

ROBERT J. GUINNESS
Elsberry Prosecuting Attorney

50 Hill Pointe Ct., Suite 200
St. Charles, MO 63303

guinness@stclegal.com

TEL: (636) 947-7711
FAX: (636) 947-7787

PROCEDURE FOR REQUESTING A RECOMMENDATION FOR DISPOSITION OF TRAFFIC MATTERS

1. File the attorney's original Entry of Appearance with the Court at the following address:

**Elsberry Municipal Court
201 Broadway
Elsberry, MO 63343**

2. Send the following to Robert Guinness, **50 Hill Pointe Ct., Suite 200, St. Charles, MO 63303**:

- a. A letter requesting a recommendation for the disposition of the charges.
- b. A copy of the attorney's Entry of Appearance that was filed with the Court.
- c. The Defendant's current driving record from the Defendant's licensing State.
- d. **LEGIBLE** copy of the ticket(s). **Please read the copy yourself to make sure it is legible!**; and
- e. Self Addressed Stamped Envelope.

2. A response will be mailed to the requesting attorney. If a recommendation is made, the response will contain instructions for acceptance.

3. If the recommendation is not accepted in writing and not paid in full by the pay date indicated on the recommendation form, the case will be set for trial on the next court date. If the recommendation is not accepted in writing and paid in full, one week before the trial date, the recommendation will be withdrawn and the case will be tried unless other arrangements are agreed to by the prosecutor.

4. Requests for recommendation must be sent by mail with a self-addressed, stamped envelope. **Faxed or e-mailed requests for recommendation will not be accepted.**

5. **IMPORTANT NOTICE:** Cases involving charges for defendants with a prior conviction will ordinarily require the defendant to successfully complete a driver improvement course approved by the Missouri Department of Revenue. A case with more than one prior conviction ordinarily cannot be resolved through plea negotiations and must be set for trial if the defendant is pleading not guilty. **Remember, the Municipal Court and its staff are independent from the municipal prosecutor's office.** The Municipal Court staff cannot perform prosecutorial services. Therefore you must communicate directly with the prosecutor for any prosecutorial notice, services, or information.