PLEASANT VALLEY MUNICIPAL DIVISION OF CLAY COUNTY, MISSOURI

**6502 Royal Street Pleasant Valley, Missouri 64068**

**Phone (816) 792-4812**

**Fax (816) 781-7195**

REQUEST FOR RECOMMENDATION ----------- DO NOT COME TO COURT

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

CITATION DATE CITATION NUMBER CHARGE

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* Police Report is **REQUIRED** if the defendant was arrested
* Driving Record is **REQUIRED** if DWS/DWR

**NOTES:**

* FOLLOWING THE NIGHT OF COURT, THE CLERK WILL SEND A COPY OF THE PLEA RECOMMENDATION FROM THE PROSECUTOR.
* If you are READY to dispose of the case without a Court appearance
* SIGN the adobe email of the plea recommendation & Pay on Casenet under Pay by Web
* If you are NOT READY, let the Court Administrator know and you will be added to the next docket to review the recommendation with the PA or Judge.
* **EMAIL THIS TO THE COURT ADMINISTRATOR** [**SEVERHART@PLEASANTVALLEYMO.ORG**](mailto:SEVERHART@PLEASANTVALLEYMO.ORG) **SUBJECT: REQUEST FOR RECOMMENDATION- (LAST NAME OF DEFENDANT)**

ATTORNEY NAME:

ATTORNEY EMAIL:

ATTORNEY PHONE NUMBER: