



Circuit Court of Missouri

Sixteenth Judicial Circuit Court
Kansas City Municipal Division
511 E. 11th Street
Kansas City, Missouri 64106

(816) 513-2700
Fax: (816) 513-6782

October 17, 2019

Attached is the latest information regarding the KCMO Municipal Court docketing system including:

- Electronic (email) Filing Requirements for Attorneys
- The Docket Matrix Schedule—**Effective 11/4/2019**, with a Municipal Court Quick Guide on the back.
- Abbreviated Docket Definitions
- Full Docket Definitions
- Continuance Policy
- Walk-in Docket Policies for Attorneys

Also enclosed is information distributed by the City Prosecutor's office regarding their plea negotiation and ticket amendment policies.

Please send questions about the docket or about court policies to court@kcmo.org. If you have questions about the Prosecutor or plea negotiation policies please contact the City Prosecutor's Office.

Thank you,
Court Administration

Corey A. Carter	Judge of Division	201	Ardie A. Bland	Judge of Division	205	Todd D. Wilcher	Judge of Division	209
Michael C. Heffernon	Judge of Division	202	Katherine B. Emke	Judge of Division	206	Megan F. Pfannenstiel	Court Administrator	
Courtney A. Wachal	Judge of Division	203	Anne J. LaBella	Judge of Division	207			
Keith R. Ludwig	Judge of Division	204	Martina L. Peterson	Judge of Division	208			



Kansas City Municipal Court Electronic Filing Requirements for Attorneys

General Requirements:

- The Kansas City Missouri Municipal Court accepts electronic filings through court.filings@kcmo.org.
- All court filings must be PDF format.
- All motions must be appropriately captioned to include case number(s), Defendant's full name, and birth date.
- The attorney signature block must contain the attorney's name, Missouri Bar number, mailing address, phone number, fax number, and email address.
- Copies of all motions and/or correspondence with the Court must be provided to the prosecuting attorney. Motions must include a Certificate of Service with service to the prosecuting attorney. Service by email is allowable at certificate.service@kcmo.org. For plea offers from a prosecutor, please contact plea.requests@kcmo.org. **Do not copy the Court on plea request and negotiation emails.**
- All motions must include a proposed Order and/or a Notice of Hearing.
- It is recommended that you file your motions and correspondence with a delivery or read receipt requested.

Motions for Rescheduling and Consolidation of Cases:

Attorneys are encouraged to move cases from an Arraignment or Pro se Status docket to an Attorney Status docket without a court appearance. Upon initial entry of an appearance on a case, the attorney may request that the case be moved to an Attorney Status docket. Please note in your motion if you already have a scheduled Attorney Status docket to which you would like the case set.

Motions for a Continuance:

Motions for a Continuance should be filed in compliance with the Court's Continuance Policy.

Motions to Recall a Warrant:

The granting of a motion to withdraw outstanding warrants without a court appearance is at the discretion of the judge. A proposed Order with a date certain for the final disposition of the case(s) must be included. You will receive notice from the Court via email if your request has been granted or denied.

Motions to Withdraw:

A motion to withdraw as attorney of record requires a court appearance. The Motion and Notice of Hearing must contain a certificate of service to the Defendant.

Motions to Set-Aside Judgment:

Motions to set-aside TVB judgments should be filed electronically. The Clerk will contact you with a date for an Attorney Status docket. Please refer to the Walk-in policy for additional information.

Motions for Discovery:

Discovery is only permitted subject to Rule 37.54. Police Reports may be obtained by following procedures listed on www.kcmo.gov/police.

Kansas City Municipal Court Docket

Revised and Published: 10/17/2019 Effective: 11/04/2019

		Monday	Tuesday	Wednesday	Thursday	Friday
A	9:00	In Custody	Legal Aid Status/Trial	Arraignment	Trial	Walk-ins ²
	10:00					
	11:00					
	1:30	Arraignment	Mental Health Court	Veterans Treatment Court	Probation Violations	Special Setting/Matters
	2:30					
	3:30					

Docket Times

Dockets set hourly at 9 am, 10 am, 11 am, 1:30 pm, 2:30 pm and 3:30 pm

B	9:00	Pro Se Status	Video Arraignment	In Custody	Attorney Status	Legal Aid Status/Trial
	10:00					
	11:00					
	1:30	Trial	Attorney Status	Show Cause	Probation Violations	Special Setting/Matters
	2:30					
	3:30					

1. Diversion Cases

Diversion Cases are set at 2:30 pm on the 4th Wednesday of the month.

