

**Ferguson Municipal Court  
Policy and Procedure Manual**

**FMC Policy 1.0: Court Proceedings and Trials**

**Date issued:**

**PURPOSE:** This policy governs how court proceedings and trials will be conducted in the Ferguson Municipal Court. It outlines the procedures governing the Judge, City Prosecutor, and Court Clerk during each court proceeding, and the rights of Defendants appearing before the Court.

**DEFINITIONS:**

**Court Clerk:** An officer of the Court that carries out the administrative duties of the Court. The clerk is responsible for maintaining records of the court, the custody and administration of the funds received by and dispensed from the court, overseeing the non-judicial personnel working at the Court, helping to run Court sessions, checking people in when they arrive at Court, and the provision of services to the Judges of the Court. The Court Clerk can provide information and relevant paperwork to Defendants.

**Defendant:** Someone who is accused of committing an offense. Defendants are presumed innocent unless proven guilty beyond a reasonable doubt.

**Exculpatory Evidence:** Evidence that may justify or excuse an accused Defendant's actions, or which will tend to show the Defendant is not guilty or has no criminal intent.

**Indigence:** A state of poverty that allows someone to have their fines or fees reduced according to their ability to pay. In Missouri someone is considered indigent if the person is in the custody of the Children's Division or the Division of Youth Services; or if the person has unencumbered assets totaling under \$5,000 and a total household monthly income below 125% of Federal Poverty Guidelines. Defendants provide that information on an affidavit of indigence. If someone is found to be indigent, the person will not owe court fees, and any fine owed will be reduced as explained in Ferguson Municipal Court Policy 3.0: *Payment of Fines and Fees; Ability to Pay Determinations; Community Service; Other Alternative Sentences*.

**Presumption of Innocence:** The Court must find that a criminal Defendant is innocent unless and until the City Prosecutor proves the Defendant is guilty beyond a reasonable doubt. The Defendant has no burden to prove his or her innocence. Instead, the Court can only find the Defendant guilty if the City Prosecutor proves that the person is guilty. If the City Prosecutor cannot do so, the person will be found innocent.

**Reasonable Doubt:** A reasonable doubt is a doubt based upon reason and common sense after careful and impartial consideration of all of the evidence in the case. Proof beyond a reasonable doubt is proof that leaves one firmly convinced of the defendant's guilt. The law does not require proof that overcomes every possible doubt.

## **PROCEDURES:**

### **A. Pre-Appearance Hearing Procedures**

1. Individuals will be notified of their need to appear for a specific court date via a citation, summons, arrest notification, or letter from the court, or, if the Defendant has appeared previously and requested a continuance, by the continuance notification form the Defendant received previously.
  - a. Defendants may avoid appearing in Court for certain offenses by paying the fines/fees owed in advance of the court date, in accordance with Ferguson Municipal Court Policy 3.0, *Payment of Fines and Fees*.
2. Approximately 45 days in advance of a court date, the Court Clerk will complete the docket for that date. The docket will list all cases that will be called during that court session.
3. Defendants are expected to arrive to court at least five minutes before the start of the scheduled court session in order to proceed through security. Court will start at the scheduled time.
4. Once Defendants and appearing attorneys enter the courtroom, they must check in with the Court Clerk sitting at the entrance to the courtroom.
5. The Court Clerk will provide the Defendant with the following paperwork:
  - a. A "Know Your Rights Sheet" which explains the Defendant's rights during the court proceeding;
  - b. A form for the Defendant to update their contact information for the Court;
  - c. If requested, an "Affidavit of Indigence"; and
  - d. If requested, a Mental Health Court brochure.
6. Once the Defendant has checked in with the Court Clerk, the Defendant should take a seat in the courtroom and await the start of the court proceeding.
7. As the Judge enters, the Court Clerk will ask individuals in the courtroom to stand up. This is a standard court procedure done out of respect for the Judge and the court.

