

LAKE SAINT LOUIS MUNICIPAL COURT
A DIVISION OF ST. CHARLES COUNTY 11TH JUDICIAL CIRCUIT
200 CIVIC CENTER DRIVE
LAKE SAINT LOUIS
www.lakesaintlouis.com

NOTICE OF RIGHTS FOR DEFENDANTS APPEARING IN MUNICIPAL DIVISIONS
AS ORDERED BY THE SUPREME COURT OF MISSOURI
JULY 1, 2017

OVERVIEW OF MUNICIPAL COURTS: Municipal Courts are authorized by the Missouri Constitution and are part of the Circuit Courts. They are open to the public. The purpose of these Courts is to provide you with a place to obtain a fair and impartial trial on any alleged violation of a City ordinance. While this is a general overview of your rights in Municipal Court, each individual Court may have local rules that may apply to your case(s). Please check with your local Municipal Court for the local court rules. Municipal Courts are a court of law established to protect the rights of all citizens. If there is anything you do not understand, do not hesitate to ask the Judge any questions. For a listing of all Missouri Courts visit www.courts.mo.gov.

RIGHT TO TRIAL: If you plead not guilty, your case will not be heard the first court date. It will be re-scheduled for trial at the same location/Municipal Court, to give each side time to have any witnesses present, unless you request a jury trial.

JURY REQUEST: A request for a jury trial should be made by written motion 10 (ten) days prior to the scheduled trial date. If the motion is timely, your case will be sent to the Presiding Judge of the St. Charles County Circuit Court for a new trial date with a jury. The Judge will be different, but the Prosecutor will be the same.

TRIAL PROCESS

- Case is ready to be heard by Judge
- Witnesses are given oath to testify
- City's witness's testify/explain their version of what happened
- You or your Attorney can ask questions of City's witness
- You may testify to explain your version of what happened
- You can call witnesses to testify
- The City Prosecutor may question you and your witnesses
- At the conclusion the Judge may make his decision right away or may take it under advisement (make decision later)

AT TRIAL YOU HAVE THE RIGHT TO:

- Testify or remain silent
- Ask questions of witnesses testifying against you
- Require witnesses to come to trial and testify with a subpoena

PUNISHMENTS AND FINES

Minor traffic violations: up to \$225.00 total
Housing/Code violations in a year
1st offense up to \$200, 2nd offense up to \$ 275, 3rd offense up to \$350 and 4th and subsequent \$450.00
All other violations-up to \$500.00
In addition, certain violations may result in jail time. Most common, but not limited to may be alcohol or drugs, endangering others.

PAYMENT OPTIONS

- **By mail with money order**
- **Online www.missouripayments.com**
- **At the violation bureau (court)**
- **Pay plans by Judges approval only**

AT THE CONCLUSION OF THE BENCH (NON-JURY) TRIAL:

If you are found not guilty: the case ends, it's over and closed.

If you are found guilty you can :

- Accept the decision of the Judge.
- Appeal the decision of the Judge. Your case will be re-heard in front of a St. Charles County Judge.

APPEAL PROCESS:

Must be made within 10(ten) days of
Judge's ruling/decision
You can ask the court clerk for information
on the process

RIGHTS IN MUNICIPAL COURT

Right to know when the Court is open: Office hours 8:30 A.M. -5:00 P.M. Monday through Friday, payments are accepted up to 4:45 P.M.

Right to attend court: Court is open to the public.

Right to be released (from jail) pending hearing: If you are in jail for a municipal charge, you have the right to be released unless the court decides you need to be in jail for the protection of the community. If the Court orders your release from jail, there may be conditions on your release, including bail (a bond).

Right to access your court records: If you have a case, you have the right to see the court records. This includes the charges, court's decision, fines and costs if any.

Right to request a different judge: You may request a change of Judge for any reason within 10 (ten) days after you enter your initial plea. If it is past the 10 (ten) days, then you must show cause (good reason) why the judge should be changed. In addition, a Judge may decide he/she cannot hear the case if they have a conflict of interest.

Right to an attorney: You have the right to be represented by an attorney. However, you are not required to have one. You may represent yourself. If you need more time to consult/hire an attorney, you can ask the Judge for a postponement (continuance) to give you more time.

Right to a court-appointed attorney: If you want an attorney, but feel you cannot afford one, you can ask the Judge to decide if you qualify for a court appointed attorney. You can also request the judge to decide if you are able to pay court fines or to be granted an alternative sentence. You will be required to fill out paper work and provide supporting documents about your finances as part of the process. If the City is seeking to put you in jail and you show you cannot afford an attorney, the court will provide an attorney to represent you.

IF YOU ARE A NON- U.S. CITIZEN

If you do not have the proper documentation to be in the US, you should know that a guilty plea or conviction may result in your deportation, denial of admission to the US, or you may be denied naturalization under US law. You may wish to speak with an attorney, especially before entering a guilty plea to any charge.

IF YOU NEED ADA ACCOMMODATIONS

You have rights under the Americans with Disabilities Act (ADA). For example, if you or a witness are deaf or hearing impaired, you have the right to request assistance, including an interpreter. For help please contact the Court Administrator (10 days prior to your court date) and he/she will make sure there is assistance for you.

WHILE IN THE COURTROOM, PLEASE

- STAY SEATED UNTIL YOUR NAME IS CALLED
- NO EATING, DRINKING, SMOKING TALKING OR MOVING AROUND
- NO PHONES OR ELECTRONIC DEVICES
- DO NOT SLEEP OR DISRUPT THE COURT PROCEEDINGS

BEFORE LEAVING THE COURTROOM, YOU WILL BE PROVIDED A NOTICE/SUMMONS WITH YOUR NEW COURT DATE AND TIME TO APPEAR.