

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI MUNICIPAL DIVISION
CONSOLIDATED MUNICIPAL COURTS OF ST. ANN
Providing Services for the Municipal Court Divisions of
**St. Ann, Vinita Park, Northwoods, Charlack, Wellston, Beverly Hills,
Village of Hanley Hills, Edmundson, Overland and Breckenridge Hills**
www.stannmo.org

Information regarding case information is available 24/7 at www.courts.mo.gov, "CASENET."

ORDER OF THE COURT REGARDING RECOMMENDATIONS/PLEA

Court clerks will no longer handle filing recommendation/plea agreements at the payment window.

**All recommendation/plea agreements shall be E-filed by the Attorney. (Use "FPLAG")
Both Attorney and the defendant MUST sign the agreement.**

PLEA AGREEMENTS CAN BE E-FILED AT ANY TIME, EVEN IF THE CASE IS IN WARRANT OR IS NOT SCHEDULED FOR AN HEARING DATE. **NO PLEA AGREEMENTS WILL BE APPROVED IF THE DEFENDANT IS REQUIRED TO BE FINGERPRINTED.** * IF THE TERMS OF THE PLEA AGREEMENT REQUIRE YOUR CLIENT TO BE PLACED ON PROBATION, THE ATTORNEY AND DEFENDANT MUST APPEAR IN PERSON IN COURT.

OPTIONS FOR PAYMENTS:

1. E-file the accepted and signed recommendation, and the Attorney can attach the payment to the filing utilizing the "**FILING FEE**" option. (**HIGHLY RECOMMENDED**) [This feature allows the entry of the defendant's form payment. *The Attorney will receive notification that the Judge has approved the plea deal and the case is "PAID IN FULL."* (No court visit or mailing required)

2. E-file the accepted and signed recommendation. If the Judge accepts the plea agreement, an order will be entered to pay the total fine and cost in 30-days. *The Attorney will receive notification and inform the defendant they can pay online on casenet utilizing "PAY BY WEB."* If the defendant fails to pay, the following shall apply.

1. The entire balance is due to the court immediately.
2. Future tax refunds being intercepted for past due amounts.
3. Delinquent amounts being turned over to a collection agency.
4. Delinquent amounts being reported to the credit report.
5. All payments must be paid by **3:00 p.m. on the due date.**
6. Advise the court of any change in address or phone number.
7. The judge or clerk will not grant an extension by telephone.

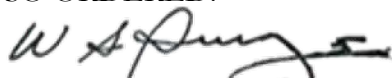
3. **ONLY** after the Attorney receives notice that the Judge approved the plea agreement the defendant can at that time appear at the clerk's window with a cash payment or with **Money Orders** made to the **CORRECT CITY NAME.**

NOTE: If the defendant needs more than 30 days to pay or is indigent, the Attorney MUST E-file that request along with the E-filing of the original plea agreement.

The prosecutor's office is not authorized to grant continuances.

DO NOT SEND DEFENDANTS TO COURT ALONE. PLEA NEGOTIATIONS WILL NOT BE HANDLED WITHOUT THE ATTORNEY PRESENT.

SO ORDERED:



Hon. William G. Bushholz MBE# 30677
Judge, CMC Courts