### **B. Defendant's Rights**

1. All Defendants appearing before the Ferguson Municipal Court have the following rights:
  - a. The right to an attorney of their choice;
  - b. The right to have an attorney provided, at no cost, if the Defendant is indigent and there is any possibility of a jail sentence upon plea or conviction for the offense;
  - c. The right to request a different Ferguson Municipal Court Judge for any reason within ten days after the Defendant enters their initial plea (for appeals to the St. Louis County Circuit Court, see B.1.p. below);

- d. The right to be referred to Mental Health Court for resolution of the charges;
- e. The right to a trial before the Municipal Court Judge on the alleged offense, if the case is not already assessed;
- f. The right to all potentially exculpatory evidence, as set forth below in Section F;
- g. If proceeding to trial, the right to hear all the testimony introduced against the Defendant and to cross-examine any witnesses called by the City to testify against the Defendant;
- h. The right to testify on their own behalf, without being compelled to do so;
- i. The right to call witnesses on their own behalf;
- j. The right to have the court issue subpoenas to require witnesses to appear at trial.
- k. If found guilty by plea or at trial, and if the Defendant is indigent, the right to have fines and fees assessed in proportion to the Defendant's income through an Ability to Pay Determination;
- l. If found guilty by plea or at trial, the right to be placed on a payment plan or elect to participate in community service in lieu of payment of any fines/fees assessed;
- m. The right to see court records for their case that are held by the Municipal Court, including past and present charges, rulings, fines paid, or other information relevant to their case;
- n. The right to accommodations under the Americans with Disabilities Act (ADA), if the Defendant has a disability and needs accommodations in order to understand the proceedings, such as hearing devices or an interpreter;
- o. The right for individuals with Limited English Proficiency (LEP) to receive interpretive services at no cost;
- p. If found guilty at trial, the right to appeal the Ferguson Municipal Court Judge's decision and ask for a trial *de novo* (meaning a new trial) at the St. Louis County Circuit Court by a different Judge.

2. The Municipal Court Judge shall ensure that all of the above listed rights are upheld and protected in all proceedings conducted at the Ferguson Municipal Court.

### **C. Procedures for Appearance Hearings**

1. The Judge will begin the Appearance Docket by addressing everyone in the courtroom and explaining the following:
  - a. The different reasons why their presence in court may have been requested for the specific docket (e.g., in response to a summons or citation, or because they received a letter informing them of their need

to appear on a prior charge, or because of a continuance from a prior court date)

- b. The three types of pleas that a Defendant can enter on the charge(s) they are facing (not guilty; guilty with an explanation; or guilty).
- c. The Defendant's constitutional rights during the hearing, including the right to a trial, as outlined below;
- d. The Defendant's right, pursuant to State Law, to request a different Judge to hear their case;
- e. The Defendant's right to have their case referred to the St. Louis County Municipal Mental Health Court for resolution of the charges, if requested;
- f. That the Judge cannot hear any evidence regarding the charge unless the Defendant pleads guilty or the case is set for trial;
- g. A brief summary of what a trial involves, including that:
  - i. The City's Prosecuting Attorney could produce witnesses on behalf of the City, and the Defendant would have the opportunity to cross-examine any witnesses that the City presents, and/or present the Defendant's own witnesses and evidence if the Defendant wishes to do so; and
  - ii. If the Defendant is found guilty after trial, the Defendant will have a right to a trial *de novo*, meaning a new trial before a Judge in Circuit Court for St. Louis County.
- h. The burden of proof the City must meet if the Defendant elects to proceed to trial;
- i. That neither the Judge nor any Municipal Court staff member can provide the Defendant with legal advice about their case, or how to proceed;
- j. The consequences of pleading guilty or being found guilty of offenses, including the assessment of fines/fees, any jail time possible under the ordinance, and, if the offense is a moving violation, the possibility that the Defendant could incur points against their license, which may result in suspension; and
- k. The procedures the Judge uses to assess fines and fees, including the City's Uniform Fine Schedule, Ability to Pay Determinations, and the option to utilize a payment plan or perform community service in lieu of paying the fines/fees owed.

2. The Judge will also inform all Defendants in the courtroom that, before entering their plea, they may speak with the Prosecuting Attorney and attempt to resolve their case without having to return to court.

