

7. **Bureau's Scope of Authority.** The scope of the Bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The Bureau shall not accept payment of a fine from any person who denies responsibility of having committed the offense or who admits responsibility only with explanation, and in no event shall the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.
8. **Municipal Ordinance Violation Notice.** Municipal ordinance violation notices shall be issued and served by authorized Township officials under the same circumstances and upon the same persons as provided in _Section (12)(d) and (e) below. In addition to any other information required herein or in any other ordinance, the notice of violation shall indicate the time by which the alleged violator must appear at the Bureau, the methods by which an appearance may be made, the address and telephone number of the Bureau, the hours during which the Bureau is open, the amount of the fine scheduled for the alleged violation, and the consequences for failure to appear and pay the required fine within the required time.
9. **Appearance; Payment of Fines and Costs.** An alleged violator receiving a municipal ordinance violation notice shall appear at the Bureau and pay the specified fine and costs at or by the time specified for appearance in the municipal ordinance violation notice. An appearance may be made by mail, in person, or by representation.
10. **Procedure Where Admission of Responsibility not Made or Fine Not Paid.** If an authorized Township official issues and serves a municipal ordinance violation notice and if an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the schedule of fines for the violation are not paid at the Bureau, a municipal civil infraction citation may be filed with the Mackinac County District Court, and a copy of the citation may be served by first-class mail upon the alleged violator at the alleged violators last known address. The citation filed with the court does not need to comply in all particulars with the requirements for citations as