

RULE 69.2 JURY TRIALS - MUNICIPAL DIVISION

(1) Where authorized by law, the defendant may request a trial by jury.

(2) Pursuant to Supreme Court Rule 37.61, all requests for trial by jury shall be made by written motion signed by the defendant, and shall be filed with the municipal division at least 10 calendar days prior to the scheduled trial date in accordance with Missouri Supreme Court Rule. Upon receipt of any such motion, the municipal division shall promptly set the motion for hearing. It shall be the responsibility of the pro se defendant or counsel for defendant to provide all paperwork to the court including fingerprint cards where required by statute upon filing his/her request for certification of a case.

(3) If the motion is sustained, a certified copy of all papers filed in the case, including any bond paperwork, and any cash or other property given as security upon any such bond, and fingerprint cards shall be filed with the Clerk of the Circuit Court within fifteen (15) calendar days from the granting of the motion. The filing shall include the filing memorandum provided by the Clerk of the Circuit Court. Any missing or omitted documents including fingerprint cards where required by law will result in the filing being returned to the Municipal Division for correction and proper submission.

(4) Any charge that requires fingerprinting shall be completed prior to the file being transferred to the Clerk of the Circuit Court. The judge may rule on the motion, but shall include the requirement for fingerprinting to be completed prior to the transfer of the court file. Failure on the part of the defendant to comply with the Court's Order for Fingerprinting shall result in the denial, without prejudice, of the motion.

(5) Upon certification of the case to the Associate division any outstanding warrants on any case being certified for jury trial shall be recalled by the municipality prior to transfer to the Clerk's office.

(6) Upon receipt of the municipal division's filing by the Clerk of the Circuit Court, clerk procedures in the Court Clerk Handbook should be followed. In instances that the case has been filed by using the police issued citation as the charging document, the case shall include only (one) 1 charge per case unless the second charge is a seatbelt violation. When the case is filed by formal information it may include more than one (1) charge/count. The Clerk's office shall notify all parties of the scheduled court date by electronic filing for attorneys or regular mail for pro se defendants.

(7) The municipal prosecutor and pro se defendant or counsel for defendant are expected to communicate with one another and make good faith efforts to reach a disposition prior to the initial docketsetting.

(8) Pre-trial and trial dates shall be set at the initial appearance if a resolution of the case has not been reached by the parties. Parties shall be expected to present exclusionary dates to the court at the initial appearance.

(9) In any case, the Circuit Court may assess costs and fines against the defendant as provided by law. A cost bill shall be made available to the defendant by the Clerk's office. A record of the final disposition shall be sent back to the municipal division with original jurisdiction.

(10) The costs and fines assessed may be collected in any action allowed by law, and shall be paid into the registry of the Circuit Court. After collection, the Clerk of the Circuit Court shall disburse the monies collected to the municipal division and other recipients according to applicable statutes.