C	9:00	Walk-ins ²	Attorney Status	Pro Se Status	Police Bond Out Docket	Attorney Status
	10:00					
	11:00					
	1:30	Probation Violations	Trial	Parking	Legal Aid Status/Trial	Special Setting/Matters
	2:30					
	3:30					

2. Walk-In Dockets

Walk-in Dockets are 9:00 am until 11:00 am & 1:30 pm until 3:30 pm -- No add-ons will be accepted after 11:00 am on the morning dockets or after 3:30 pm on the afternoon docket.

D	9:00	Video Arraignment	Truancy	Video Arraignment	Video Arraignment	Video Arraignment
	10:00					
	11:00					
	1:30	Parking	Administrative	Probation Violations ¹	Administrative	Joint Disposition Docket
	2:30					Administrative
	3:30					

All walk-in Housing and Animal violations may walk in Monday-Wednesday from 10:00-11:00 am and 1:30-3:30 pm and Thursday 9:00-11:00 am.

All walk-in Domestic Violence cases may walk in Monday-Friday from 9:00-11:00 am

E	9:00	Domestic Violence	Domestic Violence	Domestic Violence	Domestic Violence	Domestic Violence
	10:00					
	11:00					
	1:30	Probation Violations	Domestic Violence Compliance Docket	Walk-ins ²	Drug Treatment Court	Special Setting/Matters
	2:30					
	3:30					

3. Reinstatement Court

Reinstatement Court will be held the 3rd Wednesday of the Month at 1:30 pm.

F	9:00	Probation Violations	In Custody	Legal Aid Status/Trial	Pro Se Status	Trial
	10:00					
	11:00					
	1:30	Attorney Status	Pro Se Status	Attorney Status ³	Arraignment	Special Setting/Matters
	2:30					
	3:30					

G	9:00	Attorney Status	Arraignment	Bond Forfeitures	Arraignment	In Custody
	10:00					
	11:00					
	1:30	Legal Aid Status/Trial	Probation Violations	Trial	Attorney Status	Special Setting/Matters
	2:30					
	3:30					

H	9:00	Trial	Arraignment	Police Bond Out Docket	In Custody	Arraignment
	10:00					
	11:00					
	1:30	Show Cause	Attorney Status	Probation Violations	Pro Se Status	Special Setting/Matters
	2:30					
	3:30					

I	9:00	COURTROOM CLOSED	COURTROOM CLOSED	COURTROOM CLOSED	Show Cause	COURTROOM CLOSED
	10:00	Housing	Probation Violations / Animal	Animal	Bond Forfeitures	
	11:00		Animal		Fire/Housing	
	12:30	COURTROOM CLOSED	COURTROOM CLOSED	COURTROOM CLOSED		
	1:30				Housing	
	2:30	Housing	Housing	Housing		
	3:30				COURTROOM CLOSED	

General Court Correspondence and Messages: court@kcmo.org

Probation questions: probation@kcmo.org

Payment questions: mcpayment@kcmo.org

Electronic Filing:

- All court filings must be PDF format.
- Must be appropriately captioned to include case number(s), Defendant's full name, and birth date.
- The attorney signature block must contain the attorney's name, Missouri Bar number, mailing address, phone number, fax number, and email address.
- Email motion to court.filings@kcmo.org.
- Serve the Prosecuting Attorney by emailing certificate.service@kcmo.org.
- It is recommended that you file your motions and correspondence with a delivery or read receipt requested.

