



SPRINGFIELD POLICE DEPARTMENT

201 Clinton Street
Springfield, VT 05156
(802)885-2113 FAX (802)885-2235

Chief of Police: Douglas S. Johnston

NOTICE OF TRESPASS

Date: _____

To: _____

From: _____

This is to inform you that you are not permitted to trespass upon the following location:

If you do trespass upon the above location, the SPRINGFIELD POLICE DEPARTMENT, acting as my agent, may arrest you for UNLAWFUL TRESPASS, *a violation of Title 13 Vermont Statutes Annotated, Section 3705*, and/or issue you a citation to appear in Vermont District Court.

This letter will remain in effect until rescinded by the issuer or after one (1) year from the date of issuance, which ever comes first.

Subscribed and sworn to before me

This _____ day of _____, 20____

Signature of Complainant

Notary Public
My commission expires 2-10-2011

Date of Complaint

I, _____, DOB _____ whose address is _____

acknowledge receipt of a copy of this Notice.

Signature of Person Served

Signature of Law Enforcement Officer

Date of Service: _____

Time of Service: _____

HANDLING INSTRUCTIONS

**Certified mail receipt must be attempted before requesting the
Police Department to attempt service**

1. **DISPATCHER:** Make two (2) copies. Give all three (3) copies to the Complainant. **DO NOT** make a file copy for the department at this time.
2. **PERSON FILING THE COMPLAINT:** Mail one of the Xerox copies by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED**, to the person to whom the Trespass Order is being issued. Keep both the ORIGINAL and one Xerox copy at this time.
3. When the green **CERTIFIED MAIL RECEIPT** is returned to you by the Post Office, bring the receipt and the ORIGINAL copy of the trespass order to the Police Department.
4. The letter is considered in effect as of the time the original copy and the certified mail receipt are returned to the Police Department.