

DIRECTIONS FOR PRO-SE LITIGANTS **requesting a Prosecutor's Review**

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. We have compiled this guide to provide step-by-step directions on receiving a prosecutor's review.

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.

DO NOT skip steps. Some people are not eligible to obtain a prosecutor's review. If you prematurely contact the prosecutor, your submission will be deleted.

To obtain a prosecutor's review:

1. Is your ticket for a traffic violation?
 - YES: Continue to Step 2.
 - NO: Skip to Step 3.

2. Traffic Violators: For certain situations, the prosecutor requires a Driver Improvement Program (DIP) to be completed, prior to contacting him for a case review.

(The full policy is available here: <https://www.ozarkslg.com/downloads/DIP.pdf>)

Screen yourself against the DIP Policy now, as you may need to attach a DIP certificate to this request before submitting it.

3. Complete the attached form requesting a prosecutor's review.
 - Things to know:
 - The prosecutor is under no obligation to extend a plea offer. If you do not hear back, you do not accept and process the offer, or do not obtain a court date extension from the court clerk, you must appear on your assigned court date and time.
 - Any offer may be withdrawn by the prosecutor at any time. In fact, this is very likely to occur if you receive additional tickets prior to the disposition of this case.
 - This is a request form. The prosecutor is under no obligation to respond and, may in-fact, decide to not review your submission.
 - This is a submission to the city's prosecutor. The best rule of thumb is to not provide details which could be used to incriminate you. (While there is legal argument that this information is for plea negotiations, that is beyond the scope of this reminder.) Stick to the best rule of thumb. However, do not lie on the form. Most, if not all, of the information it requests can be obtained and verified through court and police databases.

- If you receive information from the Prosecutor, please pay close attention to the details. If all of your charges are not disposed of prior to your court date, you must still attend court.

It is important to submit the review form as early as possible. Please **email the following items well before your court date:**

- A complete and signed "Request for Review" Form in PDF Format*
- Your DIP Certificate (if required by Step 2) in PDF Format*
- A copy of your ticket(s) in PDF Format*

IMPORTANT DEADLINES:

Crane and Kimberling City Cases: You must email those papers to us at least 3 weeks before your court date. Any amendment packet that you receive from us must be received by the court clerks at least 10 days before your court date, along with payment.

City of Galena Cases (City Hall): You must email those papers to us at least 2 weeks before your court date. Any amendment packet that you receive from us must be received by the court clerk at least 3 business days before your court date, along with payment.

*(All Submissions must be in .PDF FORMAT. This type of file can be made using a computer scanner, a phone app such as "Adobe Scan," or visiting an office supply store. Submit your form to: CityPA@OzarksLG.com Answers are generally provided back to the email address you use.

<<Request for Review Form appears below>>

Request for Prosecutor's Review

- *DO NOT* submit this form if you are represented by an attorney. Contact your attorney to assist you.
- **FULLY** complete this form. **PROVIDING FALSE INFORMATION IS ILLEGAL & CAN RESULT IN CHARGES.**

Your Information

Your NAME (as it appears on your ticket/charge): _____

ADDRESS*: _____
*This does NOT update the court's file; please contact the court directly to do so.

PHONE # (Cell number preferred): (____) _____ - _____

EMAIL ADDRESS: _____

Corrections

For accounting purposes, double check your date of birth, driver's license number, and state on your ticket. If anything is incorrect, explain that here: _____

Charge Information

Issuing Police Dept: _____

Your CASE (or ticket) NUMBER(S): _____

YOUR COURT DATE: _____

CHARGE(S): _____

REASON for requesting a review & your REQUEST: _____

Traffic-Related History

(Skip this section if you are not charged with a traffic offense.)

List all traffic tickets received in the last 3 years, regardless of disposition, or check NONE if you have none:
[] None (not applicable)

Date of Stop: ____/____/20____ Reason I was stopped: _____

Ticket(s) for: _____

Disposition (final charges and outcome): _____ Court location: _____

Date of Stop: ____/____/20____ Reason I was stopped: _____

Ticket(s) for: _____

Disposition (final charges and outcome): _____ Court location: _____

If needed, attach another form (or a blank piece of paper) to continue this list, ensuring it is complete for the past 3 years. Number of pages attached: ____

Driver Improvement Screening Certification
(Skip this section if you are not charged with a traffic offense.)

If you were ticketed for a non-moving violation (examples: expired plates, defective headlight, parking violation), you may skip this section.

All other traffic violators (speeding, lane violations, expired driver's license, etc.), you must complete the following certification:

<u>Understanding these questions cover the period of ONE YEAR BEFORE I received this current ticket through present (today), during that time:</u>	YES	NO
1. I was convicted (plead guilty or was found guilty) of a traffic violation which imposes points (examples: speeding, lane violations, expired driver's license)		
2. I obtained an amendment where a moving traffic ticket was amended (changed) to a lesser charge (examples: no-points speed, parking, defective equipment).		
3. I was on traffic probation at any time or began probation for a traffic charge (commonly called an SIS or SES).		
<u>My current charge is:</u>	YES	NO
4. For going 26 or more over the speed limit		
5. Is for a significant violation, such as Careless & Imprudent (C&I), DWI, or BAC.		
6. Involving a work zone, emergency zone, school bus, or accident.		
7. I currently have another moving violation (ticket) pending in another jurisdiction.		

STOP! If you answered "YES" to ANY of the above, you must file a Driver Improvement Program (DIP) Certificate of Completion with your request. If you answered "NO" to each, or were instructed to skip this section, a DIP form is not required, unless otherwise instructed.

Certification – Signature Required

Certification: I affirm that the information on this form is accurate and that it gives full answers to all questions asked. I understand that if my charges are not fully disposed of prior to my court date, my attendance in court is required.

I understand that supplying false information on this form is illegal and may result in new criminal charges.

Signed by: _____ Date: ____/____/20____

Submission

Submit each of the following IN PDF FORMAT to: CityPA@OzarksLG.com

You MUST attach:

- This form, fully completed and signed.
- A copy of each ticket you are asking to be reviewed;
- Your DIP certificate, if required by your screening above.

PDF Format is required for all forms. Please use a scanner, office supply store, or an App such as "Adobe Scan" to turn your submission into a PDF. Your submission is due by the deadlines contained in the packet directions.