

**Hon. William G. Buchholz II, Judge**  
**CITY OF ST. ANN MUNICIPAL COURT DIVISION**



**CONSOLIDATED MUNICIPAL COURTS (CMC)**  
**PROVIDING MUNICIPAL COURT SERVICES FOR;**

**CITY OF VINITA PARK  
CITY OF WELLSTON  
CITY OF EDMUNDSON**

**CITY OF NORTHWOODS  
CITY OF BEVERLY HILLS  
CITY OF OVERLAND**

**CITY OF CHARLACK  
VILLAGE OF HANLEY HILLS  
CITY OF BRECKENRIDGE HILLS**

## **PRIOR TO COURT**

After you have checked in you should have a seat in the courtroom. Turn off all cell phones, pagers, beepers or any other devices you may have which might make noise while court is in session. If a cell phone or pager interrupts Court proceedings it will be confiscated. During court there is no talking except to conduct court business. If you need to talk or communicate by electronic device, you may do so out in the lobby.

Proper attire is required in Municipal Court. If the bailiffs determine that your attire, according to the Judge's Order, is not appropriate you will be asked to leave the Court and change into appropriate attire. This will not relieve you of your responsibility to appear in Court and you must return to court to dispose of your case. Bringing children to Court is strongly discouraged. If children must be in the Courtroom, they must be well-behaved, quiet and must not disturb the Court

Your presence in Municipal Court today is perhaps your first experience in any court. This information has been prepared to help you understand the court proceedings and to inform you of your rights and duties. Every person should leave this court feeling that he or she has had a fair and impartial trial or hearing.

Municipal Court is the judicial branch of city government and is part of the state judicial system. The court is operated under the Revised Statutes of the State of Missouri and Rules established by the Missouri Supreme Court and the Circuit Court of St. Louis County.

You are appearing in court because you have been charged with an ordinance violation by the cities being serviced under the Consolidated Municipal Courts (CMC). This does not mean you are guilty of any offense.

If you signed a citation in front of an officer, you did not plead guilty, but only signed a promise to appear in court on your appearance date.

**Your decision on what plea to enter is the most important decision you will have to make. Be sure to read this completely before entering your plea. If you decide that you would like to seek the services of an attorney, please inform the Judge and you will be given time to do so.**

## **OPENING OF COURT**

As the Judge enters the courtroom, please rise. Afterwards, please remove your hat and be seated. There is no talking, drinking, or smoking during Court.

When your name is called, you should then step up to the bench before the Judge. The charges will be read to you one at a time. If you miss the first call, your name will be called a second time by the Judge. If you wish the court to consider your financial conditions in assessing fines and cost or in establishing a pay plan you may fill out a statement of financial conditions. The form is available at the clerk's office.

## **ADA ACCOMMODATIONS OR INTERPRETER SERVICES**

For more information about ADA accommodations or interpreting services, please inform the court immediately.

Para obtener más información sobre ADA alojamiento o servicios de interpretación, por favor informar inmediatamente a la corte.

## **OVERVIEW OF MUNICIPAL DIVISION COURTS**

Municipal division courts are authorized by the Missouri Constitution and are part of the circuit courts. They are open to the public of all ages. 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 division courts, each court may have local rules applicable to your case. Please check with your local municipal division court for the local court rules. Municipal division courts are courts 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.

## **RIGHTS IN MUNICIPAL DIVISION COURTS:**

### **Right to know when the court is open**

Every court has different hours it is open. You must check the court's website or call the court's clerk to determine when it is open. A comprehensive listing of the websites and phone numbers for all municipal division courts in Missouri can be found

<http://www.courts.mo.gov/mcw/findacourt/muniDivisionList.htm>.

### **Right to attend court.**

Courts in Missouri are open to the public of all ages.

## **Right to release 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 to protect the community or because you may not appear in court. If the court orders your release from jail, there may be conditions on your release, including bail.

## **Right to access court records**

If you have a case in a municipal division court, you have the right to see the court records for your case. This includes records that show charges, court rulings, fines, and other information for your case.

## **Right to an attorney**

You have the right to be represented by an attorney and may hire one at any time. When you first appear in court, you can ask to postpone the hearing one time so you can hire an attorney. However, you are not required to have an attorney represent you. You may represent yourself.

## **Right to have a judge decide if you can afford a lawyer or pay fines.**

If you want an attorney but cannot afford one, you can ask that the judge decide if you qualify for a court-appointed attorney. You may be required to fill out paperwork about your finances as a part of this process. You can also request the judge to decide if you are able to pay court fines or to be granted an alternative sentence. You may be required to fill out paperwork regarding your finances as a part of this process. You may not be put in jail for failure to pay fines or costs unless the judge finds you have the ability to pay but are unwilling to pay or when alternative sanctions to jail are not sufficient.

