

City of Ladue Municipal Court
(Street Address)
(Email address)
(phone number)

(Defendant's Name and address) **(Ticket Nos.:**

Your court appearance will be held via Zoom video conferencing on
_____ at _____ p.m.

Please note that if you wish to plead guilty as charged before Court, you can pay your fines and costs online at _____, by telephone, or in person at the Court utilizing the Court drop box. Please see the attached cost fine list for applicable offenses. If you wish to plead guilty and your offense is not listed, please call the court Monday-Friday during normal business hours for further information.

If you have not entered a plea or paid your fines and costs in full, court will be held using Zoom video conferencing. You can participate with Zoom conferencing free of charge on a smart phone or any web browser. You do not need to sign up for Zoom to participate, Simply follow the following steps:

- Go to Zoom.us on a web browser
- Click on Join a Meeting
- Enter the Meeting ID _____
- Enter the Password _____
- Enter your name as it appears on your ticket/charge

When you enter the meeting, you will begin with a check in process. You will be asked to provide a cell phone number or email address. You must provide this information to receive paperwork after court.

You will then be placed in the virtual courtroom where Court will proceed. You will be muted until your case is called. While you are waiting, please read the Notice of Rights attached in the meeting room.

If you do not have access to a smart phone or computer, you are Ordered to contact the court by telephone before your court date to make other arrangements.

Failure to appear for the Zoom court and failure to contact the court prior to your court date, may result in the issuance of a summons for a new court date. Failure to appear after a summons may result in a warrant for your arrest or a hold on your driver's license.

You can now "Track your Case" electronically by registering at www.courts.mo/casenet and following the instructions.

If you have any questions, please contact the court prior to your court date.