

ATTORNEY INSTRUCTIONS REGARDING JEFFERSON COUNTY  
MUNICIPAL COURT ENTRIES, REQUESTS OR OTHER MOTIONS

**VIOLATION DATE 8/31/2021 & PRIOR**

(All cases with a violation date of 8/31/2021 and prior will be retained in the IMDSPlus Court system that has been in effect since the inception of the Jefferson County Municipal Court)

Mail Entry of Appearance to:      Jefferson County Municipal Court  
400 1<sup>st</sup> Street, 3<sup>rd</sup> Floor  
PO Box 100  
Hillsboro, MO 63050

OR, Fax Entry of Appearance to:      636-797-6167

Please be aware that any “Payment Plans” that your client may have arranged with cases within this date perimeter will be separate from any cases or payment options available for cases with violation dates of 9/1/2021 and forward. Cases between IMDSPlus and Show Me Courts (CaseNet) cannot be co-mingled.

ALL recommendations issued by the Prosecutor are expected to be paid in FULL upon acceptance.

Court costs based on the system used for violation dates will be different and will be reflective of which system the case is pending disposition.

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MUNICIPAL COURT ENTRIES, REQUESTS OR OTHER MOTIONS

**VIOLATION DATE 9/1/2021 & FORWARD**

(All cases with a violation date of 9/1/2021 and forward will be accepted into the Show Me Court (CaseNet) system.

All Entry of Appearance, Motions, or documents will be required to EFile through CaseNet. DO NOT MAIL OR FAX YOUR DOCUMENTS.

Cases with a violation date of 9/1/2021 and forward will be found on CaseNet once the Prosecutor has reviewed the case and filed charges with the Court.

Please be aware that any “Payment Plans” that your client may have arranged with cases within this date perimeter will be separate from any cases or payment options available for cases with violation dates of 8/31/2021 and prior. Cases between IMDSP Plus and Show Me Courts (CaseNet) cannot be co-mingled.

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