

Request for Joint Disposition instructions and form to apply (below)

If you are requesting to plead guilty to your charges pending in Kansas City Municipal Court and to receive a jail sentence to run concurrent with the time you are currently serving on a city, state or federal charge(s), you must complete **the attached Guilty Plea/Waiver of Appearance Affidavit (see below)** fully and returned to the Court **BEFORE** any action will be taken.

Once we receive your request, your cases currently pending in the Municipal Court will be presented to the City Prosecutor. The City Prosecutor will review your charges and make a plea recommendation. The recommendation will be reviewed by an attorney appointed by the Court to represent you free of charge. **It may take several weeks or even months before your case is heard by the Court, so please be patient.**

Instructions to complete the **Guilty Plea/Waiver of Appearance Affidavit** are as follows:

1. You must fill in all blanks. Be sure to write neatly. If the judge cannot read the information or if all information is not included, your request may be denied. Also, be sure to include your return address with your Prisoner ID Number.
2. The cases identified on the **Guilty Plea/Waiver of Appearance Affidavit** are the only charges in Kansas City Municipal Court responding to the information available to the Court at the time of this mailing (note: only Kansas City Municipal Court charges are included: cases pending in other courts are not included.) The Court makes no guarantee that these are the only charges you may have as you may have more than one identifier in the criminal justice system that is unknown to the Court.
3. The **Guilty Plea/Waiver of Appearance** form must be notarized by a Notary Public.
4. You must also include a copy of the judgment entry that shows the length of your sentence or a letter of incarceration from the county jail or state prison where you are locked up, or an "institutional fact sheet", indicating the length of your sentence.
5. Return one copy of the completed and notarized **Guilty Plea/Waiver of Appearance Affidavit; and Judgment Entry or Letter of Incarceration, or Institutional Fact Sheet**
 - **By email** to Olivia Jones at court@kcmo.org
 - or**
 - **By mail to:**
Ms. Olivia Jones
Administrative Assistant to the Judges
Kansas City Municipal Court
511 E. 11th Street
Kansas City, Missouri 64106

The judge who hears your case in the Kansas City Municipal Court must approve the plea bargain. If the judge does not accept the plea bargain, you will not receive concurrent time on your city cases and you will have to wait until you are in city custody to resolve your cases. The Court will notify you in writing at your return address as to the outcome of your cases.

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
16TH JUDICIAL CIRCUIT
KANSAS CITY MUNICIPAL DIVISION

CITY OF KANSAS CITY, MISSOURI)	
Plaintiff,)	
)	
vs.)	Case Number(s):
)	
)	DOB:
)	
)	
Defendant.)	

**DEFENDANT'S REQUEST TO ENTER PLEA OF GUILTY
AND WAIVE APPEARANCE**

COMES NOW _____, Defendant, pro se, and respectfully requests this Court to allow Defendant to enter a plea of guilty and further requests that any sentence imposed be ordered to run **concurrent** with the sentence he or she is presently serving at _____, case number _____ . Defendant is serving an imposed sentence of _____ years with a prospective release date of _____. Defendant also respectfully requests that the Court waive the requirement for Defendant's appearance in court on the date set for hearing on the above entitled case(s).

Defendant acknowledges that he or she is initiating this action on his or her own behalf for the purpose of disposing of cases pending in Kansas City Municipal Court.

Defendant understands that the Court has not made any assurances to him or her that the above stated cases are the only cases Defendant may have pending against him in this court or another.

Defendant knowingly, intelligently, and voluntarily enters a plea of guilty and waives his or her right to be represented by an attorney or to have an attorney appointed, to be present at this hearing, to enter a plea of not guilty, to request a trial by jury when allowed by law, to testify on his or her own behalf, to present witnesses to testify on his or her behalf, to offer a legal defense to the charge(s) against him or her, and to cross examine any witnesses presented against him or her on behalf of the City.

Defendant also acknowledges and understands that there may be certain consequences resulting from entering a plea of guilty, including but not limited to the following:

- a) If the charge is a moving traffic violation, points may be assessed by the Missouri Department of Revenue which may result in a **suspension or revocation** of Defendant's driving privilege.

- b) If the charge which Defendant is pleading guilty to is a DUI (Driving Under the Influence of alcohol or drugs) and Defendant has previously been convicted of a DUI or alcohol offense,

Defendant's privilege to drive may be revoked for a period of one to ten years depending upon the number of previous DUI convictions. If defendant receives a ten year license denial, the license may only be restored by court order. Additionally, any conviction for an "intoxication-related traffic offense" can later be used to enhance a subsequent "intoxication-related traffic offense" from a misdemeanor to a felony.

c) A plea of guilty on a traffic offense may affect the cost of Defendant's automobile insurance premiums or Defendant's ability to obtain automobile insurance.

d) If Defendant is currently on probation, a subsequent conviction could result in a **probation revocation**, depending on the conditions of the existing probation.

e) A plea of guilty could be used against the Defendant in any present or future lawsuits arising out of the incident resulting in the guilty plea, to show that Defendant was negligent or at fault, or to show that Defendant's conduct was willful and malicious. The guilty plea could therefore increase the damages awarded against Defendant or decrease damages claimed by the Defendant.

If Defendant's guilty plea arises out of a traffic accident and Defendant pleads guilty to a charge of driving under the influence of alcohol or drugs, any personal injury damages awarded against Defendant in a separate lawsuit arising from the same accident may not be dischargeable in bankruptcy. The same is true if Defendant pleads guilty to a charge of willfully and maliciously causing personal injury; that is, Defendant may not discharge a claim for the personal injury in bankruptcy.

f) A plea of guilty to possession of a controlled substance, being under the influence of a controlled substance, or any other prohibited activity involving a controlled substance (drugs), may prohibit Defendant from being eligible for Federal and/or state housing programs, student loans or scholarships, and may prohibit Defendant from obtaining a professional license and/or permit.

Having reviewed and understood the above and foregoing, Defendant prays this Court enter a guilty plea on his or her behalf, impose a sentence to run concurrent with the aforementioned criminal case he or she is currently serving, waive the requirement for Defendant's appearance in court on the date set for hearing on the above entitled case(s) and for any further relief this Court finds just and appropriate.

Respectfully submitted,

Defendant

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, _____.

NOTARY PUBLIC

My commission Expires: _____