. Fortunately, these rights are available online and you are encouraged to take a few minutes to view the video before choosing an option. The web link to YouTube videos of the statement of rights in multiple languages and American Sign Language can be viewed at: <https://njcourts.gov/courts/mcs.html>
THE JUDGE WILL ASK IF YOU HAVE WATCHED THE VIDEO AND ARE AWARE OF YOUR RIGHTS BEFORE ADJUDICATING ANY MATTER.

Plea by Mail:

To obtain the fillable form, copy and paste <https://tinyurl.com/y8c28loz> into your browser.

With a few exceptions, many cases can be resolved with a plea by mail. If you plead guilty by mail, the Judge will review your plea by mail form and impose the sentence (fine and court costs) required by the statute. No court appearance will be necessary.

If you plead not guilty on the plea by mail form, the Judge will conduct a hearing based upon the information you provide on the form along with the testimony offered by the state's witness, usually a police officer. The Judge will render a decision and you will be advised of the outcome. If you wish to submit a plea by mail, please complete and sign the form located at the above link, or call the court and ask for a form to be mailed to you.

Please return completed forms to the court as soon as possible.

Plea Bargain with Prosecutor:

If you would like to review your case with the Municipal Prosecutor to determine if a plea agreement to a lesser charge, or one that would result in lesser fines and/or points, may be offered, please return this form with the following information so that the Prosecutor may contact you to discuss a plea agreement. Please print legibly:

Your Full Name: _____

Ticket/Complaint #: _____

Telephone Number: _____

Email Address: _____

At present, the court is not aware if you are represented by an attorney. If you are represented by an attorney, please provide your counsel with this notice. If you are indigent, and wish to be represented but cannot afford an attorney, please call the court and request a public defender application form and one will be sent to you if the charges could result in a suspension of your driver's license, incarceration, or a fine in excess of \$800. Once returned to the court, the Judge will review the information and you will be advised as to whether you qualify for the Public Defender.

If you choose not to return the plea by mail form, do not wish to be represented by an attorney and wish to plead not guilty, please notify the court and a trial will be scheduled on a date to be determined. You will be notified of said date.

Sincerely,

Carol Gaynor

Court Administrator