

## PROSECUTOR'S OFFICE

The City of Warrenton Prosecuting Attorney is Kathleen "Katie" Joyce.

The Prosecutor's office prosecutes all City ordinance violations.

## REQUESTS FOR RECOMMENDATIONS AND DISCOVERY

City of Warrenton  
Office of the Prosecuting Attorney  
200 W Booneslick Rd  
Warrenton, MO 63383

Email: [pa.assistant@warrenton-mo.org](mailto:pa.assistant@warrenton-mo.org)

Requests for recommendations: If the attorney is requesting a recommendation from the Prosecuting Attorney, a **separate letter directed to the prosecuting attorney must** be sent directly to the prosecuting attorney by mail or email. When sending via mail, please include a self-addressed stamped envelope. Along with your letter requesting recommendation, a copy of the entry of appearance as filed with the court should be enclosed.

Any relevant documentation that would assist the prosecutor in making a recommendation, i.e. proof of insurance, registration, reinstatement, etc., should be included. NOTE: If your client's charge(s) involve a motor vehicle accident, a copy of their insurance card IS NOT SUFFICIENT. You must provide either a letter from your client's insurer verifying proof of settlement or claim with acceptance of liability or proof of restitution.

If discovery is requested, please file a written request with the prosecuting attorney. If requesting video discovery, you will need to include blank DVD-R (1 per video request, i.e. booking, in-car, audio). Please provide return mailing envelope with postage affixed.

Counsel will receive a written recommendation from the prosecutor via the method it was received with an acceptance/pay date once request has been completed by the prosecuting attorney. The signed recommendation or other plea form must accompany payment to be accepted by the Court office.

The Court **will not** handle or process requests for recommendations or discovery.

For questions concerning your court date, contact the court at 636-456-3535-option 2 or check the website <https://www.courts.mo.gov/>.

All requests for continuances should be directed to the court at 636-456-3535-option 2