

**PLEASANT VALLEY MUNICIPAL DIVISION OF CLAY COUNTY, MISSOURI**  
**6502 Royal Street**  
**Pleasant Valley, Missouri 64068**  
**Phone (816) 792-4812**  
**Fax (816) 781-7195**

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**REQUEST FOR RECOMMENDATION**

**THE PROSECUTOR NEEDS DATE OF OFFENSE TO COMPLETE OFFER**

**NAME OF DEFENDANT:** \_\_\_\_\_

<b>CITATION DATE</b>	<b>CITATION NUMBER</b>	<b>CHARGE</b>

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**PROVIDE THE FOLLOWING:**

\_\_\_\_ COPIES OF THE CITATIONS

**DRIVING WHILE REVOKED/SUSPENDED**

\_\_\_\_ DRIVING RECORD **REQUIRED**

**DRUGS – PENDING APPROVAL FROM THE PA**

\_\_\_\_ POLICE REPORT **REQUIRED**

**PAYMENT OPTIONS:**

Call 816-792-4812

OR

Pay online at [www.pleasantvalleymo.org](http://www.pleasantvalleymo.org)

**EMAIL THIS TO THE COURT ADMINISTRATOR SEVERHART@PLEASANTVALLEymo.ORG**

**SUBJECT: REQUEST FOR RECOMMENDATION- (LAST NAME OF DEFENDANT)**

ATTORNEY NAME: \_\_\_\_\_

ATTORNEY EMAIL: \_\_\_\_\_

ATTORNEY PHONE NUMBER: \_\_\_\_\_

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**\*\*\*\*Waiver of personal appearance of defendant by: Attorney Signature above\*\*\*\***