

## **Plead and Pay**

The state of Missouri provides a statewide uniform fine schedule of certain traffic, watercraft and conservation charges. Charges are filed by the prosecutor to the court and a court case is opened with an appearance date as noted on the citation. Violators of citations falling into this category are provided the opportunity to pay the fine and associated costs without having to appear in court. Individuals desiring to plead not guilty to the charge(s) must appear in the court designated on the citation. To find out more information regarding your citation, please follow the below instructions:

**You MUST respond to your ticket by the court date shown on the citation by either pleading guilty and paying the fine or by appearing in court on the date specified and pleading not guilty.** Failure to respond as required may also result in suspension of your driver's license and a warrant may be issued for your arrest.

### **Options to plead guilty and to pay your fine:**

1. Use the Plead and Pay feature on Case.net. Search for your case on Case.net.

- You will need your citation number.
- On traffic or watercraft violations, the number is in the upper left-hand corner.
- You must pay the entire amount due on your citation, plus an online processing fee.
- By using Plead and Pay, you are acknowledging the payment in full is considered a guilty plea and waiver of a court hearing to the charge on the citation.

2. Mail the signed Plea of Guilty, Appearance and Waiver that appears with the citation and return it along with a check or money order (in U.S. dollars) for the full amount due payable to the court listed on the citation.

- Be sure to write the citation number(s) and your daytime phone number on the front of the check or money order. Not all courts accept personal checks. Be sure to confirm with the court before submitting a personal check.

3. Pay at the court listed on the citation.

### **To plead not guilty:**

1. You must appear on the court date and time provided on the citation.

If you don't have your copy of the ticket and don't know the ticket number, search Case.net by litigant name.

### **Frequently asked questions:**

#### **1. How do I know if my citation is eligible for Plead and Pay?**

If eligible, the Plead and Pay icon will display on your case's page on Case.net.

#### **2. How can I find out how much I owe?**

Click on the Plead and Pay icon and your total court costs will be provided.

#### **3. What if can't pay the full amount?**

You have to appear in court and request a payment plan.

#### **4. How do I plead not guilty?**

You need to appear in court on the date and time indicated on the citation.

#### **5. May I have an attorney represent me on a violations bureau citation?**

Yes.

#### **6. What happens if I fail to respond or appear by the court date?**

Your driver's license may be suspended or a warrant may be issued.