

EXCELSIOR SPRINGS MUNICIPAL DIVISION

COURT ROOM (located inside the Hall of Waters)
201 E Broadway Avenue
Excelsior Springs, MO 64024

Your presence in municipal court today is perhaps your first experience in any court.

This information has been prepared to help you understand the court proceedings and to inform you of your rights and duties.

EXCELSIOR SPRINGS MUNICIPAL DIVISION, Seventh Judicial Circuit Court of Missouri, is an extension and qualified division of the Circuit Court of Clay County.

The municipal division is open to the public and adjudicates traffic and other ordinance violations filed by the Excelsior Springs Police Department, Animal Control and Code Enforcement officers. The Excelsior Springs Municipal Division follows local court rules and have established court operating standards in accordance to state statute.

Municipal courts are part of the judicial branch of government and are authorized by the Missouri Constitution. They are a court of law established to protect the rights of all citizens.

Certain violations are payable through the violations bureau without having to appear in court.

For a list of payable violations, please contact the Court Administrator or visit our website.

***RIGHT TO KNOW WHEN COURT IS OPEN**

***RIGHT TO ATTEND COURT**

***RIGHT TO RELEASE PENDING HEARING**

***RIGHT TO AN ATTORNEY**

***RIGHT TO A COURT APPOINTED ATTORNEY**

***RIGHT TO REQUEST A DIFFERENT JUDGE**

***RIGHT TO TRIAL**

***RIGHT TO APPEAL**

***RIGHT TO ACCESS COURT RECORDS**

YOUR RIGHTS IN MUNICIPAL COURT

To learn more about your rights, please visit our website at www.cityofesmo.com/municipalcourt

Please be prepared to enter one of the following pleas:

NOT GUILTY PLEA

A plea of NOT GUILTY means that you deny guilt and the City must prove the charge(s) against you. If you plead not guilty, your case will be scheduled for trial.

GUILTY PLEA

A plea of GUILTY means you admit that you committed the act as charged, that the act is prohibited by law and that you have no defense for your act.

FINES & COURT COSTS

Minor traffic violations (MTV): up to *\$225

All other ordinance violations: up to \$500 in fines plus court costs

Court costs: \$29.50

**includes court costs*

JAIL TIME

Certain violations may result in jail time. Upon conviction, the punishment can be up to 90 days in jail.

TRAFFIC VIOLATIONS BUREAU
(located inside the Police Department)
301 S Main Street
816.630.0209
Monday – Friday, 9:00 am – 4:00 pm



NON U.S. CITIZENS: If you do not have proper documentation to be in the United States, you should know that a conviction may result in your deportation, denial of admission to the United States or you may be denied naturalization under United States law.

DRESS CODE

Prohibited attire includes, but is not limited to:

- Heavily soiled clothing
- Spaghetti strap, halter & tank tops
- Bare-midriff & see-through shirts
- Shorts, cut-offs & mini skirts
- Bathing suits
- Lingerie
- Athletic uniforms
- Theatrical costumes & face paint
- Clothing emblazoned with obscene words, images or messages contemptuous or disrespectful of the judicial process

COURT ROOM RULES

- No food or drinks
- No chewing, smoking or vaping
- No talking while court is in session
- No weapons
- Remove sunglasses and hats (religious hats or head coverings are acceptable)
- Silence cell phones and other electronic devices

PAYMENT OPTIONS

Pay online at www.trafficpayment.com or over the phone at 1.800.444.1187

Pay in person at the Traffic Violations Bureau

Payment hours are Monday – Friday, 9:00 am – *4:00 pm

***THE PAYMENT WINDOW CLOSSES AT 3:00 PM ON ALL COURT DATES**

