



**Prosecutor's Contact Information**  
**(for use by Missouri Attorneys)**

**THE ENCLOSED INFORMATION IS TO BE USED ONLY BY ATTORNEYS OF THE MISSOURI BAR**

Last revised 9/12/2024

Sir/Madame:

I serve in different prosecution roles in the area. While many of you are familiar with my stance and policies, some are not. I hope this brief orientation assists you. If you need anything, please reach out; email is generally the best means.

*Some brief reminders:*

○ Location/Contact:

- The Court's information is as follows:

Kimberling City Municipal Court  
(A division of the 39th Circuit, Stone County, Missouri)  
P.O. Box 370, Kimberling City, Missouri 65686

Court Clerk: Sara Fennema  
(417) 739-4922

Clerk's Email:  
[sara.fennema@courts.mo.gov](mailto:sara.fennema@courts.mo.gov)

Court page:  
<https://www.ckcmo.com/page/municipal-court>

○ Court Dates:

- Municipal Court is *typically* held on the 3rd Thursday of each month at 1:30 PM (CST). The Honorable Mark Rundel sits as city judge. The courtroom is located in the Community Building, located at 34 Kimberling Boulevard.
  - Please check CaseNet for the court date assigned on your specific case(s). The court date is sometimes tweaked due to personnel scheduling.
- NOTE: **Prosecutor Office Hours are 12:00/noon until 1:30 (court time) on court dates.** While pro-se defendants will be seen, attorneys are given preference in line. One-on-one with the prosecutor during actual court times is now generally

not available. With that said, please use your office's resources to handle all matters (filings, requests for offers, relaying extenuating circumstances, etc) prior to the court days, as much as possible. This can be done via email (preferred) or via telephone.

○ Use of CaseNet:

- Please make a timely an Entry of Appearance via Missouri CaseNet.
  - If, for some reason, your electronic access is impaired, please contact the court clerk for further direction.
- Please e-file Discovery Requests via CaseNet. As possible, please email the request to [PAContact@OzarksLG.com](mailto:PAContact@OzarksLG.com) as well; this will facilitate a faster response.
  - Keep in mind that discovery in municipal cases (R. 37.54) is different than in upper divisions (R. 25). Please limit your discovery requests to the authorized materials for the certain case types with statutorily-authorized discovery (§479.162).
  - Provide an email address on the Discovery Request; it facilitates a faster response.
  - The city will generally email the discovery information and e-file a discovery answer to the appropriate case(s).

○ Continuances: I realize that often clients wait until the last minute to hire an attorney, thus not leaving time for contact between you and my office, discovery, etc. The Court, on written motion (and appropriately e-filed), will generally give a first continuance without further question.

- The City has a standing objection to second continuances and WILL object unless it is for good cause. Please contact my office via email to discuss your reasons before e-filing your request for 2<sup>nd</sup> continuances; this way we can be on the same page.

○ Plea Offers:

- Before contacting us, please **READ THIS INFORMATION THOROUGHLY:**
  - Your office **MUST** be upfront in your initial contact regarding special requests, alternative dispositions (SIS, Deferral, etc), and considerations. We can discuss those via e-mail.
- Once a plea offer packet is sent to your office and the Court, it will **NOT** be changed or reconsidered via email. This means, the case will not be reconsidered unless there is an in-person appearance and the issue is discussed face-to-face.
  - For example, a common amendment for a speeding ticket is "Defective Equipment" with a fine due in full. Once that offer packet is issued to you and the Court, it will not be changed. (*Making changes is unfair to the*

*resources of the city and hampers the plea-bargaining process. Further, it adds confusion for all personnel, including court personnel.)* If your client is having financial hardships, the time to have discussed that was BEFORE the packet was issued and sent to the Court.

- Initial contact/requests should be initiated at least 2 weeks prior to the assigned court date, if possible.
  - If a Continuance is necessary, please see the last section.
- Please review my current Driver Improvement Program (DIP) Policy (<https://www.ozarkslg.com/downloads/DIP.pdf>). **I expect each attorney to screen their own client against this policy and be candid about your findings.**
  - If your client DOES fall within the DIP Policy:
    - Your office may make a preliminary offer request to my office WITH a CLEAR notation that the client is subject to the DIP and the reason(s) why.
    - We will respond with a preliminary offer. This offer is contingent on no additional tickets/charges in the meantime and successful completion of the DIP.
    - No formal offer will be made or sent to the Court until the DIP is complete and the proof is submitted to my office.
    - DIP requirements are firm and not waived. I strive to treat everyone respectfully and fairly.
    - *Hint: The most efficient way to handle these DIP-required cases is to just have the client complete an online DIP and submit their certificate with your initial contact with our office.*
  - If your client does NOT fall within the DIP Policy:
    - Please contact my office at [PAContact@OzarksLG.com](mailto:PAContact@OzarksLG.com) Include the defendant's name, City Court name, and case number. Notate that your screening revealed the client is NOT subject to the DIP.
    - My staff or I will generally respond with an offer packet which may be used to dispose of the case. Only one plea offer packet is generated per case.
  - Please closely adhere to the DIP and screening policy!

- Contact with my office:
  - When you do contact us, please provide your direct contact information, including your best e-mail address and phone numbers. I don't like wasting valuable time playing phone tag. (Thank you!)
  - Send any review/offer requests and related correspondence to me directly, in compliance with the direction above.
    - The easiest contact with me is via email: [PAContact@OzarksLG.com](mailto:PAContact@OzarksLG.com) (This email is private and is reserved for attorneys and their staff.)
    - My office phone number is 417-465-4654, however email remains the best means of contact. Again, [PAContact@OzarksLG.com](mailto:PAContact@OzarksLG.com)

Please contact me as needed. I look forward to a smooth and fair disposition of your client's matter.

Sincerely yours,  
/s/ Michael Hurney  
*Prosecuting Attorney for  
Kimberling City, Missouri*