

## TRIAL DE NOVO INFORMATION SHEET

Name: \_\_\_\_\_

Citation #'s: \_\_\_\_\_

Appeal by: \_\_\_\_\_ (10days) by 4:45 p.m. or loose your right to appeal this case  
or

Pay the fines/costs \$ \_\_\_\_\_ BY \_\_\_\_\_

If you have plead not guilty and your case has been tried in the Municipal Court, you have the right to appeal your case to the Circuit Court of Cass County, Harrisonville. However, there are certain requirements that must be met in order to appeal your case. The following information will explain what some of the requirements are:

- (1) You have ten (10) **CALENDAR** days from your court date to post your filing fees. Office hours are Monday – Friday 8:00 a.m. – 4:45 p.m. The Belton Municipal Court **DOES NOT** have the authority to alter the requirements or extend the time limitations as described above.
- (2) The payment of the filing fee is required by the Circuit Court and will be assessed on EACH ticket/violation appealed.
- (3) The filing fee **MUST** be paid by you and **MUST** be a **MONEY ORDER** or **CASHIER'S CHECK MADE PAYABLE TO THE CIRCUIT COURT OF CASS COUNTY** . The **\$30.00** filing fee amount is set by the Circuit Court and will be collected on **EACH** violation you are appealing.
- (4) The filing fee application **MUST** be signed by you, in person.
- (5) If the filing fee is not posted within the ten (10) day time limit then the original fine and sentence will be imposed.
- (6) If not appealed or paid within the ten (10) days a contempt of court order and/or a bench warrant will be issued for your arrest.
- (7) Failure to post your filing fee OR the fines and costs in full within 10 calendar days you are required to appear on your court date to show cause why you should not be held in contempt for failure to make the ordered payments or post the filing fee set.

If you have any further questions, you may call the court office at 331-1712

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Current Address \_\_\_\_\_

Phone #: \_\_\_\_\_