

**City of St. Charles Prosecuting Attorney's Office**  
1781 Zumbuhl Road St. Charles, MO 63303  
Phone: 636-940-4636  
Fax: 636-949-3347  
Prosecutor@stcharlescitymo.gov



## **Procedures and Practices For The Prosecutor's Office**

**Requests for Recommendations:** An attorney requesting a recommendation from the Prosecuting Attorney must submit their entry of appearance and recommendation requisition one of the following ways:

- 1. IF THE DATE OF THE CHARGE IS PRIOR TO 11/31/2020 ENTER FILING(S) THRU--  
- LAW SOURCE LIVE**
- 2. IF THE DATE OF THE CHARGE IS AFTER 12/1/2020 ENTER FILING(S) THRU--- CASENET  
E-FILING**

Recommendations will be returned electronically, so please make sure the entry contains a valid e-mail address. Any other relevant documentation (i.e. proof of insurance, reinstatement, restitution, etc.) needs to be provided as an uploaded document to the Prosecutor's Office. Please do not mail, e-mail or fax any pleadings, request for recommendation or discovery requests to the office of Shae Kohl Law.

**Request for Discovery:** An attorney requesting discovery may include this request as an uploaded document along with the entry of appearance and request for a recommendation. Discovery is governed in accordance with Supreme Court Rule 37.54.

### **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 form. The signed recommendation form can be mailed in with payment or the defendant needs to appear in court to set up a payment plan, brought to court on the date provided on the recommendation. (see payment information on our website)

### **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.