- a. The Judge will clearly state that the Defendants have a right to a trial and do not need to resolve their case with the Prosecuting Attorney if they wish to exercise that right.
- b. The Judge will also clearly state that the Judge will not participate in the discussion with the Prosecuting Attorney, and nothing discussed with

the Prosecuting Attorney will be shared with the Judge or impact the Judge's decision at trial, if the Defendant elects to plead not guilty and proceed to trial.

3. After the Judge's opening advisements, the Judge will call each Defendant by name to approach the Judge to speak with the Judge about their charge(s). Defendants will be called in the order in which they checked in with the Court Clerk at the courthouse. The Defendants will bring with them the documents provided to them at the start of the court session.
  - a. The Judge will read each Defendant their charge(s) and ask the Defendant if he or she has any questions.
  - b. If the Defendant states that they would like to retain an attorney, or has already retained an attorney that could not be present on that date, the Judge will grant the Defendant a continuance to a new court date.
  - c. If the Defendant or their representative (attorney or guardian) requests that they be referred to St. Louis County Municipal Mental Health Court (MHC) follow procedures below in section F.
  - d. The Judge will then explain the various options available to the Defendant, including requesting a continuance, speaking to the Prosecuting Attorney before entering a plea, pleading guilty, or pleading not guilty and setting a date for trial.
4. The Court will consider all requests for a continuance. For further information, refer to Policy 2.0, *Requests for Continuance*.
5. If the Defendant pleads not guilty, the Court Clerk will set the case for trial at a future court date, and will provide the Defendant with a paper notice of that date.
6. If the Defendant enters a plea agreement with the Prosecuting Attorney or elects to plead guilty to the original charge, the Judge will follow the procedures outlined in Policy 3.0, *Payment of Fines and Fees; Ability to Pay Determinations; Community Service; Other Alternative Sentences*, to assess the appropriate fine/fee or alternative sentence and any applicable payment options.
  - a. If a plea agreement is reached with the Prosecuting Attorney, the recommended amended and/or dismissed charge(s) will be presented to the Judge for review and signature before assessing the appropriate fines/fees or alternative sentence.
  - b. A copy of the signed recommendation will be placed in the case file.

#### **D. Procedures for Trials**

1. Trials will occur on the set "Trial Docket" day each month. All matters set for trial will be scheduled for the "Trial Docket" the following month. Defendants may ask the Municipal Court Judge for a continuance of their trial date if they are unable to attend the date set or if they would like more time to obtain an attorney or prepare their defense.
  - a. Under Missouri State Law, the Prosecuting Attorney must file a formal complaint against the Defendant in order for a trial date to be set.

- b. Defendants must appear in court on their scheduled trial date or ask the Court for a continuance in advance of that date.
2. If the Defendant wishes to subpoena witnesses to testify on their behalf, the Defendant may request a subpoena from the Court Clerk in advance of the trial date. The Court Clerk will not be responsible for serving the subpoena(s) on the Defendant's requested witnesses. The Defendant will need to hire a process server to serve their subpoenas.
3. At the start of a trial, all individuals in the courtroom will be asked to rise as the Judge enters the courtroom.
4. The Judge will begin the trial by explaining the procedures contained in this Section of the policy and ensuring that the Defendant understands their constitutional rights, including the right to be represented by an attorney, free of charge, if a finding of guilt could result in the Defendant being sentenced to any period of time in jail.
5. In order to find the Defendant guilty, the Prosecuting Attorney will be required to prove the Defendant committed each alleged violation "beyond a reasonable doubt." The Defendant will not be required to prove anything.
6. The Judge will allow both the Prosecuting Attorney and the Defendant to make an opening statement about the case.
7. After opening statements, the Prosecuting Attorney will first present the City's case.
  - a. The Prosecuting Attorney will call witnesses to testify against the Defendant.
    - i. All witnesses will be given an oath prior to testifying. The oath requires the witness to affirm that he or she will tell the truth, the whole truth, and nothing but the truth.
    - ii. The Prosecuting Attorney will then ask the witness questions relevant to the charge(s) at issue in the trial.
  - b. After the Prosecuting Attorney is done questioning the witness, the Defendant has the right to cross-examine the witness.
    - i. The Defendant or their attorney must cross-examine the witness in the form of questions.
    - ii. The Defendant will not be permitted to make a statement at this time, or argue with the witness about the witness' version of the events.
  - c. After the Defendant or their attorney completes the cross-examination, the Prosecuting Attorney will have the opportunity to ask any follow-up questions asked about during cross-examination of the witness. This portion of questioning is called a re-direct examination.
8. After the Prosecuting Attorney rests the City's case, the Defendant will be given the opportunity to present the Defendant's case.
  - a. The Defendant or their attorney may call witnesses to testify regarding facts related to the alleged conduct that resulted in the pending charges.

