

INSTRUCTIONS

In order to avoid the inconvenience of requiring you to post a cash bond with The St. James Police Department, you are being issued a courtesy summons by the arresting officer. You may dispose of this violation in one of the following manners:

1. Appear in Court on the date and time stated in your summons.
2. To Plead Guilty and Pay Your Fine:
 - (a) Enter a plea of guilty by signing the back of your summons and enclosing it with a CHECK or MONEY ORDER for your fine and costs payable to St. James Municipal Court. We will not accept partial payments. Cash amounts may be paid to the court clerk in person.
 - (b) Write your ticket number and daytime phone number on the front of your check or money order.
 - (c) Sign your ticket in the "Defendant's Name" block on the back, complete all other information and send the ticket with your payment to St. James Municipal Court.

3. To Plead Not Guilty:

- (a) Complete and sign the form at the bottom of this page and send to:

**ST. JAMES MUNICIPAL COURT
100 SOUTH JEFFERSON
ST. JAMES, MO 65559**

573-265-7011 EXT: 3

- (b) The Municipal Court will notify you by mail of your court date.

NOTE: YOU MUST APPEAR IN COURT on the date and time stated in your summons if:

- (a) You are charged with speeding more than 25 mph over the posted speed limit.
- (b) You are involved in an ACCIDENT.
- (c) Your citation is not listed on the reverse side.

NOTE: If you had insurance at the time you received the ticket, but did not have proof of insurance in your vehicle pursuant to Section 303.024 RSMO, you will be entitled to a dismissal of the charge. You are to bring your proof of insurance to the court clerk before your court date to be dismissed or have your insurance company fax to the court. Only faxes from the insurance company will be accepted. Name and citation number need to be included.

YOUR CASE WILL ONLY BE DISMISSED IF YOUR INSURANCE WAS IN EFFECT ON THE DATE AND TIME OF YOUR TICKET.

WARNING

1. If you Fail to Respond to this Summons:
 - (a) Your driving privileges in this state or in your home state may be suspended until the fine is paid.
 - (b) A warrant may be issued for your arrest.
2. If your check is returned unpaid:
 - (a) A guilty will be entered on the ticket and a notice of conviction for the offense will be entered on your driving record. You will still owe the amount of the fine.
 - (b) Your driving privileges may be suspended for failure to pay, and you may be subject to prosecution for the bad check.

I PLEAD NOT GUILTY

NAME:

CITATION #:

ADDRESS:

SIGNATURE:

HONORABLE JUDGE RICHARD A. SKOUBY
ST. JAMES MUNICIPAL COURT