

WARNING

IT IS IMPERATIVE THAT YOU FOLLOW ALL INSTRUCTIONS OR YOUR PAPERWORK WILL BE RETURNED TO YOU

OUT OF TOWN DOCKET

IF YOU WISH TO REQUEST PLACEMENT ON THIS DOCKET

You can request placement on this docket if you live outside the limits of the City of St. Louis and have cases in the St. Louis City Municipal Court which are active or warrant.

Cases are adjudicated on the third Monday of the month or the next business day in cases of a City holiday or Court closing.

For ALL CASES, warrant or active, the defendant **must present** a written request for placement on the docket and **must acknowledge** guilt.

Your plea request can be typed or printed and must contain the following information:

- Your full name with current mailing address
- You must state that you wish placement on the “Out of Town Docket”
- You must state that you waive your right to make a personal appearance
- You must state that you are pleading guilty to the charge(s)
- You must list the case number **and** the charge
- This statement **must** be notarized by a licensed Notary Public
- Enclose with your statement a self-addressed, stamped envelope

*If you wish to submit additional information or explanation it **must** be on a separate piece of paper
If you are not willing to plead guilty, you **must** make a personal appearance or have attorney representation*

For case(s) in warrant status, in addition to the information cited above, you **must** present a **money order** totaling \$150.00 for each case, made payable to the City of St. Louis. The \$150.00 is put toward a bond on the case(s). The \$150.00 bond shall go toward the judicial assessment of the case(s), once adjudicated.

- It is imperative that you write the case number(s) on the money order
- It is recommended that you use Certified, Insured or Registered Postal services in the event that you need to track your mail

Mail your request to: **St. Louis City Municipal Courts**
1520 Market St., Suite 1120
St. Louis, MO 63103
ATTN: Out of Town Docket

The following cases are **not considered** for the Out of Town Docket: Housing, Earnings Tax, Nuisance, Solicitation, Prostitution, Truancy, DUI/DWI and Leaving the Scene

If you need a compliance letter, please see our web page link www.stlcitycourt.org for the requirements

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 314-622-3231