Table of Contents **Page**

ADMINISTRATION

1.	Divisions of Court.		1
2.	Hours and Terms of Court.		1
	2.1	Hours of Court. (No Local Rule)	1
	2.2	Terms of Court. (No Local Rule)	1
	2.3	Law Days.	1
	2.4	Particular Matters on Particular Days.	2
3.	Pleadings.		2
	3.1	Caption. (No Local Rule)	2
	3.2	Style. (No Local Rule)	2
4.	Filing of Cases.		2
	4.1	Criminal Cases. (No Local Rule)	2
	4.2	Civil Cases. (No Local Rule)	2
	4.3	Probate Cases. (No Local Rule)	2
	4.4	Juvenile Cases.	2
	4.5	Small Claims Cases. (No Local Rule)	3
	4.6	Municipal Cases.	3
	4.7	Facsimile Filing and Service.	3
	4.8	Fax Search Warrants.	3
5.	Fees and Costs.		3
	5.1	Filing Fee and Cost Deposit.	3
	5.2	Costs.	4
	5.3	Witness Fees. (No Local Rule)	4
	5.4	Waiver of Fees. (No Local Rule)	4
	5.5	Motion for Security (No Local Rule)	4
	5.6	Reproduction of Court Recorded Hearings	

5.7 Reproduction of Court Documents/Fax Filings 5

6. Assignment of Judges, Cases, and Transfer of Cases. 5

6.1 Assignment to Associate Circuit Judges. 5

6.1.1 By Local Court Rule or Order. (No Local Rule) 5

6.1.2 Special Assignment. (No Local Rule) 5

6.2 Assignment to Circuit Judges. (No Local Rule) 5

6.3 Certification to Circuit Division. 5

6.4 Trial De Novo. 6

6.5 Disqualification of Judge. (No Local Rule) 6

6.6 Absence of Judge 6

6.7 Absence of Presiding Judge. (No Local Rule) 6

6.8 Family Court Designated for Polk County. 6

7. Withdrawals of papers from Clerk's Office. 6

7.1 When Allowed. (No Local Rule) 6

7.2 Duplicating Policy. (No Local Rule) 6

8. Publication of Dockets. 6

8.1 Trial Docket. (No Local Rule) 6

8.2 Dismissal Docket. (No Local Rule) 6

9. Courtrooms. 6

9.1 Assignment of Courtroom. (No Local Rule) 6

9.2 Place of Hearing. (No Local Rule) 7

9.3 Use of Counsel Table. (No Local Rule) 7

9.4 Courtroom Decorum and Dress. (No Local Rule) 7

9.5 Who Is Permitted Within Bar. (No Local Rule) 7

10. Court Reporters and Compensation for Same. (No Local Rule) 7

11. Recording of Judicial Proceedings. (No Local Rule) 7

12. Monies Paid Into Court. 7

12.1 Bond in Civil Cases. (No Local Rule) 7

13. Communications With Court. 7

13.1 Oral Communications With the Court. (No Local Rule) 7

13.2 Written Communications With the Court. (No Local Rule) 7

14. Presence of Sheriff and Clerk 7

15. Establishment of Court Marshals in Dallas and Webster Counties 7

16. Appointment of Special Process Server 7

GENERAL RULES

21. Attorneys. 8

21.1 Resolution of Conflicting Trial Settings. (No Local Rule) 8

21.2 Entries of Appearance. (No Local Rule) 8

21.3 Conduct of Attorneys. (No Local Rule) 8

21.4 Withdrawal of Attorneys. (No Local Rule) 8

21.5 Failure of Attorney to Answer Docket Call. (No Local Rule) 8

21.6 Appointment of Attorneys. (No Local Rule) 8

21.7 Agreement of Attorneys. (No Local Rule) 8

21.8 Advice to Clients and Witnesses of Courtroom Procedures. (No Local Rule) 8

22. Appointment of Guardian Ad Litem. 8

22.1 Appointment of Guardians ad litem 8

22.2 Independent Judgment of Guardians ad litem 8

22.3 Faithful Performance of Duties 8

22.4 Volunteer Advocates 9

22.5 Guardian ad litem Access to Child 9

22.6 Guardian ad litem Access to Reports and Records 9

22.7 Confidentiality 9

22.8 The Court Process 9

22.9 Relating the Court Process to the Child 9

22.10 Participation in Proceedings Outside the Courtroom 10

22.11 Participation in Court Proceedings 10

22.12 Protecting the Child as Witness 10

22.13 Conflicts of Interest 10

22.14 Recommendations to the Court 10

22.15 Court Orders 10

22.16 Training of Guardian ad litem 11

23. Transcripts. 11

24. Exhibits 11

25. Information on Initial Pleading 12

PRETRIAL MATTERS

32. Discovery. 12

32.1 Use of Discovery and Certification to Circuit Division. 12

32.2 Interrogatories. 12

32.3 Depositions. (No Local Rule) 13

32.4 Motions for Sanctions. (No Local Rule) 13

32.5 Criminal Discovery. (No Local Rule) 13

33. Pretrial Motions. 13

33.1 Hearing Dates 13

33.2 Briefs in Support of Motions, When Required. 13

33.3 Oral Arguments – When Desired and How Requested. Refer to Rule 33.2 14

33.4 Motions In Limine (No Local Rule) 14

33.5 Circuit Civil Pre Trial Diversion ADR 14

34. Continuances. 14

34.1 Civil Cases. (No Local Rule) 14

34.2 Criminal Cases. (No Local Rule) 15

35. Pretrial Conferences. 15

36. Setting Cases for Trial (See Rule 67.10) 15

