

CITY OF TROY MUNICIPAL COURT
Division of the 45th Judicial Circuit Court of Lincoln County
800 Cap Au Gris
Troy, Missouri 63379
(636) 528-6179 FAX (636) 462-7696

**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, 104 Professional Parkway, 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, giving your client a pay date.

If recommendation is not paid in full, you must appear on said date at 5:00 p.m.

Please note court is held at **City of Troy Municipal Court, 800 Cap Au Gris, Troy, MO 63379.**

If this matter is not disposed of by said date and no one appears, the recommendation will be withdrawn and a warrant may be issued for Defendant's arrest.

Pursuant to new court rules, Defendant or Defendant's attorney (on Defendant's behalf) must sign and return the recommendation to the PA with payment or all will be returned and an appearance will be required on the pay date.

Per the court, effective 4/1/17, the Prosecuting Attorney, nor the clerk, can grant continuances for the payment. If the Prosecuting Attorney has not received payment and the other requirements by the pay date, you will need to appear personally and obtain a continuance from the Judge.