Plea Offers from Prosecutor:

- Contact plea.requests@kcmo.org.
- **Do not copy the Court on plea request and negotiation emails.**

General walk-in docket times:

Monday 9 a.m. to 11 a.m. Courtroom C

Wednesday 1:30 p.m. to 3:30 p.m. Courtroom E

Friday 9 a.m. to 11 a.m. Courtroom A

All walk-in Housing and Animal cases (Courtroom I) **Monday-Wednesday** 10 a.m. to 11 a.m. and 1:30 p.m. to 3:30 p.m.; and **Thursday** 9 a.m. to 11 a.m.

All walk-in Domestic Violence cases (Courtroom E) **Monday-Friday**, 9 a.m. to 11 a.m.

Courtroom Staff and Assignments:

Courtroom	Judge	Division	Clerk	Bailiff	Probation Officer
A	Hon. Ardie A. Bland	205	Amber Wyatt	Lena Slaughter	Candice Jackson
B	Hon. Keith R. Ludwig	204	Kalina Severo	Craig Mitchell	Tierney Clement
C	Hon. Michael C. Heffernon	202	Brooke Escalante	Anthony Peterson	Candice Jackson
D	Hon. Corey A. Carter	201	LaToya Smith	Stephen Carter	Candice Jackson
E	Hon. Courtney A. Wachal	203	Steven Garcia	Stephen Karvelas	Abby Davis
F	Hon. Martina L. Peterson	208	Linda Kendall	Sebina Whitley	John Maynie
G	Hon. Katherine B. Emke	206	Mayra Pettit	John Ross	Candice Jackson
H	Hon. Anne J. LaBella	207	Andros Gaytan-Ramirez	Cecil Gibbs	Tierney Clement
I	Hon. Todd D. Wilcher	209	Susan James	David Short	Tierney Clement

Specialty Court Screening Schedule:

Monday	Candice Jackson
Tuesday	John Maynie
Wednesday	Tierney Clement
Thursday	Dennis Harris
Friday	Abby Davis

ABBREVIATED DOCKET DEFINITIONS

WALK IN DOCKET

- No prosecutors present
- Limited to:
 - Requests to recall warrants
 - Requests to consolidate cases
 - Guilty pleas with existing attorney rec on non-mandatory court appearance cases
 - Request for a continuance of a future docketed case
 - Requests for additional time to pay
 - Requests for probation violation hearing (future date)
 - Requests for set-asides **if** recommendation is in case remarks
- Outcome:
 - If no plea in system
 - Case reset to Attorney Status docket (max. 30 days-60 days)
 - If plea in system
 - Case disposed
 - If probation violation
 - Case reset to Judge's probation docket (max. 30 days)
 - If request for time to pay
 - Case reset to Show Cause Docket (max. 30 days)

ARRAIGNMENT DOCKET

- First setting for a citation (other than parking, DV, Housing or Animal)
- A prosecutor may negotiate with attorneys regarding cases on this docket. No add-ons unless warrants for defendant with cases on the docket
- Outcome:
 - If attorney appears
 - Case reset to Attorney status docket 14-30 days out if needed
 - If no attorney appears
 - Defendants can request continuance to Status Docket to hire an attorney
 - Defendants apply for Legal Aid
 - If approved, go to Legal Aid Status Docket 14 days out
 - If not approved, go to Status Docket 14-30 days out

STATUS DOCKET

- Defendants not represented by lawyers
- A prosecutor may negotiate with attorneys regarding cases on this docket
- No add-ons unless warrants for defendant with cases on the docket
- Outcome:
 - Case stays on Status docket until defendant hires an attorney or pleads not guilty and waives right to an attorney

ATTORNEY STATUS DOCKET

- Defendants represented by private lawyers
- Staffed by prosecutor and negotiations will take place on this docket
- No add-ons unless warrants for defendant with cases on the docket
- Outcome:
 - Case stays on Attorney Status docket until plead out or both prosecutor and defense attorney agree that the case needs to be set for trial.

LEGAL AID STATUS/ TRIAL DOCKET

- Defendants represented by Legal Aid (after application)
- Legal Aid attorneys only
- Staffed by prosecutor and negotiations will take place on this docket
- No add-ons unless warrants for defendant with cases on the docket
- Outcome:
 - Case stays on Legal Aid Status docket until plead out or both prosecutor and defense attorney agree that the case needs to be set for trial.
 - Case can be set for trial on this docket if the prosecutor asserts that no officer is needed for trial.

