

**IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI MUNICIPAL  
DIVISION, CITY OF TOWN AND COUNTRY**

**ORDER**

**TO COUNSEL:** EFFECTIVE JANUARY 1, 2017

If you have received a recommendation from the Prosecuting Attorney that may be paid out of court and your client intends to accept the recommendation, the Court must receive a copy of the recommendation signed by counsel of record along with payment in full. **Partial payments will not be accepted without an appearance in court.** In the event your client can only make a partial payment, they must appear in court on the date scheduled with their payment and a copy of the recommendation signed by counsel of record. No payment will be accepted without a signed copy of the recommendation.

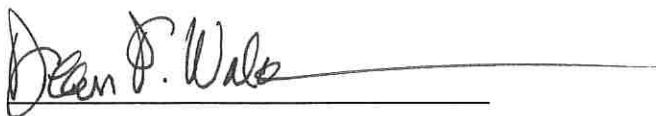
If the defendant was under the age of 18 at the time they were charged, the defendant must appear in court with a parent/legal guardian on their scheduled court date and bring a copy of the recommendation signed by counsel of record. Payment will NOT be accepted prior to the court appearance.

Under no circumstances will the Court discuss a recommendation with a defendant represented by counsel unless the recommendation has been signed by counsel of record.

Please make checks, money orders and cashier checks payable to **The City of Town and Country**. Payments can be mailed or made in person at the **Municipal Center, 1011 Municipal Center Dr., Town and Country, MO 63131**. Payments can also be made by using a credit card by visiting **www.town-and-country.org** or by calling **1-314-432-1420**. Please note there is a service fee when paying with a credit card. Online payments will not be applied until the court has received a signed recommendation. Signed recommendations may also be *sent via email and/or fax*. **Email: OrlandoSR@town-and-country.org**      **Fax #: 314-432-1286**

For questions concerning your court date, contact the court at **1-314-432-1420**. The prosecuting attorney is not authorized to continue a case after the initial court date stated on the recommendation. For all matters pending before this **COURT** please file an entry of appearance and request for continuance. If you require a file stamped copy, you must send an **SASE** for the return. *All requests for a recommendation and/or discovery should be sent separately to the Attention of: the Prosecuting Attorney at the same address with A SERVICE COPY OF YOUR ENTRY OF APPEARANCE AND A SASE.* The Court will **not** handle/process requests for recommendations or discovery.

**SO ORDERED** this 15<sup>th</sup> day of December, 2016



Honorable Dean P. Waldemer