

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI
21ST JUDICIAL CIRCUIT
FRONTENAC MUNICIPAL DIVISION

ORDER

TO COUNSEL: EFFECTIVE JANUARY 1, 2017

If you have received a recommendation from the Prosecuting Attorney that may be paid out of court and your client intends to accept the recommendation, the Court must receive a copy of the recommendation signed by counsel of record along with payment in full. Partial payments will not be accepted without an appearance in court. In the event your client can only make a partial payment, they must appear in court on the date scheduled with their payment and a copy of the recommendation signed by counsel of record. No payment will be accepted without a signed copy of the recommendation.

If the defendant was under the age of 18 at the time they were charged, the defendant must appear in court with a parent/legal guardian on their scheduled court date and bring a copy of the recommendation signed by counsel of record. Payment will NOT be accepted prior to the court appearance.

Under no circumstances will the Court discuss a recommendation with a defendant represented by counsel unless the recommendation has been signed by counsel of record.

Please make checks, money orders and cashier checks payable to the City of Frontenac. Payments can be mailed or made in person at the Violations Bureau at 10555 Clayton Road, Frontenac, MO 63131. Payments can also be made by using a credit card by visiting www.frontenaccourtpayments.com or calling 1-877-793-7144. Please note there is a service fee when paying with a credit card. Online payments will not be applied until the court has received a signed recommendation. Signed recommendations may also be sent via email to: court@cityoffrontenac.org or by fax 314-994-3203.

For questions concerning your court date, contact the court at 314-994-3204. The prosecuting attorney is not authorized to continue a case after the initial court date stated on the recommendation.

For all matters pending before this court please file an entry of appearance and request for continuance. If you require a file stamped copy, you must send an SASE for the return. All requests for a recommendation and/or discovery should be sent separately to the attention of the Prosecuting Attorney at the same address with a service copy of your entry of appearance and a SASE. The Court will not handle/process requests for recommendations or discovery.

SO ORDERED this 16th day of November 2016



Hon. Andrea Niehoff