

**PROSECUTOR'S GUIDELINES FOR DEFENSE ATTORNEYS
PRACTICING WITHIN THE KIRKWOOD MUNICIPAL DIVISION**

COURT PROCEDURE

1. **Requests for Recommendation:** See 'Attachment A.'
2. **Requests for Discovery:** See 'Attachment B.'
3. **Continuances:** The prosecuting attorney cannot grant continuances. Continuances are granted by the Court or as directed by Local Court Rules.
4. **Request for Recall of Warrant(s):** The prosecuting attorney does not have authority to recall warrants. An attorney should file a separate motion if warrants have been issued.
5. **Probation Violations:** Any violation of a term of probation must be handled with the Court. The prosecuting attorney is without authority to waive a violation of the defendant's probation.
6. Questions or status updates should be directed to the prosecutor's assistant at prosecutor@kirkwoodmo.org or by phone at 314-984-5903.

**ATTACHMENT A
REQUESTS FOR RECOMMENDATION**

1. All requests for recommendation must be made in writing to the prosecutor's assistant at the below address. The request must include a pre-stamped, return envelope.

**Kirkwood Police Station
Attn: Karrie O'Brien
131 W. Madison Ave,
Kirkwood, MO 63122**

2. Requests for recommendation should include any documentation to assist the prosecutor in making a recommendation. Such information, if applicable, may include proof of restitution, insurance information, proof of reinstatement, etc.
3. Requests for recommendation filed with the court will NOT be forwarded to the prosecutor.
4. Merely filing a "request for recommendation" on Case Net is not sufficient. Emailing a request for recommendation is not sufficient.

ATTACHMENT B
REQUEST FOR DISCOVERY

1. Upon written request, the prosecutor will provide copies of police reports, accident reports, and DWI reports without an order from the court.
2. Requests for police reports or discovery may be mailed to the below address:

Kirkwood Police Station
Attn: Karrie O'Brien
131 W. Madison Ave,
Kirkwood, MO 63122
3. Requests for police reports or discovery may be emailed to prosecutor@kirkwoodmo.org. However, counsel must attach his or her entry of appearance to the email. Counsel must include the case number and the defendant's name within the email.
4. The Prosecutor will return discovery by mail if a self-addressed and stamped envelope (appropriate for the size and weight) is included with the request. The prosecutor may send discovery by electronic means. Counsel can alternatively arrange for receiving discovery at the Kirkwood Police Station during normal business hours.
5. All other requests for discovery must be requested in the form of a written motion filed with the court.