- b. All witnesses for the Defendant will also be given an oath prior to testifying.
  - c. After the Defendant or their attorney is done questioning the witness, the Prosecuting Attorney may cross-examine the Defendant's witnesses.
  - d. At the conclusion of the Prosecuting Attorney's cross-examination, the Defendant may ask any re-direct examination questions of the witness.
  - e. The Defendant may also choose to testify on their own behalf, though they are not required to do so. The Defendant may not be compelled to testify. If the Defendant chooses to testify, the Prosecuting Attorney may cross-examine the Defendant.
  - f. The Defendant will then rest their case as well.
9. Both the Defendant and the Prosecuting Attorney are permitted to introduce additional evidence for the Court to consider, including documentary, photographic, or video evidence.
10. After all witnesses have been called and other evidence presented, the Prosecuting Attorney and the Defendant will have the opportunity to give a closing argument.
11. After the closing argument, the Judge will either take the case under advisement, to determine a verdict after more consideration of the evidence, or enter a verdict immediately.
  - a. The Judge will base their verdict on the testimony of witnesses who testified under oath and on the other evidence formally received.
  - b. The Judge will base their decision only on the State Law or City Ordinance involved and the facts as determined by the testimony and other evidence presented.
12. If the Judge finds the Defendant to be not guilty of a specific charge, the charge is dismissed. If the Judge finds the Defendant to be not guilty of all charges, the case ends.
13. If the Judge finds the Defendant to be guilty of any charge, the Municipal Court Judge will impose a sentence according to the procedures outlined in Ferguson Municipal Court Policy 3.0, *Payment of Fines and Fees; Ability to Pay Determinations; Community Service; Other Alternative Sentences*. After the judge imposes a sentence, the Judge will advise the Defendant of their appellate rights as outlined below in Section D, Right to Appeal.

#### **E. Right to Appeal**

1. If the Judge enters a guilty verdict, the Defendant may appeal the Judge's decision and ask for a trial *de novo* (meaning a new trial) by a different Judge. The Municipal Court Clerk will provide the Defendant with the paperwork required for requesting an appeal, the Notice of Application for Trial De Novo. Both the Defendant and the Clerk need to sign the Notice of Application for Trial De Novo.
  - a. **The Defendant must request an appeal within ten days of the entry of the Ferguson Municipal Court Judge's verdict.** This time frame

cannot be extended for any reason. If the Defendant fails to request an appeal within ten days, the Judgement of the Ferguson Municipal Court Judge will become final and the Defendant will be required to pay the fines/fees associated with the charge, according to the procedures outlined in Ferguson Municipal Court Policy 3.0: *Payment of Fines and Fees; Ability to Pay Determinations; Community Service; Other Alternative Sentences*.

- b. If the Defendant requests an appeal within ten days of the original trial, the Municipal Court Clerk will send the appeal paperwork to St. Louis County Circuit Court, who will contact the Defendant and notify them of the new court date before a new Judge.
2. The Defendant has the right to request an appeal even if the Defendant is unable to pay the filing fee.

#### **F. Mental Health Court**

1. If the Defendant or their representative (attorney or guardian) requests that they be referred to St. Louis County Municipal Mental Health Court (MHC) the following will occur:
  - a. The Judge will collect information from the Defendant or their representative for information as to why their cases should be referred to MHC. The Judge will continue the Defendant's case(s) to a new court date.
  - b. The Court Clerk will notate the court file and prepare and submit the necessary documentation to MHC for review.
  - c. If the Defendant is accepted into MHC, the Defendant will resolve their case through MHC and will no longer need to appear in the Ferguson Municipal Court.
  - d. If the Defendant is not accepted into MHC, the Defendant will need to appear at their next court date in the Ferguson Municipal Court.
  - e. Please note that, if the Judge deems it so appropriate, the Judge may refer a Defendant to MHC on their own motion as well.

