

Date

Name

Address

City, State, Zip

Phone # and/or Email

Re: Plea by Mail Eligibility

Dear Court User:

As you may be aware, municipal court sessions in the State of New Jersey have been postponed due to the pandemic surrounding COVID-19. Municipal Courts across New Jersey will be making efforts to limit contact among court users and maintain social distancing protocols.

*As part of these efforts, your matter may be eligible to be handled via Plea by Mail. If you choose to utilize the Plea by Mail option, you must contact the Municipal Prosecutor, Shirley Grasso, Esquire via email at [emailprosecutorgrasso@gmail.com](mailto:emailprosecutorgrasso@gmail.com). Please indicate in the subject line "Hammonton Joint Municipal Court". Your matter will be reviewed and you will be contacted to resolve your case via plea agreement.*

Once an agreement has been reached, the prosecutor will provide you with a signed *Request to Approve Plea Agreement* form. You must then sign and return the form along with a completed Plea by Mail form attached. Please make sure the form is filled out in its entirety and you have included your contact information in the spaces provided. Failure to return the form by the date listed above, may result in a future scheduled personal appearance.

Section 3 of the form will require you to acknowledge that you understand the agreed upon plea agreement. The court will notify you once your matter is disposed of, along with a copy of a disposition and payment instructions, if applicable, via mail.

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 below. Here is the web link to YouTube videos of the statement of rights in multiple languages and American Sign Language: <https://njcourts.gov/courts/mcs.html>

As a reminder, you **do not** have to utilize the plea by mail option and may still personally appear in court once regular court sessions resume. If you have any questions, please do not hesitate to contact our office at 609-567-4300 Xt 3. Thank you for your cooperation during this unprecedented time.

Sincerely,

