

## Information for Attorneys

**Citations issued prior to April 1, 2021**-Entries of Appearance and Requests for Recommendations should be mailed or faxed.

**Citations issued April 1, 2021, or after**-Entries of Appearance and Requests for Recommendations must be Efiled on casenet. No paper copy to prosecutor is required. Recommendations will be e-filed.

### Entry of Appearance

City of Troy Municipal  
800 Cap Au Gris  
Troy, MO 63379  
Fax 636.462.7696

### Request for Recommendation

City of Troy Municipal  
Cynthia Davenport  
104 Professional Pkwy  
Troy MO 63379-2823

If sending by mail or faxing enclose the following:

- Copy of the defendant's citation, or provide a court date, citation number(s), and violation(s), including the speed amount.
- For recommendation requests by mail include a self-addressed stamped envelope.

Upon receipt of the above information the case(s) will be continued for the prosecuting attorney to provide a recommendation. Case status can be verified at [Missouri Case.net](http://MissouriCase.net) or [cityoftroymissouri.com](http://cityoftroymissouri.com).

To accept a recommendation:

Defendant must sign and return the recommendation with payment.

- **Full** payment must be received by the prosecuting attorney with the signed recommendation by the court date, **or** the defendant and the defendant's attorney **must** appear on the set court date.
- Forms of payment: Cashier's check, money order, or attorney's check payable to the City of Troy (**no personal checks**)
- Payments of recommendations can **not** be accepted by the court and must be submitted to the prosecuting attorney for processing (see prosecuting attorney's address above)
- If the recommendation is not paid in full, the defendant and attorney must appear on said date at 5:00 p.m.
- If this matter is not disposed of by said date and no one appears, the recommendation will be withdrawn, and a warrant may be issued for the defendant's arrest.

Neither the prosecuting attorney nor the court clerk may grant continuance for the payment. If the prosecuting attorney has not received payment and other requirements by the pay date, you will need to appear personally on the court date to obtain a continuance from the judge.