

## **Entry of a case and Recommendation Procedures**

- Mail or fax your entry of appearance to the City of Troy Municipal Court, 800 Cap Au Gris, Troy, Missouri 63379. (636)462-7696. Make sure the defendant's name, court date, ticket number and/or what the defendant is charged with is indicated on the entry. Once received the court will continue the court date out far enough for the attorney to obtain a recommendation from the PA.
- Procedure for Attorneys wanting a recommendation from the PA:
- **Mail request to Cynthia Davenport, PO Box 336, Troy, MO 63379**
- Enclose the following:
  1. A request for recommendation
  2. Your clients five year driving record(on DWI, Driving while revoked/suspended)
  3. A copy of the ticket (if available) or what the defendant is charged with. If a speeding, how fast
  4. **A Self-addressed-stamped-envelope.** (If this is not enclosed, a recommendation will not be provided.)
  5. Proof of compliance on any compliance tickets i.e.; Driving while suspended/revoked, No proof of Insurance, Failure to register, No Operator license etc. ( if available at time of filing your request).

Once the PA has received **ALL** of the proper documents, the Prosecutor will review your request and provide a recommendation. The clerks will mail the recommendation in the envelope provided, giving your client a pay date. The court date will be the Payment due date. If your client fails to pay the full balance on or before the court date, a court appearance will be required by you and your client the following court date, and the recommendation could be withdrawn. **Once a recommendation is issued, the court clerks will not grant continuances for payment. The attorney must appear for a request for continuance.**

### **ATTORNEY PROCEDURES WHEN CASE IN WARRANT STATUS OR YOU ARE REQUESTING TO WITHDRAW A GUILTY PLEA**

**The Judge has set the following in the local Court rules, policies and procedures.**

1. File the appropriate "Motion". You will need to call the Court and get the next available court date and time to notice the Motion up for hearing. **PLEASE NOTE;** The motion and notice will need to be filed at least two business days before the Court date in order to give the court clerks time to docket it. In addition, You and your client will both need to appear.