

**City of Glendale, Missouri**  
**Office of the Prosecuting Attorney**  
**Brian Malone**  
**bmalone@glendalemo.org**

Procedures for Attorneys to Request Recommendations and Discovery

**E-Filing** – The Glendale Municipal Court uses the Missouri eFiling System. All attorneys must enter their appearance on Case.net, and all pleadings and motions must be filed on Case.net. If an attorney is requesting a recommendation, the entry of appearance should be accompanied by a motion for a continuance so that the prosecutor can provide a recommendation. Motions for continuance for the prosecutor to make a recommendation will typically be granted, unless the case is set for trial. If the case is set for trial, the attorney must appear before the Court to request a continuance unless the prosecutor has consented.

**Recommendations** – After an attorney has entered his or her appearance, a request for a recommendation can be made by mailing a letter to the prosecutor requesting a recommendation for disposition. The letter should be mailed to the Prosecuting Attorney, c/o the Prosecutor's Assistant, at the address below. Please include the defendant's full name, the case number/ticket number, and the charge(s) (including the speed if a speeding ticket) in the letter. Please provide a self-addressed stamped envelope for the prosecutor to return the recommendation to you by mail.

If a defendant is charged with no proof of insurance or driving while suspended/revoked, please include a copy of your client's insurance/driver's license. If the defendant was involved in an accident, please include a letter from the defendant's insurance company stating that all claims have been or will be covered.

Most traffic cases can be resolved without a court appearance. To accept a recommendation, please sign and date the recommendation and mail to the Court, along with payment in full prior to the next court date. If payment in full is not received along with the recommendation, the attorney will need to appear in Court at the scheduled court date. If the case requires a court appearance to be resolved, a notice to that effect will appear on the recommendation.

If the recommendation is not accepted and paid in full by the date and time noted on the recommendation, it is the defendant's attorney's responsibility to contact the Court to obtain a continuance. Although the prosecuting attorney may not object to a continuance, the prosecuting attorney is not authorized to continue court dates. To request a payment plan, the defendant's attorney and the defendant must appear in Court to obtain the Judge's approval.

**Discovery** – In accordance with Rule 37.54, the prosecuting attorney will provide a copy of the police report, if one exists, upon request by the defendant's attorney, without an order from the Court. To request a copy of the police report, please mail a letter requesting the report to the Prosecutor's Assistant at the address below.

In some cases, there is video and/or photographic evidence. Such evidence can be obtained in discovery if the Judge has approved such a request. Please file requests for discovery of video/photographs with the Court through Case.net. If the Court approves your request, mail a letter requesting discovery to the Prosecutor's Assistant at the address below, along with a flash drive or blank DVD and a self-addressed stamped envelope to return the DVD/flash drive.

Submit requests for recommendation/discovery to:

**Prosecutor's Assistant:**

Marguerite Wilburn, Prosecutor's Assistant  
424 North Sappington Road  
Glendale, Missouri 63122  
(314) 909.3000  
mwilburn@glendalemo.org

To accept a recommendation, mail the signed recommendation along with payment in full to:

Glendale Municipal Court  
424 North Sappington Road  
Glendale, Missouri 63122