

ORDER OF THE COURT REGARDING RECOMMENDATIONS/PLEA

Court clerks will NOT handle filing recommendation/plea agreements during the clerks/payment window.

All recommendation/plea agreements shall be E-filed by the Attorney FIRST.

Go to: *Filing Miscellaneous* → *Plea agreement*.

Both the 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 A HEARING DATE. HOWEVER, **NO PLEA AGREEMENTS WILL BE APPROVED IF THE DEFENDANT IS REQUIRED TO BE FINGERPRINTED and/or THE PLEA AGREEMENT TERMS REQUIRE PROBATION,** THE ATTORNEY AND DEFENDANT SHALL APPEAR IN PERSON IN COURT AND FILE A MOTION.

OPTIONS FOR PAYMENTS

1. ATTACH THE PAYMENT DURING THE FILING OF PLEA AGREEMENT-

(Highly Recommended No court visit or mailing required) The Attorney can attach the payment to the filing utilizing the "FILING FEE" option. This feature allows the attorney to pay with the firm account or the Defendant's debit. *The Attorney will receive notification that the Judge has approved the plea deal and the case is "PAID IN FULL."*

2. PAYMENT AFTER E-FILEING THE PLEA AGREEMENT. If the judge accepts the plea agreement, a payment plan order will be entered into Casenet to pay the total fine and cost **in 30 days**. (No court date required)

*Please note: at the point of the approved payment plan, payments can be made without sending the signed plea agreement from the Judge.
The clerks' scanning of the final documents may be entered later on Casenet.*

The Attorney will receive an e-notice of the Judge's approval. The Attorney is responsible for notifying the defendant that they can pay in the following manner:

NO CHECKS CASH OR MONEY ORDERS ONLY

a. ONLINE www.courts.mo.gov "PAY BY WEB"

b. IN PERSON M-T between the hours of 9:00 am and 3:30 pm Fridays until NOON.

c. BY MAIL: CORRECT CITY NAME, 10405 St. Charles Rock Road, St Ann, MO 63074.

If the defendant fails to pay by order of the court, the following will 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.

NOTE: If the defendant needs more than 30 days to pay or is indigent, the Attorney MUST E-file a motion and indigency paperwork to be reviewed by the Judge at the time of filing the recommendation.

*If the recommendation is not E-filed by the court date, an appearance is required in order to obtain a continuance by the Court, or the Attorney MUST E-file a request for a continuance **3 (three) days** before the court date. 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:

