

2. If the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
 3. A hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.
 4. At an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
 5. At a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney
- g. A notice in bold-faced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.

12. **Numbering, Signing and Issuing of Citation.**

- a. Each citation shall be numbered consecutively, be in a form approved by the State Court Administrator, and shall consist of the following parts:
 1. The original, which is a complaint and notice to appear by the authorized Township official and shall be filed with the Mackinac County District Court where the appearance is to be made.
 2. The first copy, which shall be retained by the Township.
 3. The second copy, which shall be issued to the alleged violator if the violation is a misdemeanor.
 4. The third copy, which shall be issued to the alleged violator if the violation is a municipal civil infraction.
- b. A citation for a municipal civil infraction signed by an authorized Township official shall be treated as having been made under oath if the violation alleged in the citation occurred in the presence of the authorized Township official signing the complaint and if the citation contains the following statement immediate above the date and signature of the official: “I