



JAMES A. WITTEMAN, JR.
PRESIDING JUDGE

NOTICE TO ATTORNEYS

FROM: JAMES WITTEMAN, JR.
PRESIDING JUDGE

DATE: APRIL 5, 2021

RE: TEMPORARY SUSPENSION OF IN-PERSON ATTORNEY STATUS
DOCKETS

Please take notice that **all in-person attorney status dockets are suspended until further notice. All cases currently scheduled on an attorney status docket will be continued by the Court.** This is being done to allow the court to catch up on the significant backlog of initial arraignment and pro se cases due to the COVID-19 pandemic.

However, attorneys are highly encouraged to follow the following 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 the Jackson County Prosecutor's Office either by email at 301ProsecutorService@jacksongov.org or by mail at 321 W LEXINGTON AVE, INDEPENDENCE MO 64050.

Plea Negotiations

Attorneys wishing to participate in 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 a message 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), the defense attorney should email the Court, copying the prosecutor, a request to schedule a remote/virtual plea hearing.

Trials

Trials are being held in-person. Attorneys requesting a trial should file with the Court a motion for trial setting and include a proposed order.

Virtual Status Dockets

Attorneys may request to be put on a virtual status docket for any reason to address any situation involving their case(s). Attorneys requesting a virtual status docket hearing should file with the Court a motion for a virtual status docket hearing and include a proposed order.