

COVID-19
KCMO Ordinance Violation Plea of Guilty
to Housing and Animal Court Cases

Due to the COVID-19 emergency, the Kansas City, Missouri Municipal Court has made accommodations for attorneys and defendants to dispose of housing and animal code violation cases by filing an Ordinance Violation Plea of Guilty in Division 209.

- **Where the attorney has not yet filed an entry of appearance, this should be done with the Plea.**
- **The Plea may be approved by the judge without the necessity of a court appearance.**

The judge will consider the Plea after the following things happen:

1. Defense attorney and prosecutor reach an agreement that defendant will enter a plea of guilty pursuant to the prosecutor's sentencing recommendation.
2. Prosecutor enters the plea agreement recommendation into the court's case management system (IMDS Plus).
3. Defense attorney drafts a Plea which is modeled after the [Waiver of Appearance and Guilty Plea form](#) which can be found at www.kcmo.gov/court under the **Information for Attorneys** section.
 - The Plea must include the details of the prosecutor's agreed upon recommendation.
 - The Plea must be signed by the defense attorney and defendant, but not notarized.
4. Defense attorney emails the Plea as an attachment to Courtroom I clerk Susan James at susan.james@kcmo.org with copies to: todd.wilcher@kcmo.org and the prosecutor making the recommendation. Receipt of this email will constitute a court filing.
 - In the subject line include: defendant's name and the currently scheduled court date.
 - Where costs, fees and/or fines are to be paid by the defendant as part of the judgment:
 - Time to pay will always be granted.
 - Ask for a specific due date for payment full. All reasonable requests will be granted.
 - The case will be set on a COVID-19 Pay-By Docket sometime after the date requested.
 - Failure to pay in full by the time of the COVID-19 Pay-By Docket date, will result in an order to appear on a new date to show cause why payment in full has not been made.

Allow Seven (7) days for the judge to consider and rule on the Plea.

- The defense attorney and prosecutor will receive the ruling and any judgement ordered by email.
- Where applicable, probation orders, pay slips and the COVID-19 Pay-By Docket date and time will be emailed to the defense attorney for the attorney's records and to forward to defendant.

tdw: 5/4/20