

RECOMMENDATION POLICY

1. We will no longer use recommendation “forms.” All recommendations will be in the form of a letter (see Exhibit 1). In the event some type of compliance is required before a recommendation is made, use Exhibits 1A or 1B.
2. All recommendations for routine offenses will give an alternative of paying a fine or completing community service.
3. An Amended Information (see Exhibit 2) and a plea form (Exhibit 3) will be mailed with our recommendation letter.
4. Acceptance of a recommendation will require a copy of our recommendation letter, a signed guilty plea form signed by the defendant and/or his/her attorney, the original Amended Information and either payment in full of the recommended fines and costs or completion of community service hours.
5. We will request that the Court not accept and dispose of any case without all of the above contained in paragraph 4.
6. We will not be continuing cases other than on the initial request for a recommendation, which will be obtained from the Court. Any other requests for continuances must be made by motion to the Court.
7. All cases recommending a conviction with points, a conviction for a criminal offense (i.e. stealing, assault etc...) or involving probation (i.e. SIS or SES), will require an appearance in court by the defendant and their counsel.

CITY OF _____
PROSECUTING ATTORNEY'S OFFICE

<Date>

RE: CITY OF _____ vs. _____

Dear _____:

We have received your request for a recommendation. We are willing to make the following recommendation:

<u>Case</u>	<u>Charge</u>	<u>Recommendation</u>
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If your client wishes to accept the recommendation, you must sign and return the enclosed plea form, the enclosed Amended Information, a copy of this letter together with payment in full of the recommended fines and costs or proof of completion of community service together with Court Costs. A separate plea form must be signed for each charge. Mail all of the foregoing to:

If any of the foregoing documents are missing, your case will not be processed and closed. It is your responsibility to follow up with the Court or check Casenet to ascertain the status of your case. Do not call this office to determine the status of your case.

Please note that this matter is currently set on the docket for _____. If you wish to have additional time to discuss this matter with your client or to complete payment of fines and costs or community service, you must request a continuance from the Court. My office cannot continue your case.

My offer may be withdrawn at any time prior to acceptance.

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788

If you have any questions, please feel free to contact my Administrative Assistant,
_____, at (314) _____ Email _____.

Very truly yours,

Keith K. Cheung
Prosecuting Attorney

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788

CITY OF _____
PROSECUTING ATTORNEY'S OFFICE

<Date>

RE: CITY OF _____ vs. _____

Dear _____:

We have received your request for a recommendation. Before we will issue a recommendation in this case, your client must first complete a State Approved Driver Improvement Program and a Victim's Impact Panel. Attached is a list of approved program providers. Online classes are not acceptable absent extenuating circumstances, which must be authorized by this office. Upon completion of the Driver Improvement Program and Victim's Impact Panel, please submit the proof of completion to this office and we will then issue a recommendation.

Please note that this matter is currently set on the docket for _____. If you wish to have additional time to discuss this matter with your client or to complete the Driver Improvement Program and/or Victim's Impact Panel, you must request a continuance from the Court. Our office cannot continue your case.

If you have any questions, please feel free to contact my Administrative Assistant, _____, at (314) _____ Email _____.

Very truly yours,

Keith K. Cheung
Prosecuting Attorney

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788

CITY OF _____
PROSECUTING ATTORNEY'S OFFICE

<Date>

RE: CITY OF _____ vs. _____

Dear _____:

We have received your request for a recommendation. Before we will issue a recommendation in this case, your client must:

_____ Provide proof of reinstatement/valid driver's license/valid driving privilege;

_____ Provide proof of insurance;

_____ (Accident involved) Verification of valid liability insurance by form of a letter. Copy of an insurance card is NOT sufficient.

_____ OTHER: _____

Proof of compliance must be provided to this office and NOT the Court.

Please note that this matter is currently set on the docket for _____. If you need additional time to provide proof of compliance, you must request a continuance from the Court. My office cannot continue your case.

If you have any questions, please feel free to contact my Administrative Assistant, _____, at (314) _____ Email _____.

Very truly yours,

Keith K. Cheung
Prosecuting Attorney

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY
MUNICIPAL DIVISION FOR THE CITY OF _____

CITY OF _____,)
)
 Plaintiff,)
)
 vs.) Case No.: _____
)
 _____,)
)
 Defendant.)

PLEA OF GUILTY

Comes now defendant, and pleads guilty to the (amended) charge of _____ . Defendant represents that he/she is knowingly, voluntarily and intelligently making this plea and is not doing so as a result of force, threats or promises.

Defendant

Counsel for Defendant Bar No.

Date: _____

Print Name

Address and Phone No.

Prosecuting Attorney

SO ORDERED:

Hon.

Date: _____

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY
MUNICIPAL DIVISION FOR THE CITY OF _____

CITY OF _____,)
)
 Plaintiff,)
)
 vs.) Case No.: _____
)
 _____,)
)
 Defendant.)

AMENDED INFORMATION

Comes Now the Prosecuting Attorney for the City of _____
and charges:

That on or about _____ at _____m., at or near
_____ in the City of _____, St.
Louis County, State of Missouri, the defendant, in violation of Section
_____ of the Ordinances of the City of
_____, committed a miscellaneous ordinance violation,
punishable upon conviction under Section _____ of the
Ordinances of the city of _____,

Prosecuting Attorney

Date: _____

Keith K. Cheung
kcheung@chgolaw.com
(314) 725-8788