

REQUESTS FOR RECOMMENDATIONS and DISCOVERY

You may submit your request for a recommendation via email or mail at the address Provided below.

**Prosecuting Attorney's Office
Christian Roberts
110 Church Street
Ferguson, MO 63135**

email: FergusonProsecutor@fergusoncity.com and include the following:

- A self-addressed, stamped envelope (recommendations will not be mailed without one);
- A copy of your entry of appearance filed with the court, which should contain the defendant's name, citation/case number(s), initial court date and charge(s) and/or provide a copy of the ticket.
- Any relevant documentation that would assist the prosecutor in making a recommendation. For example: proof of insurance, registration, reinstatement, etc. NOTE: If your client's charge(s) involves a motor vehicle accident, a copy of their insurance card is NOT sufficient. You must provide either a letter from your client's insurer verifying valid liability insurance on the date of the accident or proof of restitution.

Counsel will receive a written recommendation from the prosecutor by mail or via email. It is counsel's responsibility to notify the defendant of the recommendation. The recommendation will indicate if an appearance is required, otherwise recommendations may be accepted by the attorney **AND** client signing the plea of guilty form and returning it to the court with payment in full by the date and time given. Do **NOT** forward payment to the prosecutor's office.

If the recommendation is not accepted and paid in full by the date and time noted on the recommendation, it is counsel's responsibility to contact the Court to obtain a continuance. Although the prosecutors may not object to a continuance, they are not authorized to continue court dates.

PLEASE NOTE: Due to changes by the Supreme Court to Rule 37.04, requests for recommendations mailed to the court will not be processed by the court. It is your responsibility to ensure that an entry of appearance is filed with court electronically and a separate request for recommendation is sent to prosecutor's office.

Requests for discovery and/or police report – Discovery in Municipal Court is governed by Rule 37.54. Copies of police reports or DWI reports will be provided upon written request without a copy of such request provided to the prosecutor. Reports may be picked up in person at the prosecutor's office or will be mailed if you provide a sufficiently sized, self-addressed, envelope with the proper postage affixed.

You may contact the Prosecuting Attorney's Office at **314-521-7721 ext 2230** Thank you for your cooperation.