## **Right to a court-appointed attorney**

If you show you cannot afford an attorney, and the city is seeking to put you in jail, the court will provide an attorney to represent you.

## **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 why the judge should be changed. In addition, a judge may decide he or she cannot hear the case if they have a conflict of interest in the case, or the judge will appear as the prosecuting attorney in a neighboring county where the prosecuting attorney will serve as a Judge.

## **TRIAL PROCESS:**

1. The case is ready to be heard by the judge. 2. Witnesses are given an oath to testify. 3. The city's witnesses explain their version of what happened. 4. You or your attorney can ask questions of the city's witnesses. 5. You may testify and call witnesses to explain your version of what happened 6. The city prosecutor may question you and your witnesses if you and your witnesses testify. 7. The judge makes the decision.

## **PUNISHMENTS AND FINES:**

If you plead guilty or are found guilty, you may face the following punishments or fines:

1. Minor traffic violations—up to \$225 total fine and costs.
2. Housing, zoning, or building code violations—up to \$200 total fine and costs for the first violation in a year, \$275 for the second violation in a year, \$350 for the third violation in a year, and \$450 for the fourth and any subsequent violation in a year.
3. All other municipal code violations—up to \$500.00 fine plus costs.
4. In addition to these fines and costs, certain violations may result in jail time. Such violations include any violation involving alcohol or drugs, violations endangering the health or welfare of others, or giving false information to a police officer. You may face up to 90 days in jail.

You may be able to pay your fines by mail, online, or in person instead of appearing in court; visit [www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet). Please check with the clerk of the municipality in which your case is located to get information on how you can pay fees and fines in the municipality or visit. You may not be put in jail for failure to pay fines or costs unless the judge finds you have the ability to pay but are unwilling to pay or when alternative sanctions to jail are not sufficient.

## **RIGHT TO TRIAL:**

If you plead not guilty, your case will be scheduled for trial. Because of the number of cases the court hears each month and the need to have the officer and any witnesses present, your case cannot be heard that night. You will be given a future court date for trial.

When your case is scheduled for trial, it will be in the same court in which you appear, UNLESS you request a jury trial. 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 circuit court for a new trial date with a jury.

1. At trial, you have a right to testify or remain silent. If you remain silent, it is not considered an admission of guilt. If you testify, the judge may consider any statement you make in deciding your guilt or innocence.
2. At trial, you have the right to ask questions of witnesses testifying against you.
3. You have the right to ask the clerk to issue a subpoena to require witnesses to come to trial and testify.
4. If you are found not guilty, the case ends.
5. If you are found guilty, you can accept the decision or appeal to the circuit court. If you appeal your case, you will be granted a new trial before a different judge. The request for appeal must be made in writing within 10 (ten) days of the court's decision and cannot be extended for any reason. You can appeal even if you are not able to pay. You may also ask the clerk for information on the process.

## **IF YOU ARE A NON-U.S. CITIZEN**

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

**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's ADA coordinator. A list of ADA coordinators can be found at <http://www.courts.mo.gov/page.jsp?id=180>. If you need help with other ADA disabilities, please call (573) 751-4377 or send an email to [access2justice@courts.mo.gov](mailto:access2justice@courts.mo.gov).

While in the courtroom, please:

- Stay seated until your case is ready to be heard by the judge.
- Do not smoke or consume food or drink.
- Silence any phones or pagers and remain quiet.
- Do not sleep or disrupt the court proceedings.
- If video conference, please follow the guidelines as outlined by that specific court.

## **How does Missouri's point system work?**

If you accumulate a total of 4 points in 12 months, the Department of Revenue will send you a point accumulation advisory letter.

If you accumulate a total of 8 or more points in 18 months, the Department of Revenue will suspend your driving privilege.

- 1st suspension - 30 days
- 2nd suspension - 60 days
- 3rd or more suspensions - 90 days

The Department of Revenue will revoke your driving privilege for one year if you accumulate:

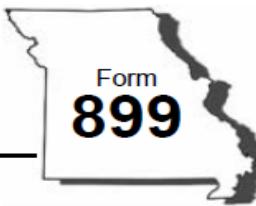
- 12 or more points in 12 months
- 18 or more points in 24 months
- 24 or more points in 36 months

When your driving privilege is reinstated following a Point Suspension or Revocation, the Department of Revenue reduces your total points to 4.

Every year you drive without getting new points on your record, the points will be reduced.

- 1 year — total remaining points reduced by one-third
- 2 years — remaining points reduced by one-half
- 3 years — points reduced to zero

Although your points may be reduced to zero, certain types of convictions must remain listed permanently on your Missouri driver record.



