

THE CITY OF
WOODSON TERRACE
MUNICIPAL COURT

DOCKET CALL

- When you arrive, please check in to have your file pulled.
- If you have not entered a plea, the Judge will call your name and apprise you of the charge(s) against you.
 - If you would like to have time to speak with an attorney, a Not Guilty plea will be entered and the case will be continued to give you that opportunity.
 - If you would like to have a trial, a Not Guilty plea will be entered and the case will be continued for trial. You will not be able to tell the Judge your version of the events until the trial.
 - If you want to plead Guilty, you may explain your version of the events and the Judge will make a determination of the punishment, if any, at that time. You will not have a trial. If you plead Guilty you are giving up certain rights.

YOUR RIGHTS IN COURT

- You have the right to a bench trial, or you may request a jury trial.
- You are presumed innocent.
- At trial, the City must prove your guilt beyond a reasonable doubt.
- You have the right to an attorney. If you are indigent, and there is a possibility of a jail sentence, the Court may appoint an attorney for you.
- You have the right to subpoena witnesses.
- You have the right to confront and cross-examine any witness that appears to testify against you.
- You may testify and/or present evidence, but you have the right to remain silent and you cannot be forced to testify at your trial. Anything you say may be used against you.

RIGHT TO APPEAL

- If you have a trial and you are found Guilty, you may request a new trial. This request must be made within 10 days of sentencing.
- Your new trial is called a trial de novo and is held in the Circuit Court of St. Louis County in Clayton before a different Judge.

RANGE OF PUNISHMENT

- For Minor Traffic Offenses:
 - \$1.00 up to \$225.00 including court costs
- Excluding Minor Traffic Offenses:
 - \$1.00 up to \$1,000.00, and/or
 - 1 day up to 90 days in jail.

PAYMENT PLAN

- If you are assessed a fine, you may set up a payment plan with the Clerk.
- You may make your payments:
 - Online (www.ipaycourt.com)
 - By mail Woodson Terrace Municipal Court, 4323 Woodson Rd., Woodson Terrace, MO 63134
 - In person Monday – Friday 8:30 am – 4:30 pm* (*the Wednesday of Court, the office closes at 4:00 pm)
 - In Court on the night of your Court date
- If you make your fully scheduled payment before your Court date, you will not have to appear that night. You will receive a new Court date.
- If you do not make your fully scheduled payment before your Court date, you must appear in Court.
- If you pay off your case completely in full before your Court date, and you have no other outstanding cases or issues, you do not need to appear.

PAYMENT DOCKET

- If you have not made your fully scheduled payment before Court, you must appear. If you have your full payment on the night of Court, please let us know.
- Unless otherwise noted, or unless you would like to, you will not have to see the Judge.
- Your file will be sent to the Clerk for you to make your payment and obtain a new Court date.

INSURANCE COMPLIANCE

- If you were insured on the date of the ticket, but just didn't have the card at the time, please let the Judge know.
- If you show proof that you were insured on the date of the ticket, that case will be dismissed without court costs. Please have your proof ready.

COURTROOM RULES

- During Court, there is no talking except for Court business.
- All electronic devices must be put on silent or turned off.
- All hats must be removed.
- Parents who are here with a child because the child has a case pending before the Court, should approach the bench when the child's case is called.
- Inappropriate actions during Court could result in your arrest for Contempt of Court.

INTERPRETER

- If you do not speak English or do not understand the rights laid out in this presentation, please advise the Court when you approach the Bench. We will answer any questions you may have and provide an interpreter if needed.
- Si usted no habla inglés o no entiende los derechos establecidos en esta presentación, por favor avise el Tribunal cuando te acercas. Contestaremos cualquier pregunta que puede tener y puede proporcionar a un intérprete si necesitado.

NON-U.S. CITIZEN DEFENDANT

- If you are not a citizen of the United States, you are hereby advised that a plea of Guilty or a conviction of certain offenses could result in deportation, inadmissibility from admission to the United States, or a denial of naturalization pursuant to the laws of the United States. You may want to consult an attorney before entering a plea if this applies to you.
- Si usted no es un ciudadano de los estados unidos, por el presente se informó de que una declaración de culpabilidad o una convicción d ciertos delitos podría resultar en la expulsión, la inadmisibilidad de la admisión a los estados unidos, o a la negación de la naturalización en virtud de las legislaciones de los estados unidos. Es posible que desee consultar a un abogado antes de entrar en una súplica si este se aplica a usted.