

**CITY OF HAZELWOOD MUNICIPAL COURT
415 ELM GROVE LANE
HAZELWOOD, MO. 63042**

COURT PROCEDURES AND YOUR RIGHTS

COURT RULES:

Please check in at the table outside the courtroom.

After you have checked in, staff will direct you to take a seat in the courtroom.

Turn off all cell phones or any other devices while court is in session.

No electronic audio or video recording devices are permitted in court.

During court there is no talking other than to conduct court business.

Any person who becomes disruptive in any manner shall be first cautioned by the court bailiff, and if conduct is not corrected, they will be asked to leave the courtroom.

You are appearing in court because you have been charged with a violation by the City of Hazelwood.

This does not mean you are guilty of an offense.

**YOU HAVE THE FOLLOWING RIGHTS
IN COURT:**

1. You have the right to be informed as to the nature of the charge(s) against you and the minimum and maximum punishment for the charge;
2. You have the right to be represented by an attorney and an attorney may be appointed for you if you are found to be indigent, **AND** it appears that there would be a jail sentence imposed upon conviction;
3. You have a right to have a trial, including a trial by jury;
4. At trial you have the right to question any witness who may testify against you;
5. You have the right to subpoena persons to testify on your behalf at your trial.
6. You have the right to testify at your trial.
7. You do not have to testify at your trial, and if you do not it cannot be used against you.
8. You are presumed innocent and the City must prove you guilty beyond a reasonable doubt.
9. If you had a trial and were found guilty, you have a right to appeal that decision to State court.

ENTERING A PLEA

You may plead **not guilty, guilty, or guilty with an explanation.**

NOT GUILTY PLEA

If you enter a plea of **not guilty**, your case will be set for trial.

You must appear on the date and at the time the trial is scheduled or a **WARRANT WILL BE ISSUED FOR YOUR ARREST.**

At your trial, you should be prepared to present any evidence or documents you believe may help you in your defense. You may subpoena witnesses to testify on your behalf.

GUILTY PLEA

By pleading guilty, you admit that you committed the act charged, that the law prohibits the act, and that you have no defense for your act.

IF YOU PLEAD GUILTY, YOU GIVE UP ALL RIGHTS LISTED ABOVE

PLEA OF GUILTY WITH AN EXPLANATION

This plea has the same effect as a plea of guilty, but says that you would like to explain to the Judge certain circumstances pertaining to your case.

In both cases of a plea of guilty or a finding of guilty, a fine may be assessed or a jail sentence may be imposed.

In some cases, you may avoid points on your driving record by attending defensive driving school. The cost is approximately \$55.00 and the program will take 8 hours.

After a plea of guilty or a finding of guilt, the court may impose sentence as follows:

A fine not to exceed \$1000.00 for non-minor traffic violations and a jail sentence not to exceed 90 days.

A fine and court costs not to exceed \$225.00 for minor traffic violations.

A fine and court costs not to exceed \$200.00 for the first code violation.

A fine and court costs of up to \$450.00 for subsequent code violations.

When you pay your fines and costs, you will be given a receipt.

If you do not pay your fines and costs in full, you will be issued a Show Cause Order (an order which allows paying your fines and costs at a later court date or appearing on that date to explain why you have not made your payment). If payment is made prior to the Show Cause Order date

you do not need to appear. If payment is not made and you fail to appear in court a warrant may be issued for your arrest.

If you appear in court on the date of your Show Cause Order and you are unable to make a payment, you will not be arrested.

If you are unable to pay your fines and costs no matter how much time you are granted to pay, you should request the court to consider your financial condition to determine if you are eligible for alternative community service or other options to satisfy the fines and costs due the court. You must complete a financial statement provided by the Missouri Supreme Court if requested by the court.

MUNICIPAL COURT DRESS CODE

Proper attire is required in Municipal Court and a Dress Code is in place and detailed below.

You will NOT be allowed to enter the Courtroom wearing the following clothing:

- Any headwear with the exception of religious headwear
- Halter, tube or strapless tops or dresses
- Tank tops or muscle shirts
- See-through clothing
- Clothing that exposes your midriff, underwear or undergarments
- Ripped or torn jeans
- Clothing that depicts or promotes violence, illegal or inappropriate activity, sex acts, illegal drug use or profanity
- Shorts that fall above mid-thigh
- Sunglasses

If the bailiffs or court personnel determine that your attire is not appropriate pursuant to the dress code, you will be asked to leave the Court and return in proper attire.