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Dear Counsel:

Thank you for your inquiry regarding a plea agreement.

Things are changing with the plea agreement process in my jurisdictions. Unfortunately, it will require more work for all of us. You may remember the use of plea forms from a few years ago. Except in the Cass County Municipal Court, they are back. Accompanying this letter, you will find a plea form for you to duplicate as necessary and fill out with the required information. The purpose of these forms is to avoid the recent redaction requirements.

In order to expedite matters, when requesting a plea offer, please send an email to me at the above address and include:

- **A completed plea form for each charge.**
- **The *unredacted* Casenet copy of each ticket (it is important that I know the age of the defendant).**
 - If the Casenet copy is not available, you can contact the court for its copy.
 - If you use the client's violator's copy, **it must be in PDF format.**
- **The defendant's driver's record** if the case is a DWS, DWR or DWI or other license-related charge.
- **Police reports** for all non-routine matters such as DWI, assault, shoplifting, domestic violence and the like. There is no need to send me a video unless I ask for it.
- Proof of insurance coverage if applicable.

A few things to note:

- I will respond to you as soon as I am able. If you have any questions regarding filing the amended charge and payment, contact the court administrator.
- In order to process the plea agreement, **you must file or e-file an *unredacted* plea form.**
- Payment must come from you, not from the defendant.
- There is no "time to pay" on a negotiated plea.
- And remember, the request must come from an attorney, not a secretary or paralegal.

Thank you for your time and consideration.

Sincerely,



W^m. N. Marshall III