

WARSON WOODS MUNICIPAL DIVISION  
424 N. SAPPINGTON RD  
ST. LOUIS, MO 63122  
314-909-3003

WARSON WOODS MUNICIPAL DIVISION

**Your court proceeding has been continued and will be held via Zoom video conferencing  
on  
October 7, 2020 at 7:00 PM.**

You will need to provide the court with a current mailing address, phone number, and email address so the court can provide you with paperwork after the court proceeding if needed.

### **How to Appear in Court Via Zoom**

First test that your computer video and microphone are working properly by going to [www.zoom.us/test](http://www.zoom.us/test) before joining your court proceeding below.

You will need to check in for your court proceeding between 6:45 PM – 7:00 PM by following the steps below. You will not need to sign up for a Zoom account to appear for your court proceeding.

1. Go to [www.zoom.com](http://www.zoom.com) on a web browser or go to the Zoom app on a smart telephone.
2. Click on Join a Meeting.
3. Enter the **Meeting ID: 880 3897 1975**
4. Enter the **Password: 254908**
5. **Enter your first and last name as it appears on your ticket/charge. This is very important to save time and help court run more smoothly.**

You will first be placed in the virtual waiting room so the court clerk can check you in. You will be in the waiting room until the case is called and it is your turn to see the Judge. Please be patient, and while you are waiting please read the Notice of Rights which has been mailed to you with this letter.

**If you do not have access to a smart phone or computer, you must contact the court by telephone before your court date to have your case placed on another court date.**

This IS an actual court proceeding. Your failure to pay prior to your court date or failure to appear in court at the time specified on this notice may result in a warrant being issued for your arrest. If you are unable to attend, you must contact the court prior to your court date to see if you are eligible for a continuance.

*You can receive reminders of your court date by registering for “Track your case” at [www.municourt.net](http://www.municourt.net) and following the instructions.*

MUNICIPAL COURT CLERK

CITY OF WARSON WOODS ■ 424 N. SAPPINGTON ■ ST. LOUIS, MO 63122  
MONDAY THROUGH THURSDAY 7AM - 3 PM ■ PHONE (314) 909-3003 ■ FAX (314) 965-4772

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