

Attorneys

All cases are initially set for a Pro se docket, with the exception of Domestic Violence and Dangerous Animal cases. Domestic Violence cases are set for Domestic violence dockets and Dangerous Animal cases are set for a Trial docket.

• **Entry of Appearance**

- When filing an Entry of Appearance, please include:
 - All case numbers you will be representing the defendant on
 - A Certificate of Service stating a copy of the entry was sent to the Prosecutor's Office.
- Please remember that most cases are set for a Pro se docket. If that is the case, please file a Motion for Continuance so the case may be moved to an Attorney docket.
- If a Motion for Continuance is not filed, the Court will not continue your clients' case and will not contact your office.

• **Motions**

- When filing a Motion, regardless of what it is for, please make sure to:
 - Include a Certificate of Service stating a copy of the Motion was sent to the Prosecutor's Office
 - A Proposed Order.
 - If either item is omitted from the filing, your Motion will be denied by the Judge, so please make sure to include all required items.
- ****When filing a Motion for Continuance for a Domestic related offense, the Judges require the attorney to reach out to the Prosecutor's Office prior to filing the Motion to inquire whether or not the Domestic Violence Prosecutor has any objections to a continuance and add that information to the Motion.**

• **Plea recommendations**

- All requests for plea recommendations must go through the Prosecutor's office.

• **Diversions**

- All requests, payments and documentation for diversions must go through the Prosecutor's office.

• **Case information**

- You may go to our website to find information about your client's cases. Go to www.bluespringsgov.com . Click on the Government tab and under Departments click on Municipal Court. Once on the Municipal Court page, click on the blue box labeled "PAY MUNICIPAL COURT TICKETS ONLINE OR SEARCH COURT RECORDS".

• **Questions**

- For questions, please contact the Court office
 - Office hours are Monday – Friday from 8:00 a.m. to 4:00 p.m.