

provided by MCL 600.8705, 600.8709, M.S.A. 27A.8705, 27A.8709, but shall consist of a sworn complaint containing the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citation.

11. **Contents of Citation.** A municipal ordinance citation shall contain the following:
  - a. The name and address of the alleged violator;
  - b. The municipal civil infraction alleged to have been violated;
  - c. The address and telephone number of the court where the alleged violator must appear;
  - d. The time at or by which the appearance shall be made;
  - e. A notice informing the alleged violator that the alleged violator may do one of the following:
    1. Admit responsibility for the municipal civil infraction by mail, in person or by representation, at or by the time specified for appearance.
    2. Admit responsibility for the municipal civil infraction, “with explanation”, by mail by the time specified for appearance or in person or by representation.
    3. Deny responsibility for the municipal civil infraction by doing either of the following:
      - Appearing in person for an informal hearing before a Mackinac County District Court judge or magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the Township.
      - Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
  - f. A notice informing the alleged violator of all of the following:
    1. If the alleged violator desires to admit responsibility, “with explanation”, in person or by representation, 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 for an appearance.