

## **ATTORNEY INFORMATION – effective date 1/1/19**

As a result of recent legislation enacted by the legislature of the State of Missouri, and in accordance with recent amendments, the following procedures have been implemented for the municipal court. Please follow the procedures outlined below for prompt and efficient processing.

1. **Entry of Appearance:** An attorney who intends to represent a defendant before the municipal court, shall forward to the court an Entry of Appearance in Memorandum form addressed to the court by mail or fax (636-282-6685); NOT BOTH. Please include the defendant's name, and case number along with the attorney's name, bar number, address, phone number, fax number, and email address.
2. **Request for Recommendation:** Requests for recommendation must be in a separate form to the prosecuting attorney. It can be faxed to (636-282-6685) or mailed to Arnold Municipal Court – Attn: Prosecuting Attorney. It can be mailed or faxed, NOT BOTH. A self-addressed stamped envelope will ensure that the recommendation is sent to the correct address. Along with the letter requesting a recommendation, a copy of the entry of appearance as filed with the court shall be enclosed. Please include all relevant information when entering and requesting a recommendation, i.e. ... proof of insurance, registration, and reinstatement. If your client's charge(s) involves a motor vehicle accident, a copy of their insurance card is not sufficient. You must provide along with the insurance card a letter from your client's insurer verifying that the claim is paid, verifying restitution. It is the attorney's responsibility to ensure that the request for recommendation is sent to the Prosecutor when entering on a case.
3. **Request for Discovery/Disclosure:** If the attorney is requesting discovery, the request may be included in the letter requesting recommendation or may be a separate discovery motion. Requests for discovery are sent to the Prosecuting Attorney NOT the court.
4. **Continuances:** Continuances can only be granted by the Judge or the court administrator as authorized by the Judge. Cases that have received a recommendation and need time to pay must have authorization from the court, not the prosecuting attorney. When entering on a defendant, the court will continue the case with sufficient time for a recommendation.
5. **Payments:** Payments can be made in full in person, by mail or online for certain charges. All payments are made to the court, not the prosecutor's office. With any payment of recommendations, the recommendation must accompany payment. Payment will not be accepted without the signed recommendation.