



ST. ANN MUNICIPAL COURTS
Consolidated Municipal Courts (CMC)
Providing Services for the Municipal Courts of
Vinita Park * Northwoods * Charlack * Wellston
10405 St. Charles Rock Road
St. Ann, Missouri 63074

Judges
Hon. Sean O'Hagan
Court Administrator
Angela Chatman, CCA

NOTICE REGARDING FUTURE COURT DATES AND PAYMENTS

Upon the request of the cities listed below, the presiding Judge of St. Louis County approved the administrative handling of the following Cities Municipal Court cases through the St. Ann Municipal Court, aka; Consolidated Municipal Courts. (CMC) **City of Vinita Park on April, 18, 2016, City of Northwoods on April, 18, 2016, City of Charlack on May 16, 2016 and City of Wellston on January 20, 2017.**

What this means to you is that all scheduled court appearances will be held at the Consolidated Municipal Courtroom located in the **City of St. Ann, 10405 St. Charles Rock Road, St. Ann MO 63074**. Please appear at the time noted on the summons you received or the letters you have received in the mail.

If you owe a payment you may appear in person at the Consolidated Courts payment window located at **10405 St. Charles Rock Road, St. Ann, MO 63074** during normal business hours Monday through Friday 8:00am to 4:30 pm, the following forms of payment are accepted, cash, money order or by mail to the address listed above, *personal checks are not accepted*.

ALL PAYMENTS ARE TO BE MADE PAYABLE TO THEIR RESPECTIVE CITY.

If you have further questions, please call St. Ann Municipal Courts at 314-428-6811.

Date: 1/25/2017

Sincerely,
Court Administrator

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.

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

YOU HAVE THE FOLLOWING RIGHTS IN THIS COURT

1. You have a right to be informed as to the nature of the charge against you and the minimum and maximum punishment for the charge;
2. You have the right to be represented by an attorney and an attorney may be appointed for you if you are indigent (unable to afford an attorney) **AND** it appears that there could possibly be a jail sentence upon conviction;
3. You have a right to have a trial, including a trial by jury;
4. At trial you have the right to question any witness who may testify against you;
5. You have the right to subpoena persons to testify on your behalf at your trial (a subpoena is an order from the court to a witness that they must appear at the trial);
6. You have the right to testify at your trial but neither the City nor anyone else can force you to testify;
7. If you had a trial and were found guilty you have a right to appeal that decision to another court.

IF YOU PLEAD GUILTY YOU GIVE UP ALL THE RIGHTS LISTED ABOVE

You must first enter a plea. You may plead **not guilty, guilty or guilty with an explanation. The Judge does not have discretion when fines are set by ordinance.**

NOT GUILTY PLEA

If you enter a plea of **not guilty**, your case will be set for trial. You must appear on the date and time the trial is scheduled. At your trial, you should be prepared to present any evidence you believe will help you in your defense. You may subpoena witnesses to testify on your behalf. The court administrator will provide you the proper subpoena forms, but you must fill out and serve the subpoena personally upon the witness. You should also bring with you any documents or other evidence you wish to present to the court. The rules of evidence apply at your trial, which may prevent some evidence you may want to present from being admitted before the Judge. Both the City and you, the defendant, must comply with these rules during the trial.

GUILTY PLEA

By a pleading guilty, you admit that you committed the act charged, that law prohibits the act, and that you have no defense for your act. This also relieves the City of its burden of proving its case against you.

If you were involved in a traffic accident at the time of the alleged offense, your plea of guilty could be used later in a civil suit for damages as an admission by you that you were at fault or were the party responsible for the accident.

A plea of guilty may effect your immigration status, you may wish to consult with an attorney prior to any plea.

You are URGED not to plead guilty if you do not feel that you are guilty.

PLEA OF GUILTY WITH AN EXPLANATION

This plea has the same effect as a plea of guilty, but says that you would like to explain to the Judge mitigating circumstances with respect to the punishment only.

An example for this type of pleas is if you are charged with “Failure to Show Proof of Financial Responsibility” (no insurance).

