



JAMES A. WITTEMAN, JR.
PRESIDING JUDGE

NOTICE TO ATTORNEYS

FROM: JAMES WITTEMAN, JR.
PRESIDING JUDGE

DATE: AUGUST 27, 2021

RE: RETURN OF IN-PERSON ATTORNEY STATUS DOCKETS

Please take notice that the temporary suspension of in-person attorney status dockets pursuant to the April 5, 2021 Notice to Attorneys is now lifted. **ALL ATTORNEY STATUS DOCKETS NOW REQUIRE AN APPEARANCE OR THE FILING OF AN APPLICATION FOR CONTINUANCE. All applications for a continuance shall be filed at least FIVE (5) DAYS prior to the scheduled court date.**

The following procedures remain in place and attorneys are highly encouraged to follow these procedures to advance their cases:

Communication

The Court may be reached either by email at div301@jacksongov.org or by phone at 816-881-1697 during normal business hours, Monday thru Friday, 8 AM to 5 PM. Due to high call volume, communication by email is highly recommended.

JACKSON COUNTY MUNICIPAL COURT, DIVISION 301
308 W KANSAS AVENUE, SUITE 142
INDEPENDENCE, MISSOURI 64050-3725
Phone: (816) 881-1697 Fax: (816) 881-4653
Web: <https://www.jacksongov.org/438/County-Municipal-Court>
Email: div301@jacksongov.org

Court Filings

All pleadings, motions, and correspondence to be filed with the Court shall be filed either by email at div301@jacksongov.org, by fax at 816-881-4653, or by mail or in-person at JACKSON COUNTY MUNICIPAL COURT, DIVISION 301, 308 W KANSAS AVE STE 142, INDEPENDENCE MO 64050.

ALL COURT FILINGS SHALL BE SERVED ON ALL PARTIES. The Jackson County Prosecutor's Office may be served either by email at 301ProsecutorService@jacksongov.org or by mail at 321 W LEXINGTON AVE, INDEPENDENCE MO 64050.

Out-of Court Plea Negotiations

Attorneys wishing to participate in out-of-court plea agreement discussions are encouraged to contact the Prosecutor's Office and adhere to the following procedure:

- 1) Email the Court at div301@jacksongov.org to obtain a copy of the prosecutor signed citation(s)/information(s). Attorneys shall have their Entry of Appearance on file prior to being sent the citation(s)/information(s).
- 2) Forward the signed citation(s) and your request for a plea offer to the Prosecutor's Office at 301ProsecutorPleaRequest@jacksongov.org.
- 3) Once an agreement is reached for matters that do NOT require a mandatory court appearance (i.e., minor traffic and park violations), the prosecuting attorney will forward an email to the Court, copying defense counsel, requesting review and approval of the plea agreement. The Court will provide further instructions for processing in its reply.
- 4) Once an agreement is reached for matters that DO require a mandatory court appearance (i.e., DWIs, non-minor traffic offenses, offenses involving victims or other serious violations), defense counsel may appear in court with their client at their next scheduled court appearance or they may contact the Court to schedule a remote/virtual plea hearing.

Trials

Trials will remain being held in-person. Attorneys requesting a trial setting out-of-court should file a motion for trial setting and include a proposed order.

Virtual Status Dockets

Attorneys may continue to request to be put on a virtual status docket for any reason to address any situation involving their case(s). Counsel shall contact the Court pursuant to the above procedures to make this request. **All requests for a virtual status hearing shall be made at least FIVE (5) DAYS prior to the currently scheduled court date.**