

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI MUNICIPAL DIVISION  
CONSOLIDATED MUNICIPAL COURT DIVISIONS OF ST. ANN  
Providing Services for the Municipal Court Divisions of  
St. Ann, Vinita Park, Northwoods, Charlack, Wellston, Beverly Hills, Hanley Hills, Edmundson,  
Overland, Breckenridge Hills, and Flordell Hills  
10405 St. Charles Rock Road, St. Ann MO 63074  
[www.stannmo.org](http://www.stannmo.org)

Case information is available 24/7 at [www.courts.mo.gov](http://www.courts.mo.gov), "CASENET."

**ORDER OF THE COURT REGARDING RECOMMENDATIONS/PLEA**  
**Court clerks will NOT handle filing of recommendation/plea agreements  
at the window or in the mail.**

**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 E-FILEING 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. ONLY AFTER YOU RECEIVE NOTICE THAT JUDGE ACCEPTED 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 **within 30 days.** (No court date required)

*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](http://www.courts.mo.gov) "**PAY BY WEB**"
- b. **IN PERSON** Monday-Thursday 8:00 am to 5:30 pm. (closed for 30 min NOON to 12:30 pm).  
Payments not accepted after 5 pm. M-Th or on Fridays (drop box only)
- 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;

***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.***

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

**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 **72 hours** 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:

Revised 03/01/2025

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