VIDEO ARRAIGNMENT

- Defendants arrested previous day and held on warrants prior to posting bond
- Outcome:
 - If held on bond, Defendants set to next day Custody, DV or Screening Docket
 - If signature bond, Defendants set on Status or Probation Violation Docket

IN CUSTODY

- Prosecutor staffs this docket and negotiations take place
- Defendants who are in custody (not DV or Screening)
- Outcome:
 - Case pleads out or continued to a legal aid status docket if given signature bond

DOCKET DEFINITIONS

Arraignment Docket- This is a docket that is a first setting for a citation (other than DV, Housing, Animal or Parking).

Attorneys are urged to enter their appearance and move the case to an Attorney Status docket prior to the arraignment docket. This can be done up to 30 minutes prior to docket time by phone, email, in person at TVB, web (if 1st setting). This will not count as a continuance for the purpose of the continuance policy. If an attorney shows up on an arraignment docket, he/she may negotiate the plea with the prosecuting attorney in the courtroom. The case will be continued to an attorney status docket 14-30 days out if needed. There will be no cases added on to the Arraignment Docket except for warrants for a defendant with cases already set on that docket.

Cases from the arraignment docket can be continued **to:**

Status Docket- Once the person is arraigned, and says that they will hire their own attorney; the case is continued to this docket (14-30 days out). This docket is for individuals who are NOT represented by an attorney yet.

Attorneys are urged to enter their appearance and move the case to an Attorney Status docket prior to the pro se status docket. This can be done up to 30 minutes prior to docket time by phone, email, or in person at TVB. This will not count as a continuance for the purpose of the continuance policy. If an attorney shows up on the Status docket, he/she may negotiate the plea with the prosecuting attorney in the courtroom. The case will be continued to an attorney status docket 14-30 days out if needed. There will be no cases added on to the Status Docket except for warrants for a defendant with cases already set on that docket.

Attorney Status Docket- Once an attorney has entered an appearance, the case is continued to this docket.

This docket is for attorneys. Attorneys are encouraged to negotiate with the prosecutor prior to the Attorney Status Docket, but that is not a requirement. There will be no cases added on the Attorney Status Docket except for warrants for a defendant with cases already set on that docket.

Legal Aid Status/Trial Docket- If at an Arraignment Docket or at a Status Docket, a judge has determined that a defendant is qualified for a Legal Aid attorney after reviewing the application for Legal Aid, the case is continued to this docket.

This docket is for Legal Aid attorneys only. Legal Aid attorneys are encouraged to negotiate with the prosecutor prior to the Legal Aid Docket, but that is not a requirement. There will be no cases added on to this docket except for warrants for a defendant with cases already set on that docket.

If a defendant pleads not guilty, and the case is ready for trial, the case may be continued to this docket ONLY if the prosecution indicates that no officer is necessary for trial. If the case requires an officer, the case will be continued to a Trial date on the officer's next court date or a special setting.

Video Arraignment-This docket is for individuals arrested the previous day and are held on warrants pending the posting of bond.

The judge will arraign the defendant on any new charges and review the bond amounts on all open cases the defendant has pending. If the judge gives a defendant a signature bond, the case will be set on a Status Docket or Probation Violation Docket depending on the status of the cases. If the defendant is held on bond, the case will be continued to the In Custody docket for the next court day.

In Custody- This docket is for only defendants who are incarcerated. Legal Aid of Western Missouri will be present to represent any individual held in custody. If the defendant pleads not guilty, and the defendant is still being held in custody, the case will be continued one week to another In Custody docket for trial or to a Special Setting docket on Friday afternoon. If the defendant is given a signature bond, the case will be continued to a Legal Aid Status docket. The judge presiding over the In Custody Docket is authorized to handle probation violations on that docket unless defendant is on a supervised probation with another judge, the violation is from a specialty court, or another judge made a specific remark about the case. In that instance, the In-Custody Judge should instant message the other Judge to see what they want to do on the case.

