

O'FALLON MUNICIPAL CENTRE  
100 NORTH MAIN STREET  
O'FALLON, MISSOURI 63366



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#### PROCEDURES AND PRACTICES FOR THE PROSECUTOR'S OFFICE-UPDATED INFORMATION BELOW

Pursuant Supreme Court Rule 37.04, All requests for a recommendation for an alternative disposition of any charge must be sent directly to the Prosecutor's office henceforward the municipal court will not process any requests for recommendations. It is your responsibility to ensure that a separate request for recommendation is sent to the Prosecutor's office. Please call the Prosecutor's office for any questions on the procedures for recommendations at **636-379-5494**.

Requests for Recommendations: An attorney requesting a recommendation from the Prosecuting Attorney must submit a separate letter and copy of the entry of appearance as filed with the court directly to the Prosecuting Attorney's office either by mail, lawsource live, or on the Prosecuting Attorney's link at ofallon.mo.us. Recommendations submitted electronically will be returned electronically, unless otherwise specified in the comments field. If you would like the recommendation returned via mail, please provide a self-addressed, stamped envelope. Recommendations will not be mailed without one. Any other relevant documentation i.e. proof of insurance, reinstatement, restitution, etc. needs to be provided to the Prosecutor's Office. Please do not mail or fax any pleadings, requests for recommendation or discovery requests to the offices of The Johnson Law Firm, LLC.

Request for Discovery: An attorney requesting discovery may include this request along with the letter requesting a recommendation. You may pick up reports from the Prosecutor's office or the requests will be mailed to you if you provide a sufficiently sized, self-addressed envelope with the proper postage affixed. Discovery is governed in accordance with Supreme Court Rule 37.54. All other requests for discovery must be presented to the court in writing with a copy of such request provided to the Prosecutor

Prosecuting Attorney's Recommendation – No Court Appearance Required: If the matter does not require a court appearance to accept the recommendation and is payable outside of court, the defendant and attorney must sign the recommendation plea form. The signed recommendation plea form can be mailed in with payment or if the defendant needs to appear in court to set up a payment plan, brought to court on the date provided on the recommendation.

Prosecuting Attorney's Recommendation – Court Appearance Required: If the recommendation includes a period of probation upon a plea of guilty, or mandates a court appearance by the Prosecutor, the defendant and the attorney shall appear in person on the court date provided on the recommendation.

Vincent L. Johnson  
O'Fallon Prosecuting Attorney

K. Kyle McKay  
O'Fallon Assistant Prosecuting Attorney