If you failed to show the police officer insurance at the time of the stop, but had insurance coverage at the time, you should present the proof of insurance to the Judge. If you have obtained insurance since you were stopped you should show that to the judge. Failure to show insurance is four points on your driving record. If you actually had insurance, the case will be dismissed.

If you plead guilty to a moving violation, you will receive points on your license unless you attend the Driver Improvement Program within sixty days. The cost is about \$55. You must ask the Judge if you wish to attend. If you have a CDL License or you have been to traffic school within the last 3 years, the state statutes provide that you will still receive the points even if you attend driving school.

In both cases a plea of guilty or a finding of guilty, a fine most likely will be assessed. The mitigating circumstances explained to the Judge may or may not have an effect on the amount of the fine assessed. **Payment of fines and court costs will be expected** today. If you do not have the funds to pay, please ask the Judge about other options available.

PUNISHMENT

After a plea of guilty or a finding of guilty, the court has the authority to assess court fines up to \$1000 or as specifically set by ordinance and/or a jail sentence not to exceed ninety days.

FINES

The amount of the fine assessed by the court is affected by the facts and the circumstances of the case. Mitigating circumstances may lower the fine. However, aggravating circumstances may increase the fine. In NO case may the fine exceed \$1000. Minor traffic violations as defined by statute cannot exceed \$300.00 including court costs. All fines are deposited in the General Fund of the cities being serviced under the Consolidated Municipal Courts (CMC).

Court Costs

Court costs of \$33.50 per case are added to any fine assessed. Court costs are required by state law and the ordinances of the Cities under the Consolidated Municipal Courts.

TRIAL PROCEDURE

When your case is called for trial, please step up to the podium. If you decide that you wish to testify, you will be sworn in by the Judge. If you have any witnesses with you, they should also step forward and be sworn. Your witnesses will then be asked to step outside the courtroom until they are called to testify.

CITY'S CASE

Direct Examination of Witnesses

The prosecuting attorney for the City will ask questions of the witnesses appearing on the City's behalf.

You have the right to object to questions from the prosecuting attorney, but you must have a legal reason for the objection.

When you make an objection, if the Judge overrules the objection, the witness may answer the question. If the Judge sustains the objection, the witness will not be allowed to answer the question.

Cross Examination of Witnesses

When the prosecuting attorney is done with each witness you may cross-examine that witness.

You must only ask questions of the witness.

If you disagree with the answer of the witness you cannot argue with the witness. You cannot tell the court your version of the facts at this time. You will have a chance to testify later in the trial.

After you have finished asking the witness all your questions, the prosecuting attorney may ask the same witness additional questions.

When both you and the prosecuting attorney have asked all the questions of the witnesses the City has called to testify then you may present evidence on your behalf.

Defendant's Case

You do not have to present any evidence. The City has the burden of proving the charges against you, and such proof must be beyond a reasonable doubt.

You cannot be compelled to testify, and if you choose not to testify, that cannot be held against you.

If you decide to testify, when you are finished telling your side of the story, the prosecuting attorney is allowed to ask you questions and you must answer those questions.

The prosecuting attorney is allowed to ask you about any prior convictions you may have on your record.

If you call witnesses on your behalf, they will be questioned in the same manner as outlined above (direct examination and cross examination) and will be subject to answering questions from the prosecuting attorney.

Rebuttal Evidence

When you have finished with your evidence, the prosecuting attorney is allowed to have new witnesses testify, or may recall a previous witness to testify. You again will be allowed to cross-exam these witnesses just as before.

Closing Argument

At the conclusion of the presentation of evidence, both you and the prosecuting attorney may make a statement to the court.

The prosecuting attorney is allowed to go first, then you may make a statement, and then the prosecuting attorney may respond to your statement.

JUDGMENT

When the trial is over the Judge will make a decision in most cases.

Sometimes the Judge will take the case as submitted and notify you as to the decision by mail. (This allows the Judge time to review the ordinance and any law that may help the Judge in deciding the case.)

If you are found not guilty, there is no fine, no court costs, and you are free to leave.