#### **G. Exculpatory Evidence**

1. If, at any point before a Defendant pleads guilty to an offense or proceeds to trial on that offense, the Prosecuting Attorney possesses material information or evidence that is potentially exculpatory and/or impeaching (known as *Brady* material), the Prosecuting Attorney must act consistent with state and federal law in turning over such evidence to the Defendant, or the Defendant's attorney if the Defendant is represented, and to the Court. Exculpatory and/or impeachment evidence that is within the possession of the Ferguson Police Department is considered within the possession of the Prosecuting Attorney.

**Attachments:** Statement of Financial Condition  
Know Your Rights Sheet

Updated Contact Information Sheet  
Notice of Application for Trial *De Novo*  
Witness Subpoena Form  
Sample Arrest Notification/Complaint/Information/Summons  
Officer Handout on Fines & Process for Traffic and Municipal Violations  
St. Louis County Municipal Mental Health Court Brochure

  
\_\_\_\_\_  
William Goldstein  
Ferguson Municipal Judge

5/5/2023  
\_\_\_\_\_  
Date

## **INFORMATION FOR THE REQUEST FOR EXTENSION OF PAYMENT OBLIGATION FORM**

If you are unable to pay your monthly payment, you have the option to fill out and submit the following Request for Extension of Payment Obligation Form. If you decide to submit this form, please include any documents you would like for the Judge to review with your request. You may submit the completed form and documents by the following means:

1. E-mail to [FergusonCourt@FergusonCity.com](mailto:FergusonCourt@FergusonCity.com);
2. Fax to (314) 524-4127; or
3. Mail or in-person at 222 S. Florissant Rd., Ferguson, MO 63135

You are not required to fill out this form to ask for an extension. You may also appear in court to discuss why you need an extension of your monthly payment.

Additionally, if you want to request any of the following, you must appear in court and speak with the Judge:

1. To complete community service instead of paying your fines and fees;
2. A reduction in fines and fees owed;
3. A new Ability to Pay Determination; and/or
4. A modification in your monthly payment plan.

Once your completed form and any documentation submitted is received, the Judge will review your request within one business day. You will be informed by the Court clerk by phone and also in writing by mail or e-mail as to the Judge's decision. **Please submit your request at least two business days prior to your due date to allow time to review your request and notify you of the Judge's decision.**

Thank you,  
Ferguson Municipal Court

IN THE MUNICIPAL DIVISION OF FERGUSON  
STATE OF MISSOURI

CITY OF FERGUSON )  
Plaintiff, ) Case/Ticket #: \_\_\_\_\_  
 )  
Vs )  
 )  
 )  
 )  
\_\_\_\_\_, )  
Defendant. )

**REQUEST FOR EXTENSION OF PAYMENT OBLIGATION**

I, \_\_\_\_\_, request an extension of my payment obligation. My current payment date is scheduled for \_\_\_\_\_. The reason for this request is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Additionally, please see attached documents in support of granting my request.  
(NOTE: include any documents you want to judge to review with your request).

Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

Respectfully Submitted,

X \_\_\_\_\_  
Defendant  
Date: \_\_\_\_\_

SO ORDERED:

\_\_\_\_\_  
Judge

**IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI  
FERGUSON MUNICIPAL DIVISION**

**STATEMENT OF FINANCIAL CONDITION**

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Address: \_\_\_\_\_

Your Age and Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**1) If you plead guilty or are found guilty, can you pay your fines and costs today? Yes/No**

If you answered "No," why not?

