

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI  
MUNICIPAL DIVISION FOR THE CITY OF COLUMBIA, MISSOURI

CITY OF COLUMBIA, PLAINTIFF

VS,

Case No. \_\_\_\_\_

\_\_\_\_\_, DEFENDANT

**(FILL IN YOUR NAME HERE)**

**WRITTEN WAIVER OF PERSONAL APPEARANCE, PLEA OF GUILTY AND REQUEST THAT CASE PROCEED  
IN ABSENCE OF DEFENDANT**

I hereby enter a plea(s) of guilty to violating the following City Ordinance(s): \_\_\_\_\_

**(FILL IN THE DESCRIPTION OF OFFENSE FROM FRONT OF TICKET)**

I hereby waive my right to appear in person in Court and I request that the case proceed in my absence. I understand the nature of the charge(s) to which I am pleading guilty and I agree that there is a factual basis for pleading guilty to the charge(s). As punishment for violating the law I request the Court to assess a reasonable fine, given the facts and circumstances of the case. I request that the Court Clerk forward the amount of my fines, fees and court costs owed to the

Court to my attention at the enclosed mailing address: \_\_\_\_\_

I understand that I will have to pay the fines, fees or court costs which will be assessed and ordered by the Court.

Right To Counsel:

I understand that I have the right to be represented by an attorney of my choice at my own expense. I also understand that the Judge will only appoint an attorney for me if it appears to the Judge that there would possibly be a jail sentence upon conviction. In this case I understand that the Judge has decided that there is **NO** possibility of a jail sentence upon my conviction. I am aware of the dangers and disadvantages of representing myself in this case and I wish to do so, therefore I waive my right to an attorney in this case.

Right to Trial and Trial Rights

I understand that I have a right to plead not guilty and I can persist in that plea of not guilty if I have already entered that plea in this case. I understand that I have the right to a trial before the Court or by Jury. At any type of trial I understand that the City of Columbia Prosecuting Attorney would have the burden of proving my guilt of the above charge(s) beyond a reasonable doubt. I understand that at the trial I have the right to present witnesses on my own behalf and that the court will subpoena my witnesses to come to court if I request it, the right to confront and cross-examine witnesses called by the City of Columbia against me, the right to testify in my own defense, if I choose to do so, but I also understand that no person can compel me to testify against myself at the trial if I do not wish to do so. I also understand that in the event of a trial by jury that the jury would have to be unanimous in their finding of guilty. I understand that by entering this written plea of guilty I am waiving my right to a trial by Court or Jury and I am waiving those trial rights that are described above.

Punishment

I understand the minimum and maximum penalties as provided by law for the offense(s). I also understand that the Missouri Department of Revenue will be notified of all conviction(s) which can result in the assessment of points under Missouri Law and that the Missouri Department of Revenue or the home state which granted me a driving privilege may take action against my driving privilege based upon my conviction of the offense(s) set out above.

Ensuring that the Plea of Guilty is Voluntary

I hereby state to the Court that I have understood this document in its entirety, that I have considered the legal consequences of signing this document, and that I have signed this document of my own free will, and not as the result of any force, threat, or promise. I am asking the Court to accept this written statement of my rights and waiver thereof, without requiring me to appear in person in court in order to enter a plea of guilty to the above described charge(s).

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
DATE