

**IN THE CIRCUIT COURT OF CLAY COUNTY, MISSOURI
SEVENTH JUDICIAL CIRCUIT**

MUNICIPAL DIVISION – THE CITY OF PLEASANT VALLEY

ATTORNEY INFORMATION SHEET

- We do NOT grant continuances on the same day of Court unless an emergency
- If you see something incorrect on the attorney docket please contact the Court as soon as possible. The attached docket is sorted by docket time, alphabetical by attorney name.

Our docket starts at 5:00 PM. Please be respectful of the time we have allotted for the attorney docket as the Judge and Prosecutor show up early to hold this exclusive attorney docket. Showing up late will only prolong our regular docket times and cause an unnecessary backlog. If your case is set for trial it will NOT be called until 5:30 pm to allow an opportunity for any witnesses to appear.

HELPFUL INFORMATION

•**COURTROOM SECURITY:** All persons entering City Hall will have to proceed through a metal detector. Please leave any unnecessary items in your vehicle. Cell phones are NOT permitted for defendants. Attorney's are allowed to have cell phones, but must be on vibrate or silent.

•**SHOW-ME COURTS (SMC)/CASENET CONVERSION:** Our court is active on SMC and all active cases can now be found in CaseNet.

•**eFILING:** All filings must be filed electronically through CaseNet.

•**COURT COSTS:** We collect \$31.50 court costs on all cases except for DWI/BAC, no seat belt charges, and no helmet/protective headgear as instructed by Rule 37.

\$ 12.00 – Court Costs (\$1 retained for JEF)

\$ 7.50 – Crime Victims' Compensation Fund surcharge (CVCF)

\$ 2.00 – Law Enforcement Training Fund surcharge (LETF)

\$ 1.00 – Police Officer Standards and Training Fund surcharge (POST)

\$ 2.00 – Inmate Security Fund surcharge (IS)

\$ 7.00 – Court Automation Fee (CA)

\$ 31.50

•**PAYMENT METHODS ACCEPTED:** We accept Cash, check, money order and credit/debit cards. There is a fee to use a credit/debit device.

•**CONTINUANCES:** No continuances will be granted after 4:00 pm on the Friday prior to the court date.

•**FINGERPRINTING:** Fingerprinting is ordered according to state guidelines and is based off the ORIGINAL charge. If your defendant has not been fingerprinted, please bring them to Court so their prints can be obtained.

•**ATTORNEY DOCKETS:** The Prosecutor is available to meet with attorneys on a first come, first serve basis starting at 4:45 pm. **Neither the attorney or the Prosecutor have access to the Court file.** Please be sure to obtain copies of ticket(s) and police report(s) prior to meeting with the Prosecutor as it will be helpful to utilize when meeting with the Prosecutor. **Once you have met with the Prosecutor, inform the Check-in Clerk that you are ready to proceed and provide her with the signed plea agreements/probation orders (if applicable).**

•**POLICE REPORTS:** Police reports must be requested through Police Records. Please obtain these **prior** to court night. *Police Records: 816.781.7373*

•**PLEA AGREEMENTS:** ALL plea agreements require the Judge's approval and must go before the Judge. Be sure all parties have signed any plea agreements prior to giving it to the Check-in Clerk.

•**OUTSIDE PLEA RECOMMENDATION REQUEST:** IF you have sent in a plea recommendation request prior to Court:

- Send prior to the docket
- Do NOT come to Court
- Sign the Plea agreement sent in the days following the docket
- Pay by web on casenet within the week

For more information regarding our procedures and practices for defense attorneys, please visit our website: <https://www.pleasantvalleymo.org/municipal-court>

Thank you,

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