If you are found guilty, you have a right to appeal the guilty finding to the St. Louis Circuit Court in Clayton. The clerk will provide you information on how to appeal your case.

You must file your appeal within TEN calendar days or you lose your right to appeal the Judge's decision. (This appeal is known as a "trial de novo.")

If you pay any of the fine and court costs, you lose your right to appeal.

If you are given a new court date to appear for sentencing or payment, your failure to make full payment before the court date or failure to appear on your new court date may result in a warrant being issued for your arrest.

IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCEDURES BE SURE TO ASK THEM PRIOR TO THE BEGINNING OF THE TRIAL.

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:

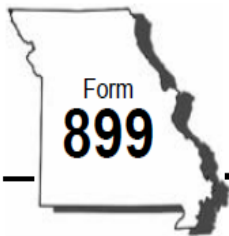
- 12 or more points in 12 months
- 18 or more points in 24 months
- 24 or more points in 36 months

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 Vehicl Injury-Felony*	12		
Assist/Obtain Lic By Misrep**	12	12	12
Careless & Imprudent**	2	2	2
Careless & Imprudent 304.016 **	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

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

Visit dor.mo.gov/drivers/ for
additional information.

Form 899 (Revised 06-2015)



IMPORTANT

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

**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.**

CITY OF VINITA PARK PAYMENT DOCKET

IF YOU HAVE THE FULL PAYMENT OF YOUR FINE, OR IF YOU HAVE YOUR PAYMENT AGREEMENT AMOUNT, YOU NEED NOT WAIT IN COURT BUT MAY PROCEED DIRECTLY TO THE COURT ADMINISTRATOR'S WINDOW TO MAKE PAYMENT.

As all of you have received time to pay the fines which have previously been assessed, we are now here to see that those fines are paid in a timely manner. At the time you are called before the judge, he will talk to you about what time period will be required to pay your fine in full. Many of you will indicate that you will have the total fine paid before your next court date, and if so, as long as you pay your total fine before your next court date you will not need to appear in court again on your cases.

Some of you may require a payment plan. Generally, the judge cannot expand that plan longer than 4 payments. He will set up the plan with you individually and have you sign an agreement to pay. As long as you make your payments as set forth under the plan on a monthly basis prior to your court date, you do not have to appear. Please read the slip you receive carefully and retain it for your records.

IF YOU DO NOT MAKE THE TOTAL PAYMENT, OR THE PAYMENT PLAN AMOUNT, PRIOR TO YOUR COURT DATE, YOU ARE REQUIRED TO APPEAR IN COURT AND SHOW CAUSE WHY YOU HAVE FAILED TO MAKE THE PAYMENT. FAILURE TO APPEAR IN COURT WILL RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST. MAKE SURE YOU APPEAR TO AVOID GOING TO JAIL. THE JUDGE WILL TALK TO YOU FURTHER ABOUT THE PAYMENT ARRANGEMENTS AND YOUR ABILITY TO MAKE THAT COMMITMENT.

The court accepts many forms of payment, cash, money order and credit card. There is an ATM in the lobby if you need to use a debit card. The one form of payment we do not accept is check.

You can pay your fine in full on line or you can make your FULL payment agreement amount. The website will not accept less than the payment agreement amount.

It is important you keep your receipts; it is the best evidence that you have properly disposed of cases before the court.

If the court determines that you are indigent, community service may be available to stay the payment of your fine. You may inquire with the judge regarding the same. If your attorney has entered into a plea agreement whereby you are required to pay a fine, community service is not available.

REMEMBER

1. There is no "grace period" beyond the court date and time you are given for the payment of your fine or partial payment.
2. All payments must be made by the time specified on the payment slip or a court appearance is required.
3. You are obliged to immediately advise the court of any change of address or telephone number as well change of employment. This information is important if there is a change of court date.
4. The Judge or Clerks will not grant an extension of payment by telephone.
5. Failure to pay an installment payment will result in the entire balance being due to the court.
6. The Clerks cannot accept a lower amount than that set forth on the payment agreement.

Our objective is the timely closure of your files upon full payment, without the possibility of confinement; we trust that it is your goal as well.