

ROBERT J. GUINNESS
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**PROCEDURE FOR REQUESTING A RECOMMENDATION
FOR DISPOSITION OF CITY OF ELSBERRY TRAFFIC MATTERS ON CASENET CASES
(PRINTED TICKETS)**

The City of Elsberry Municipal Court has implemented the Show-Me Court protocols. Tickets issued after the Show-Me Courts implementation are filed on CaseNet. Such cases will have the Defendant's name and identifying information machine-printed rather than handwritten. For cases filed on CaseNet, the following procedures are used for requesting and executing recommended dispositions of the charges:

1. File the attorney's original Entry of Appearance with the Court on CaseNet
2. E-MAIL the following to the Prosecutor, Robert Guinness at: guinness@stclegal.com
 - a. A request for a recommendation for the disposition of the charges.
 - b. The Defendant's current driving record from the Defendant's licensing State if the violation is for a motor vehicle violation (other than derelict vehicle).
 - c. If the ticket is for failure to have insurance or failure to register, including copies of the applicable proof of insurance or registration will be helpful for your client.
2. A response will be e-mailed to the requesting attorney. If a recommendation is made by the prosecutor, the response will contain a recommended Judgment Form.
3. If the Prosecutor's recommendation is acceptable, the Defendant's attorney and the Defendant must **both** sign the Judgment Form. The Defendant's attorney must then e-file the Judgment form with the Court. Payment is to be made contemporaneously to the Court as indicated on the Judgment Form. A copy of the signed Judgment form must accompany the payment if payment is made in person or by mail.
4. If the Prosecutor's recommendation is not accepted in writing and not paid in full by the pay date indicated on the Judgment Form, the Defendant's Attorney or the Defendant must appear in person on the Payment review Date for trial setting or disposition.
5. **IMPORTANT:** Cases involving charges for defendants with a prior conviction(s) will ordinarily require the defendant to successfully complete a driver improvement course approved by the Missouri Department of Revenue. A case with more than one prior conviction ordinarily may result in the case being set for trial without a recommendation.
6. **Remember, the Municipal Court and its staff are independent from the municipal prosecutor's office.** The Municipal Court staff cannot perform prosecutorial services. Therefore, you must communicate directly with the prosecutor for any prosecutorial notice, services, or information.