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If you answered "No" to Question #1, or if you want the court to consider your financial situation, please answer the following questions and provide the following information:

**2) Are you currently in the custody of the Children's Division or DYS? Yes/No**

**3) Are you receiving public assistance? Yes/No If "Yes," please tell us what type of public assistance you are receiving (for example, food stamps, TANF, Medicaid, housing assistance, other types of public assistance):** \_\_\_\_\_

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**4) Please list the following income from the previous month for your entire household:**

Take home pay for the month including overtime and bonuses: \$\_\_\_\_\_

Social security income (including social security disability): \$\_\_\_\_\_

Workers' compensation income: \$\_\_\_\_\_

Unemployment income: \$\_\_\_\_\_

Retirement income: \$\_\_\_\_\_

All other income: \$\_\_\_\_\_

**Total:** \$\_\_\_\_\_

**5) How many people live in your household? \_\_\_\_\_**

**6) Do you have cash, bank accounts, or any other assets, including vehicles or real estate free of debt, that totals more than \$5,000? Yes/No If "Yes," what type?**

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**If you are facing the possibility of jail time and cannot afford to hire a lawyer, you are entitled to have a lawyer appointed by the court to represent you.**

Do you want a lawyer to represent you in this case? Yes/No

Can you afford to hire a lawyer to represent you in this case? Yes/No

Are you asking the court to give you some more time to hire a lawyer? Yes/No

Are you asking the court to appoint a lawyer for you today? Yes/No

*The above information is true and correct to the best of my knowledge under penalty of law.*

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Applicant's Signature

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Date

## COMMUNITY SERVICE ORGANIZATIONS

Individuals will need to contact each of the organizations to check work availability and to schedule service times. Additionally, individuals will need to provide court documentation showing they are to complete community service and show identification as required. Most organizations have a screening, interview or application process to be completed before volunteering.

### North County

#### **Ferguson Public Works**

901 Ferguson Ave.  
Ferguson, MO 63135  
Contact: Chris Harris  
(314) 521-8373  
**TRAFFIC OFFENSES ONLY**

#### **Ferguson Recreation**

1050 Smith Rd.  
Ferguson, MO 63135  
Contact: David Musgrave  
(314) 524-4661  
**TRAFFIC OFFENSES ONLY**

#### **Ferguson Library**

35 N. Florissant Rd.  
Ferguson, MO 63135  
Contact: Scott Bonner  
(314) 314-521-4820

#### **Good Shepherd Arts Center**

252 S. Florissant Rd.  
Ferguson, MO 63135  
Contact: Sister Glynis McManamon  
(314) 522-1155  
**NON-VICTIM OFFENSES ONLY**

#### **VFW Post 4105**

**Association**  
410 Rue St. Francois  
Florissant, MO 63031  
Contact: Bob Schneider  
(314) 831-6121

#### **St. Louis Junior Devils Youth**

Florissant, MO 63034.  
Contact: Lee Robinson, Jr.  
(314) 488-1266  
E-mail: [stlouisjrdevils@gmail.com](mailto:stlouisjrdevils@gmail.com)

#### **City of Dellwood**

10266 W. Florissant Rd.  
Dellwood, MO 63136  
Contact: Marvin Crump  
(314) 314-869-8686  
**TRAFFIC OFFENSES ONLY**

#### **Jamestown New Horizons Stables**

15350 Old Jamestown Rd  
Florissant, MO 63034  
Contact: Bonnie  
(314) 741-5816  
**TRAFFIC OFFENSES ONLY**

**Ritenour Co-Care Food Pantry**

9516 Lackland  
Overland, MO 63114  
Contact: Ron Bickerstaff  
(314) 687-6300

**Division Calvary Brigade Horses**

12000 Larimore  
Spanish Lake, MO 63138  
Contact: Terry  
(314) 422-4435

**St. Vincent DePaul Thrift Store**

10585 St. Charles Rock Rd.  
St. Ann, MO 63074  
Contact: Mark  
(314) 881-6000

**APPLICATION ONLINE**

**St. Vincent DePaul Thrift Store**

10052 W. Florissant Rd.  
St. Louis, MO 63136  
Contact: Tyler  
(314) 881-6045

**APPLICATION ONLINE**

**MERS Goodwill Store**

10764 W. Florissant Rd.  
Ferguson, MO 63135  
**APPLICATION ONLINE**  
**TRAFFIC OFFENSES ONLY**

**MERS Goodwill Store**

472 N. Lindbergh  
Florissant, MO 63031  
**APPLICATION ONLINE**  
**TRAFFIC OFFENSES ONLY**

**Goodwill Store of Bridgeton**

5665 St. Louis Mills Rd.  
Bridgeton, MO 63044  
**APPLICATION ONLINE**  
**TRAFFIC OFFENSES ONLY**

**St. Louis City****Beyond Housing**

Website: [www.beyondhousing.org](http://www.beyondhousing.org)  
Contact: Andrea Hale  
(314) 533-0600 x21  
**APPLICATION ONLINE**

