

TRIAL DE NOVO INFORMATION SHEET

RE: _____
DUE: _____ **by 4:30 p.m.**

Total filing fee amount: \$ _____

If you have plead not guilty and your case has been tried in the Municipal Court, you have the right to a Trial de Novo before a Circuit Judge or upon assignment before an Associate Circuit Judge of the Circuit Court of St. Francois County, Missouri. However, there are certain requirements that must be met in order to appeal your case. TRIAL DE NOVO is a new trial of a case as though it had never been tried before. The following information will explain what some of the requirements are:

1. You have ten (10) **CALENDAR** days from your court date to file for a Trial de Novo, including paying the filing fee. Office hours are Monday through Friday 8:00 a.m. to 11:30 a.m. and 12:30 p.m. to 4:30 p.m.

The date of the Court ruling is not to be included. The last day of the period computed is to be included, unless it is a Saturday, Sunday or legal holiday, in which event the period runs until the end of the next day that is neither a Saturday, Sunday nor a legal holiday.

2. The payment of the filing fee is required by the Circuit Court of St. Francois County and will be assessed on EACH violation appealed.
3. The filing fee **MUST** be paid by you and **MUST** be a **MONEY ORDER** or **CASHIER'S CHECK MADE PAYABLE TO THE CIRCUIT COURT OF ST. FRANCOIS COUNTY**. The \$30.00 filing fee amount is set by the Circuit Court and will be collected on **EACH** violation you are appealing.
4. The Farmington Municipal Court **DOES NOT** have the authority to alter the requirements or extend the time limitations as described above.
5. If you have satisfied any part of the penalty and cost of the original judgment, a Trial de Novo cannot be granted.
6. The filing of an application for a Trial de Novo shall suspend the execution of judgment of the Municipal Court.
7. If the applicant for a Trial de Novo withdraws the application, or if before commencement of trial, the Court enters a finding that the applicant has abandoned the Trial de Novo, the case shall be remanded to the Municipal Division for execution of judgment.

Your court date was _____ and you must meet the above conditions on or before _____ by 4:30 p.m. or lose your right to appeal this case.

If you have any further questions, you may call the Municipal Court Clerk at 573-756-6787.

Signature of Defendant