

RULE 69.02 REGISTRATION OF MUNICIPAL JUDGES

Each Municipal Judge shall, within thirty (30) days of his appointment or election to office, register with the Director of Judicial Administration of the Circuit Court, setting forth his full name, address, telephone number, term of office and name of the municipality.

RULE 69.03 JURY TRIALS - MUNICIPAL DIVISION

(1) Where authorized by law, the defendant may demand trial by jury.

(2) All demands for trial by jury shall be in writing, and shall be filed with the municipal division in accordance with Missouri Supreme Court Rule.

(3) Within fifteen (15) days after a demand for trial by jury is granted, the Municipal Judge shall cause all original papers filed in the case, including any bail or appearance bonds, and any cash or other property given as security upon any such bond, to be filed with the Clerk of the Circuit Court.

(4) Upon receipt of the original papers by the Clerk of the Circuit Court, the Clerk shall open a file and assign the case a uniform number.

(5) In any case, the Circuit Court may assess costs and fees as provided by law against the defendant, including but not limited to jury fees, clerk fees, service fees, and witness fees.

(6) The costs, fees, and any fine assessed may be collected in any action allowed by law, and shall be paid into the registry of the Circuit Court. After collection, the Clerk of the Circuit Court shall disburse the monies collected to the municipal division and other recipients according to applicable statutes.

RULE 69.04 DISQUALIFICATION OF JUDGE

(1) A Municipal Judge that is disqualified, pursuant to Missouri Supreme Court Rule 37.53 shall within ten (10) days after his or her disqualification inform the Presiding Judge of the disqualification.

(2) The Presiding Judge shall thereupon transfer another Municipal Judge to hear the case upon which the original Judge was disqualified and said transferred Judge shall have the authority to hear and determine the case.

(3) In a municipality that has appointed a provisional judge to hear and determine cases in those situations when the sitting municipal judge is unable to hear and determine a case, the provisional judge shall be immediately assigned to hear and determine the case from which the sitting municipal judge has been disqualified. The Municipal Judge is excused from informing the Presiding Judge of his or her disqualification when the appointed provisional judge is assigned to a case upon disqualification of the sitting judge.

RULE 69.05 AGREEMENT TO SHARE MUNICIPAL COURTROOM

(1) Municipal Divisions may hold hearings of Municipal Court violations outside the boundaries of the municipality and inside the boundaries of another municipality within St. Louis County if the municipalities enter into a written cooperative agreement regarding the operations of the courtroom to be utilized.

(2) Any municipality that enters into an agreement to hold Court outside its municipal boundaries shall file a copy of the agreement with the Director of Judicial Administration. The agreement shall include the name of the Municipal Judge who is assigned to hear cases of the municipality.

(3) Municipalities that do not share a common boundary may not hold Court outside municipal boundaries without the approval of the Presiding Judge

RULE 69.06 INCORPORATION OF OPERATING RULE #4

The attached Operating Order #4 (which is incorporated herein and made a part hereof and Marked Attachment #1) which is effective with the adoption of these Rules by the Court en banc, compiles those applicable statutes, Supreme Court Rules, Supreme Court Operating Rules, and standards, as are effective as of September 30, 2016, including relevant sections of Supreme Court Rule 37.04, entitled "Supervision of Courts Hearing Ordinance Violations," including Appendix A, the Minimum Operating Standards for Municipal Courts: Municipal Divisions ("MOS"). This template marked Attachment 1 shall be adopted by every Municipal Division as Court Operating Order #4 shall supersede any previous Municipal Court Orders delineated or identified as Court Operating Orders #1, #2 or #3 which are now rescinded.

Date

6/20/17

Signature

[Handwritten Signature]