



Mail-In Amendment Procedure for the
Municipal Court of Prairie Village, Kansas

The Prairie Village Municipal Court offers attorneys the opportunity to amend certain tickets by mail without a court appearance in the following circumstances:

- Your client's citation is for a standard fine offense. Examples are speeding, failure to stop at a stop sign, failure to yield, and failure to signal. If the ticket lists a fine amount on the front of the ticket, it most likely qualifies. Any charge that carries a mandatory court appearance or a possible jail sentence does not qualify.
- Your client was 19 years of age or older on the date of the infraction.
- Your client has not had an amendment in the twelve months prior to the date of the present citation.
- The incident from which the ticket arose does not involve an accident *of any type*.
- The infraction did not occur in a school zone or construction zone.
- Your client does not hold a CDL drivers license.
- If the infraction is for speeding, your client's speed was no more than 20 miles per hour over the speed limit.

Keep in mind, amendments are at the discretion of the City Prosecutor and some charges may not be amended even if your client meets the criteria above.

If you wish to take advantage of this mail-in opportunity, do the following:

1. Email the clerk of the municipal court at courtstaff@pvkansas.com to enter your appearance in the case. You will be required to give your valid, active Kansas Bar Registration Number. If you are not a member of the Kansas bar, you must have local counsel enter an appearance with a valid, active Kansas Bar Registration Number.
2. If there is not sufficient time to accomplish a mail-in amendment prior to the scheduled court date, request a continuance.
3. Send a letter on Kansas counsel's letterhead to the attention of the City Prosecutor at the court address, indicating your client has authorized you to enter a plea of guilty to the amended charge of illegal parking, a non-moving violation, in return for a fine equal to double the amount of the original fine listed on the ticket. If your client owes a late fee, warrant fee or reinstatement fee, include that amount as well. Please confirm the total due with the court clerk before mailing payment. Amendments will not be processed until full payment is received and no refunds will be given for over payments. Enclose a FIRM CHECK for the total amount due. Personal checks are not allowed for payment on amendments. If a receipt is requested, include a SASE. Please note: Some violations can be paid online after discussion with the court clerk.

If I deem your client's ticket to be ineligible for an amendment, the clerk will contact you and reschedule a court appearance.

Respectfully,

Nora Cooper
Prairie Village City Prosecutor