

## **YOU ARE HEREBY ADVISED OF THE FOLLOWING**

You have been summoned to come to court on the date shown on the ticket/summons letter. If you do not come to court when summoned to do so, you are subject to a warrant being issued for your arrest.

The judge has the power to fine you up to \$1,000.00 or impose a jail sentence up to ninety (90) days or both.

You have the right to be represented by an attorney, and if you need a continuance to get an attorney, please tell the Judge before you make your plea.

The Judge will appoint an attorney for you if you can show that you cannot afford one and it appears to the Judge that there would likely be a jail sentence upon conviction.

You have the right to plead not guilty or to persist in that plea if it has already been made.

You have the right to certify your case(s) to Saint Louis County for a jury trial if requested within ten (10) days of your plea. You have the right not to incriminate yourself.

**If you are indigent, you may be required to complete documentation to be determined by the court as evidence of your financial status and as an aid to the court in assessing fines, cost and setting of a payment plan.**

### **IF YOU PLEAD GUILTY**

You will be sentenced subsequently. The court will allow you time to pay your fine. If you are given an extension to pay your fine, you will receive a slip explaining payment from the Court Clerk. **READ THE SLIP CAREFULLY.** Make sure you appear on the court date noted on the slip if you have not paid your court fine/cost as instructed. **FAILURE TO APPEAR MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST**

**PLEASE NOTE: For some cases, you may plead guilty by mail or by coming to the City of Black Jack Municipal Court to pay your fine. Contact the Court to pay your fine. Some court fines/cost can be paid online.**

### **IF YOU PLEAD NOT GUILTY**

Your trial will be set. A continuance to secure an attorney will **NOT** be granted at the time of trial. If you wish to be represented by an attorney, you must retain an attorney prior to your trial date. You have the right to subpoena witnesses. Witness subpoenas are available from the Court Clerk. You have the right to confront and cross examine witnesses against you. **Failure to appear for your trial may result in a warrant being issued for your arrest.**

### **Payment information**

Unless directed differently by the Judge, payment arrangements are available through the Court Clerk. If for any reason you **CAN NOT** make your payment by the date specified, please attend the court date assigned to you. You will **NOT** be arrested for not having the money to pay. If you are unable to make your payment during regular business hours, Monday- Friday 8:30 a.m. 4:30 p.m., there is a drop box located in front of City Hall. Payments can also be made by mail. If you use the drop box or choose to mail your payment, **money orders and cashier's checks** are acceptable forms of payment. **Please include your Name and/or citation number either on the money order or cashier's check. If you make your payment to the court in person, we accept cash, money orders, cashier's checks, and debit/credit cards.**

### **NON-UNITED STATES CITIZEN**

If you are not a citizen, you are hereby advised that a plea of guilty or a conviction of the offenses for which you have been charged may result in deportation, inadmissibility from admission to the United States, or a denial of naturalization pursuant to the laws of the United States.

**PLEASE LET ME KNOW IF YOU DO NOT UNDERSTAND ANY OF THE ABOVE**

**IF YOU HAVE ANY QUESTIONS REGARDING YOUR COURT CASE(S),  
{WARRANTS, CONTINUANCES, OR PAYMENTS). PLEASE CALL THE  
COURT ADMINISTRATOR AT 314-355-0400 EXT 102. MONDAY –  
FRIDAY 8:30 AM TILL 5:00 PM.**

Municipal Court convenes at 6:30 pm on the Third Wednesday of each month in the Courtroom, Located at 12500 Old Jamestown Road. Doors to City Hall open at 8:30 am and will remain open until court ends. Cases are heard on a first-come, first served bases. The judge will call defendants in the order they have entered the courtroom. Any payment is expected at the time of court appearance.

**Appropriate dress is required**

**ALL** Defendants, under the age of 18, must appear with a parent or legal guardian

**ALL** electronic devices must be turned off

**FEE SCHEDULE (DATED 01/2016)**

**REVISED NOTICE OF RIGHTS FOR DEFENDANTS APPEARING IN  
MUNICIPAL DIVISION (DATED 7/1/2018) MUNCOURT.NET: You can  
track your case(s) or check on court dates/payment dates.**

**<https://www.municourt.net> or [www.cityofblackjack.com](http://www.cityofblackjack.com)**

**MUNICIPAL COURT INFORMATION**

**314-355-0400 EXT. 102**

**FAX: 314-355-4196**

**Court Administrator: Karen Jones**

**Municipal Judge: John Duepner**