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**If you are charged with a traffic offense and wish to contact the
Cole County Prosecuting Attorney's Office about your case,
and you are NOT represented by an attorney in your case, you MUST read this letter.**

Dear Sir or Madam:

You have been charged with a traffic offense and wish to contact our office about your case. If you are represented by an attorney in your case, we cannot communicate with you; instead, your attorney should contact our office. If you are not represented by an attorney in your case, you have the right to consult with one of your choosing, as with every criminal case, and we encourage you to do so, as even traffic offenses have a wide range of legal implications. If you choose not to consult with an attorney and thus represent yourself, you **MUST** obey the following protocol.

If you decide to represent yourself, please know that nobody in this office can give you legal advice on your case, nor is anything that you communicate to our office considered privileged or confidential. In fact, any statement you make to our office, written or otherwise, may be used against you in the future. **If you wish to contact our office, all communication absolutely MUST be in writing, be directed to my attention, and contain your name and/or signature.** Any communication not in writing, such as telephone calls, voicemails, in-person visits, or unwritten messages left with a receptionist, will not be accepted or considered. This policy is in place not only to protect our office, but to protect defendants like you as well, so as to reduce any potential misunderstandings about what is and is not communicated on a particular case.

Please understand that our office is very busy and handles thousands of cases that are each as important to the individuals involved as your case is to you, so your patience and courtesy in your correspondence is requested. Your case will be given its due consideration at our earliest opportunity.

Sincerely,

Jonathan W. Bertz
Assistant Prosecuting Attorney

REVISED 8/2011