**Habitat for Humanity**

Website: [www.habitatstl.org](http://www.habitatstl.org)  
Contact: Beckie Fingland  
(314) 371-0400

**United Way**

Website: [www.stl.unitedway.org](http://www.stl.unitedway.org)  
Contact: Volunteer Center  
(314) 421-0700

**Bellefontaine Cemetery**

4947 W. Florissant Ave.  
St. Louis, MO 63115  
Contact: Dan Fuller  
(314) 402-3606  
Greeters, Gardeners, & Guides

**Peter & Paul Community Services**

2612 Wyoming St.  
St. Louis, MO 63118  
Contact: Felicia  
(314) 588-7111  
**TRAFFIC OFFENSES ONLY**

**Stray Rescue**

2320 Pine St.  
St. Louis, MO 63103  
Contact: Cassidy  
(314) 771-6121

**Food Outreach**

3117 Olive St.  
St. Louis, MO 63103  
Contact: Kathy Spencer  
(314) 652-3663 x111

**Salvation Army**

3136 Morganford Rd.  
St. Louis, MO 63116  
Contact: Shawndell  
(314) 646-3000  
Custodial, Lawn, & Clerical Work  
**MULTIPLE LOCATIONS IN ST. LOUIS**

**St. Vincent DePaul Thrift Store**

4928 Christy  
St. Louis, MO 63116  
Contact: Bill  
(314) 881-6000  
**APPLICATION ONLINE**

**Our Lady of Perpetual Help**

4335 Warne Ave.  
St. Louis, MO 63107  
Contact: Gwen  
(314) 535-9794

**Annie Malone**

2612 Annie Malone Dr.  
St. Louis, MO 63113  
Contact: Naeem Slaie  
(314) 531-0120  
**TRAFFIC OFFENSES ONLY**

**Wesley House**

4507 Lee Ave  
St. Louis, MO 63115  
Contact: Linda  
(314) 385-1000

**Better Family Life**

5415 Page Blvd.  
St. Louis, MO 63120  
Contact: James Clark  
(314) 381-8200

**Neighborhood Houses**

326 S. 21<sup>st</sup> St., Ste. 301  
St. Louis, MO 63103  
Contact: Kathleen  
(314) 561-3337  
**BACKGROUND CHECK REQUIRED**  
[www.neighborhoodhouses.org](http://www.neighborhoodhouses.org)

**St. Louis Effort for AIDS**

1027 S. Vandeventer  
St. Louis, MO 63110  
Contact: Kaytlin Reedy-Rogier  
(314) 333-6660  
[www.stlefa.org](http://www.stlefa.org)

**Matthew Dickey Boys & Girls Club**

4245 N. Kingshighway  
St. Louis, MO 63115  
Contact: Joyce Jones  
(314) 382-5952  
**NO DRUG/CHILD INVOLVED CHARGES**

## South County

### Delmar Gardens South

5300 Butler Hill Rd.  
St. Louis, MO 63128  
Contact: Becky  
(314) 842-0588  
**TRAFFIC OFFENSES ONLY**

### St. Vincent DePaul Thrift Store

3924 Lemay Ferry  
St. Louis, MO 63125  
Contact: Matt  
(314) 881-6000  
**APPLICATION ONLINE**

### St. Vincent DePaul Thrift Store

625 Gravois Rd.  
Fenton, MO 63125  
Contact: Matt  
(314) 881-6000

### Goodwill Store of St. Louis

10125 Watson Rd.  
Crestwood, MO 63127  
**TRAFFIC OFFENSES ONLY**  
**APPLICATION IN STORE**

## West County

### Red Racks Thrift Store

15425 Manchester Rd.  
Ballwin, MO 63021  
Contact: Mark Hayden

### St. Vincent DePaul Thrift Store

14660 Manchester Rd.  
Ballwin, MO 63011  
Contact: Jan  
(314) 881-6000  
**APPLICATION ONLINE**

### Delmar Gardens West

13530 S. Outer Rd.  
Chesterfield, MO 63017  
Contact: Allison  
(314) 878-1330  
**TRAFFIC OFFENSES ONLY**

### Goodwill Store of Manchester

14373A Manchester Rd.  
Manchester, MO 63011  
**TRAFFIC OFFENSES ONLY**  
**APPLICATION IN STORE**