Walk-in Docket-This docket is for the defendants or attorneys to speak with a judge on a case that is either in a warrant status or set on a future docket. See the Walk-in Docket policy.

Kansas City Municipal Court

Continuance Policy

It is the policy of this Court to provide justice for citizens without unnecessary delay or waste of resources of the Court, the litigants, and other case participants. The Court looks with strong disfavor on motions or requests to continue court events.

To protect the credibility of scheduled trial dates, trial-date continuances are especially disfavored.

Motions to continue a case after arraignment and/or set for trial must be made by written motion, stating acceptable reasons for the request and must be filed at least two (2) business days before the trial date. If good cause is shown, the trial will be reset not later than 7 days after the date from which it was continued.

The Court will grant a continuance only for good cause shown.

The following is not good cause shown to grant a continuance:

1. Attorney has not been paid in full ("Rule 1");
2. Counsel or the parties agree to a continuance;
3. The case has not been continued before;
4. The case probably will settle if a continuance is granted;
5. New counsel has entered an appearance in the case or a party wants to retain new counsel;
6. Unavailability of a witness who has not been subpoenaed;
7. A party or counsel is unprepared to try the case for reasons including, but not limited to, the party's failure to maintain necessary contact with counsel;
8. A police officer or other witness is either in training or is scheduled to be on vacation; unless the Court is advised of the conflict soon after the case is scheduled and sufficiently in advance of the trial date.

The Court will make a docket entry of the reason for the continuance. On a quarterly basis, the court en banc shall review the efficiency of the continuance policy based on extracted data and adjust the policy if appropriate.

Kansas City Municipal Court Walk In Docket Policies for Attorneys

Court's General Policy:

The Court's rulings on all Motions to Recall Warrants or Motions for Continuance during the Walk-In Dockets shall be based on the number of previous warrants, the age of the case, the previous appearances of the Defendant and/or Witnesses, the Court's Continuance Policy and the Court's desire to act in the best interest of justice and judicial efficiency. These are the Court's general policies. Each Judge will use their discretion to determine if any request is in the best interest of justice.

If for Plea: If an Attorney requests to add a case to the docket for a guilty plea that day, the attorney must obtain an offer from Prosecutors Office prior to the docket. *There will be no prosecutor staffing the Walk-in Docket.* If the plea cannot be done that day, counsel should request a continuance to an Attorney Status Docket. The Defendant's presence will be required for a plea on any cases in which the original charge is a mandatory court appearance.

If Continuance Request from another docket (Case is not in Warrant Status):

If the Continuance Request is granted, the case will be continued to the Attorney Status Docket or a Probation Violation Docket if the case is a Probation Violation.

Considerations by the Judge in whether to grant the Request for Continuance are:

- Compliance with Continuance Policy.
- Number of continuances, age of case, reason and length of continuance.
- Good Cause must be shown.
- If other cases are on an Attorney plea docket, the Judge can continue and consolidate the other charges to the same Attorney Plea Docket unless it is a Probation Violation.
- If Counsel is requesting a trial setting, he/she must consult with Prosecutor's Office. There must be a remark made by a City Prosecutor that the Prosecutor's Office was notified of the request and aware of the trial setting. A case will not be set for trial without this language.

If Request for Warrant Recall

The Court shall abide by the following policy when determining whether to recall the warrant or require that Defendant post a bond:

- ***If the case is payable***, warrant may be recalled without defendant present if first warrant on the case; if the case is in a warrant for the second time, the Defendant must be present or Counsel is present and prepared to satisfy fines and costs that day. If Counsel is requesting time to pay, the Defendant must be present.

- ***If the case is non-payable***, Defendant must be present or attorney prepared to dispose of the case that day.
- If a continuance request was denied in the past, the Defendant must be present.
- No Domestic Violence Cases or Specialty Court Cases will be recalled on the Walk-In Docket. Counsel must contact the Specialty Court Division or Domestic Violence Division directly to address those matters during the Specialty Court docket or during the Domestic Violence docket.
- If Defendant failed to appear for a trial setting he/she must post a bond.

