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CITY PROSECUTOR

## **DIRECTIONS FOR PRO-SE LITIGANTS** **Requesting a Disposition Offer Packet**

**(Use these directions if your ticket is not “plea and pay” eligible on CaseNet or there is no pre-established fine.)**

*Do NOT use these directions if you are represented by an attorney. Contact your attorney for guidance.*

If you have chosen to represent yourself through the court process, you are expected to follow many of the same rules as if you were an attorney representing a client. This information has been compiled to assist you in receiving a Disposition Offer Packet.

This process is not for requesting a formal prosecutor’s review. It is the process to obtain a packet to plead guilty to your current charge and avoid coming to court (if the plea is approved by the judge).

If you are unable to complete these steps by yourself, decide not to, or need legal advice, DO NOT contact the prosecutor. He cannot offer you legal advice. Your best option would be consult legal aid or a Missouri attorney of your choosing.

### **Directions:**

Some charges do not have a pre-established fine and/or do not appear online as “plea and pay” eligible. If your intent is to pay your fine, you will need a disposition packet from the prosecutor.

To receive this packet, email the following information; use the subject line “Disposition Packet Request.” In your message, include your:

1. name,
2. contact information,
3. ticket number,
4. court date,
5. and a short explanation that you are requesting a disposition packet to pay.

Send the email to the City Prosecutor at: [CityPA@OzarksLG.com](mailto:CityPA@OzarksLG.com) By emailing in this manner, you are simply requesting the paperwork so that you can plead guilty and take care of your case out-of-court, as possible. A response will be provided to the email you emailed from.

Once a Disposition Packet is issued, you will not be eligible for further case reviews. You must appear in court if you fail to follow the packet directions before your court date.

**This request must be sent to the prosecutor AT LEAST 3 WEEKS BEFORE YOUR COURT DATE. The court clerks must then receive your paperwork and payment AT LEAST 10 DAYS before your court date. Failure to meet these deadlines will require a court appearance.**