## COMMUNITY SERVICE TIME SHEET

Date: \_\_\_\_\_

City of Ferguson vs \_\_\_\_\_

Next Court Date: \_\_\_\_\_

The Court has ordered that \_\_\_\_\_ complete \_\_\_\_\_ hours of community service. The community service must be completed and this form returned to the Ferguson Municipal Court Clerk's office on or before \_\_\_\_\_ or a court appearance is required.

**DEFENDANT'S SIGNATURE** \_\_\_\_\_

**TO BE COMPLETED BY AGENCY/ORGANIZATION (must be on list or approved by Ferguson Municipal Judge):**

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

AGENCY PHONE #: \_\_\_\_\_

Work Date	# of Hours	Verified By:	Work Date	# of Hours	Verified By:	Work Date	# of Hours	Verified By:

Total Hours Worked: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

FOR MUNICIPAL COURT USE ONLY

TIMESHEET REC'D \_\_\_\_\_ COMM. SERV. SATISFACTORY Y N HRS. REQUIRED \_\_\_\_\_ HRS. COMPLETED \_\_\_\_\_  
(DATE)

COURT OFFICER/CLERK \_\_\_\_\_ -/\_\_\_\_\_  
(SIGNATURE) (Date)

**IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI  
FERGUSON MUNICIPAL DIVISION**

**COST BILL – SHOW CAUSE ORDER  
PAYMENT AGREEMENT**

City of Ferguson  
vs.

Case/Ticket # \_\_\_\_\_

Defendant's Name \_\_\_\_\_

I, \_\_\_\_\_ agree to pay the fines and fees that have been assessed against me in the total amount due of \$ \_\_\_\_\_.

My minimum monthly payment due is \$ \_\_\_\_\_. If I pay the minimum amount each month, I am required to make \_\_\_\_\_ monthly payments. My last payment would be for \$ \_\_\_\_\_. I understand that I may pay my minimum monthly payment up to my total amount due at any time before my payment date.

**Each monthly payment will be due by 4:00 p.m. on the first Friday of each month. If payment is not received, I must submit a Request for Extension of Payment Obligation or appear in Court the following Monday at 6:00 p.m. to show cause as to why I should not be held in contempt of court for failure to pay as ordered by the Court. If I fail to submit a Request for Payment Obligation or to appear in Court on the following Monday at 6:00 p.m., a WARRANT for my arrest may be issued and/or a hold placed on my license, if applicable. If I want to complete community service instead of making payments or seek a reduction in fines and fees, I must appear in Court and speak with the Judge.**

Payments may be made online at [www.trafficpayment.com](http://www.trafficpayment.com) or by calling 1-800-444-1187 (the case/ticket number is required and the credit/debit card must be in your name). Money orders or cashier's checks may be mailed to or left in the locked drop box at 222 S. Florissant Rd., Ferguson, MO 63135. Payments by cash, money order, cashier's check or credit/debit card may also be made in person during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. at the address previously listed (the Payment Window closes at 3:30 p.m. on Mondays in which court will be in session).

(Note to Court Clerk: Please have the Defendant initial next to one of the following two options)

\_\_\_\_\_ I made a payment today. My next payment is due by 4:00 p.m. on Friday, \_\_\_\_\_, 2021. If I do not make a payment, I understand I must submit a Request for Extension of Payment Obligation or appear in Court on Monday, \_\_\_\_\_, 2021 at 6:00 p.m.

\_\_\_\_\_ I did not make a payment today. My initial payment will be due by 4:00 p.m. on Friday, \_\_\_\_\_, 2021. If I do not make a payment, I understand that I must submit a Request for Extension of Payment Obligation or appear in Court on Monday, \_\_\_\_\_, 2021 at 6:00 p.m.

Defendant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I understand the above Order and have received a copy of said Order.