Missouri Department of Revenue  
**Missouri Driver Record Traffic Violation  
Descriptions and Points Assessed**

Violations are listed separately by violation description as they would appear on the Missouri driver record. The points assessed for the violations vary, based on conviction under state law or county or municipal ordinance.

	Points Assessed		
	State Law	County Ordinance	Municipal Ordinance
Aggravat Endanger Hwy Worker**	12		
Aggrav Endngr Emrgcy Respond**	12		
Assault Vehiclr Injury-Felony*	12		
Assist/Obtain Lic By Misrep**	12	12	12
Careless & Imprudent**	2	2	2
Careless & Imprudent <a href="#">304.016</a> **	4		
CMV/CDL Holder Fatal**	0		
Driv Under Influence BAC .04*	2	2	2
Drive Under Influence Drugs**	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses
Drive While Sus/Rev*	12	12	12
Driving While Impaired	0	2	2
Driving While Intoxicated**	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses
Endanger Emrgcy Responder**	4		
Endanger Highway Worker**	4		
Excess Blood Alcohol Content**	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses	8 - 1st Offense 12 - Subsequent Offenses

Violation

Excessive Speeding**	3	2	2
Fail To Produce Insurance ID	4	4	4
Failure to Reveal ID - Acc (Out-of-State Conviction Only)	0	0	0
Failure to Stop & Render Aid	0		2
Felony-Drug Transport/Mfg**	0		
Felony Involving Motor Veh**	12		
Invol Manslaughtr - DWI - Felony*	12		
Leaving Scene of Accident**	12	6	6
Murder 2nd Veh/Intox	12		
Negligent Homicide - CMV*	12		
Negligent Operate CMV – Fatal*	12		
No Driver License*	2 - 1st Offense 4 - 2nd Offense 6 - 3rd or Subsequent Offense	2	2
No Motorcycle Qualification	2 - 1st Offense 4 - 2nd Offense 6 - 3rd or Subsequent Offense	2	2
Permit Unlicen Drvr to Drive	4	4	4
Speeding (More than 5 MPH over the posted limit)	3	2	2
Stop Sign	2	2	1 - No Accident; 2 - With Accident
Unlawful Tow Truck Stop			4
Vehicular Homicide*	12		
Vehicular Manslaughter*	12		

All violations marked with an asterisk (\*) that were committed while operating a Commercial Motor Vehicle (CMV) or all violations marked with two asterisks (\*\*) that were committed by a Commercial Driver License (CDL) holder while operating a CMV or non-CMV will be used toward CDL disqualification under [§302.700 – 302.780, RSMo](#), and points are assessed against the base driving privilege under [§302.302, RSMo](#).

The following violation descriptions (as they will appear on the Missouri driver record) are assessed two points, whether a state, county, or municipal violation. These violations will only have points assessed if the person was operating or deemed operating a motor vehicle at the time of the traffic offense. This form may not be inclusive of all violations. Any moving violation not listed will be assessed two points.

15 1/2 Operate at Night Ord (Municipal Only)	Fail to Stp Before RR Cross*	Op Without School Bus Permit
Activate Red Lt Non-Emergency	Fail to Yield Right of Way	Open Car Door into Traffic
Aggressive Driving (Municipal Only)	Fail to Yield/Collide w/Ped	Operate Mtrcycle 3 Passngers
Alt/Counterfeit Ins ID Cards	Failed to Reduce Speed	Operated ATV-Under Age of 16
Alter Driver License	Failure to Dim Lights	Operating MV w/o Headlights
Assault-3rd Degre Involve MV	Failure to Keep Right	Operating Where Prohibited
Attempted DWI (State Only)	Failure to Obey RR Restr*	OS Hit & Run**
Attempted Leav Scene of Acc	Failure to Sound Horn	OS Hit & Run - Fatal**
Coast with Gears Disengaged	Failure to Stay on Pavement (Municipal Only)	Overtake/Strike Rear of Veh
Collide w/Vehicle/Property	Failure/Improper Signal	Present Another's Lic as Own
Cruising (Municipal Only)	Fictitio/Can/Sus/Rev/Alt Lic	Prohibited U Turn
Disobey Emergency Veh Ord (Municipal Only)	Fishtailing	Riding Sidesaddle—Motorcycle (Municipal Only)
Disobey Funeral Proc Ordina	Following too Close**	SB Dr Not Permit Veh to Pass (State Only)
Disobey Traf Device Railroad	Follow with Insufficient Space	Strike a Legally Stopped Car
Disobey Traffic Cont Device	Gave False Info to Officer	Tamper w/Ign Interlock Dev
Disobeyed Traffic Officer	Hot-Rodding (Municipal Only)	Tampering with Motor Vehicle
Dr w/Child on Lap/MC Tank	Imp Class/End/Viol Restr*	Texting While Driving
Driv Out of Serv—15 Pass/Haz*	Imp Start Frm Prkd Position	Traffic Turn/Signal Viol
Driv Under Min Speed Limit	Impeding Traffic movement	Unauthorized Lane Use
Drive CMV w/o Obtaining a CDL*	Improper Backing	Use Tsps to Control Traffic (State Only)
Drive Mtrcycle Between Veh's	Improper Emerging From Drive	Viol of Ignition Interlock
Drive MV w/o Owners Consent	Improper Lane**	Viol of Instruction Permit
Drive too Fast for Condition	Improper Passing	Viol of Restricted License
Drive While Disqualified*	Improper Turn	Violated Open Container Law (Municipal Only)