Warrant Recall on Probation Violations:

- On a Probation Violation request for warrant recall the Defendant must be present.
- The consideration for recall of a probation violation warrant will be similar to the considerations for requests for continuances as well as the alleged violation.
- If Defendant's Motion to recall warrant is denied, he/she must post bond. Defendant's case will be continued to the sentencing Judge's Custody docket.
- If Defendant's Motion to recall warrant is granted, the case will be continued to the sentencing Judge's Probation Violation docket.

Set Aside of Guilty Plea

All Motions to Set Aside a Guilty Plea must be in written form. Counsel must obtain an offer from the Prosecutor ahead of time, and the offer must be noted by the prosecutor. Entries of Appearance and Motion to Set Aside a Guilty Plea may be filed with the Clerk of the Court to obtain an attorney status docket date without appearing at the Walk-in Docket.

Parameters for Set Aside of a Guilty Plea:

- If case was payable by mail, whether pleaded guilty in court, by mail, TVB or web, and good cause shown.
- If the Defendant was represented by an attorney at sentencing, the case will be docketed to the sentencing Judge's Attorney Status Docket. If the sentencing Judge does not have an Attorney Status Docket, the case will be set on sentencing Judge's Probation Violation Docket.
- If there is a specific remark or note from a Judge regarding concerns on the case, trial or plea, the case will be docketed to the sentencing Judge's Attorney Status Docket. If the sentencing Judge does not have an Attorney Status Docket, the case will be set on sentencing Judge's Probation Violation Docket.
- If the case was initially tried, the case will be docketed to the sentencing Judge's Attorney Status Docket. If the sentencing Judge does not have an Attorney Status Docket, the case will be set on sentencing Judge's Probation Violation Docket.

KANSAS CITY, MISSOURI MUNICIPAL COURT PROSECUTOR'S OFFICE
ON-LINE PLEA NEGOTIATIONS FOR ALL CASES

Plea negotiations prior to the court date are *STRONGLY* encouraged on every case.

Procedures:

At least two weeks prior to the scheduled court date, email the prosecutor at plea.requests@kcmo.org a request for guilty-plea recommendation. If the court date is in less than two weeks, you must also e-mail the court a Motion for Continuance and proposed Order at court.filings@kcmo.org with a copy to the prosecutor at certificate.service@kcmo.org. The court clerk will inform you if the motion is granted or denied. For more information on Motions filed with the court, see www.kcmo.org/court.

Minimum requirements for plea offer requests are listed below:

1. Entry of Appearance including Missouri Bar Number filed with the Court
2. Defendant's full name and date of birth
3. Ticket numbers and charges for which attorney is requesting plea offer
4. Police report
5. DUI charges----Alcohol Influence Report (AIR) and driving record (DOR printout)
6. DWS----driving record (DOR printout)
7. Accidents---Accident report
8. Accidents---Letter from insurance company verifying coverage for date of accident
9. Insurance ---Proof of insurance
10. Any other documentation that you would like prosecutor to consider when making a plea offer
11. Plea offer requests must be submitted at least 2 weeks prior to the scheduled court date
12. Offers will not be extended on cases if defendant has outstanding obligations to the court on previous cases.

The prosecutor will not be responsible for continuing cases and if there is a warrant in the case, the prosecutor may choose not to make a recommendation until the warrant is set aside by the judge.

The prosecutor will review the case(s) and e-mail you an offer.

The following violations do not require a mandatory court appearance: speeding less than 25 mph over the limit; failure to display a valid driver's license; failure to produce proof of insurance; seat belt; other non-accident moving violations; and some animal and housing violations. This list is not exhaustive. **If the original charge does not involve a mandatory court appearance you have two options to accept the offer and pay:**

- a. Pay by credit card at www.kcmo.org/court and follow instructions on the website.
- b. Pay by cash, check or credit card in person at the Traffic Violations Bureau (TVB) on the first floor of Municipal Court at 511 E. 11th Street.

If your client rejects the offer, e-mail the prosecutor notice of the rejected plea offer and appear in court on the scheduled court date to schedule a trial setting.