Drive While Out of Service*	Inattent/Negl/Careless Dr	Warning of Radar
Driver's View Obstructed	Increased Speed When Passed	Weaving
Driving Across Fire Hose	Insuffcnt Spac to Dr Thru RR*	Wrong Direction—Divided St
Driving on Shoulder (Municipal Only)	Insuffcnt Clearance RR Crss*	Wrong Direction—One Way St
Driving Over Curb	Interfere With Ofcr/Trfc Sys	
Driving Over Sidewalk	Leav Main Portion of Roadway (Municipal Only)	
Driving Through Barricade (Municipal Only)	Minor in Possession (State Only)	
Driving Wrong Side of Road	Misc-Convert From Prior Sys (Miscellaneous Conviction)	
Eluding Police Officer	Motor Fuel Theft (State Only)	
Endanger Welfare of Child (State Only)	No Lic-Possess or on Demand*	
Engage in Speed Competition	Obstructing Traffic	
Erratic Speed	Op ATV/UTV Undr Inf Alc/Drug	
Excess Veh Noise—Squeal Tire	Op ATV/UTV with Passenger	
Excessive Passenger Viol	Op CMV w/Hand-Held Phone*	
Fail to Obey RR Device/Ofcr*	Op CMV While Texting*	
Fail to Remain in Moving Veh	Op Off-Hwy Veh on Roadway	
Fail to Report an Accident	Op w/o Double/Triple Endorse	
Fail to Slow at RR Crossing*	Op w/o Hazardous Mat Endorse	
Fail to Stop at RR Crossing*	Op w/o Passenger Endorse	
Fail to Stop for School Bus	Op w/o Tank Vehicle Endorse	

All violations marked with an asterisk (\*) that were committed while operating a Commercial Motor Vehicle (CMV) or all violations marked with two asterisks (\*\*) that were committed by a Commercial Driver License (CDL) holder while operating a CMV or non-CMV will be used toward CDL disqualification under [§302.700 – 302.780, RSMo](#), and points are assessed against the base driving privilege under [§302.302, RSMo](#). Suspended Imposition of Sentence (SIS) convictions received under [§302.725, RSMo](#), are included on the driver record if the driver was a CDL holder or operating a commercial motor vehicle at the time of the stop.

**Mail to:** Driver License Bureau  
 301 West High Street, Room 470  
 P.O. Box 200  
 Jefferson City, MO 65105-0200

**Phone:** (573) 751-4475  
**Fax:** (573) 526-7365  
**E-mail:** [dlbmail@dor.mo.gov](mailto:dlbmail@dor.mo.gov)

Form 899 (Revised 06-2015)  
 Visit [dor.mo.gov/drivers/](http://dor.mo.gov/drivers/) for  
 additional information.



## IMPORTANT

IF YOU HAVE A NEW ADDRESS OR  
THE ADDRESS ON YOUR TICKET OR BOND DOCUMENTS IS NOT CURRENT,  
PLEASE SEE A CLERK AT THE WINDOW SO YOU CAN  
UPDATE YOUR MAILING ADDRESS.

DON'T FORGET YOU CAN SIGN UP TO RECEIVE COURTESY  
 PHONE OR EMAIL REMINDERS  
ABOUT YOUR NEXT COURT DATE.

**[www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet)**  
OR SEE THE CLERK AT THE WINDOW FOR ADDITIONAL HELP.

**IF YOU WOULD LIKE A COPY OF THIS SLIDE  
PRESENTATION,  
IT IS AVAILABLE AT THE COURT WINDOW.**

**SI DESEA UNA COPIA DE ESTA PRESENTACIÓN ESTÁ  
DISPONIBLE EN LA VENTANA DE CORTE.**