36.1 Request for Trial. 15

36.2 Date of Calendar Call. (No Local Rule) 15

36.3 Preparation of Calendar 15

36.4 Calendar Call. (No Local Rule) 15

36.5 Removal and Inactive Calendar. (No Local Rule) 15

36.6 Revision of and Removal from Prepared Calendar. (No Local Rule) 15

36.7 Special Assignments. (No Local Rule) 15

37 Dismissals. 15

37.1 Dismissal Docket. 16

37.2 Reinstatement of Cause. Refer to Rule 37.1 16

SETTLEMENT AND DEFAULT

41. Settlement. 16

41.1 Notice of Settlement. (No Local Rule) 16

42. Default. (No Local Rule) 16

TRIALS

51. Court-Tried Cases. (No Local Rule) 16

51.1 Default and Uncontested Matters. (No Local Rule) 16

51.2 Contested Matters. (No Local Rule) 16

51.3 Preparation of Findings of Fact and Conclusions of Law. (No Local Rule) 16

52. Selection of Jury. (No Local Rule) 16

52.1 Jury Questionnaires. 17

53. Jury Trials. (No Local Rule) 17

53.1 Instructions. (No Local Rule) 17

53.2 Closing Arguments. (No Local Rule) 17

54. Judgment Entry. 17

54.1 Contested Cases. 17

54.2 Default or Uncontested Cases. Refer to Rule 54.1 17

54.3 Execution Deposit 17

RULES RELATING TO PARTICULAR ACTIONS

61. Adoption. 17

61.1 Filing Requirements. 17

61.2 Home Study (No Local Rule) 17

62. Drivers' Cases. 17

62.1 Applications for Hardship Driving Privileges. 18

62.2 Petitions for Review. Refer to 62.1 18

62.3 Breathalyzer Test. Refer to 62.1 18

63. Associate Division Cases. 18

63.1 Webster County Associate Circuit Judges 18

64. Cases Arising under Chapters 207 and 208, RSMo 1978 (No Local Rule) (Commonly Known as Title IV-D and H.B. 601 Actions). 18

65. Civil Commitment. (No Local Rule) 18

66. Condemnation. (No Local Rule) 18

67. Criminal Cases. 18

67.1 Pretrial Release. 19

67.1.1 Motions to Set Bond and for Bond Reduction (No Local Rule) 19

67.1.2 Deposit of Operator's License. (No Local Rule) 19

67.2 Preliminary Hearing. 19

67.3 Grand Jury. (No Local Rule) 19

67.4 Attorneys. (No Local Rule) 19

67.5 Arraignments. (No Local Rule) 19

67.5.1 In General. (No Local Rule) 19

67.5.2 Dates. (No Local Rule) 19

67.6 Discovery. (No Local Rule) 19

67.7 Motions. (No Local Rule) 19

67.8 Plea Bargaining. (No Local Rule) 20

67.9 Guilty Plea. (No Local Rule) 20

67.9.1 Where Entered. (No Local Rule) 20

67.9.2 Petition to Enter a Plea of Guilty. (No Local Rule) 20

67.10 Calendar. (No Local Rule) 20

67.11 Probation and Parole. (No Local Rule) 20

67.12 Drug Courts within the Circuit 20

68. Family Law. 20

68.1 Filing Requirements. 21

68.2 Family Law Interim Order. 21

68.3 Contested Cases. 22

68.4 Filing of Financial Statements. 22

68.4.1 Required Document Production in Family Law Cases 22

68.5 Case Management Conference. 24

68.6 Required Educational Programs. 24

68.7 Parenting Plan 25

68.8 Family Access Motions 25

68.9 Alternative Dispute Resolution Program. 25

68.9.1 Alternative Dispute Resolution Specialist. 26

68.9.2 Mediator Responsibilities 26

68.9.3 Termination of Mediation. 27

68.9.4 ADR Program Costs 27

68.10 Entry of Judgment upon Affidavit. 27

68.11 Failure to Comply with Rule. 28

68.20 Pretrial Order Domestic Relations Cases 29

68.21 Divorce Educational Providers 29

68.22 Parenting Plan – Dismissal/Pleadings Stricken for Failure to File 30

68.30 Procedures for Webster County Family Law Cases. 30

69. Municipal Division. 34

69.1 Jurisdiction and Administrative Authority 34

69.2 Selection Tenure and Compensation of a Municipal Judge 34

69.3 Ordinance Violations Bureau 34

69.4 Bond Schedule 35

69.5 Financial Recordkeeping Procedures 35

69.6 Case Recordkeeping 36

69.7 Records Retention and Destruction 36

69.8 General Administration 36

70. Partition. (No Local Rule) 36

71. Administrative Reviews. (No Local Rule) 36

72. Probate. (No Local Rule) 36

73. Small Claims 38

74. Trust Estates. (No Local Rule) 38

74.1 Inventory. (No Local Rule) 38

74.2 Reports. (No Local Rule) 38

74.3 Record. (No Local Rule) 38

74.4 Audit. (No Local Rule) 38

POSTTRIAL

81. Execution. (No Local Rule) 38

82. Garnishment. (No Local Rule) 38

83. Judicial Sales. (No Local Rule) 38

INTERNAL ORGANIZATION

100. Court Organization 38

100.1 Presiding Judge. 38

100.1.1 Election. (No Local Rule) 38

100.1.2 Duties of Presiding Judge. (No Local Rule) 38

100.1.3 Dispute Resolution – Procedure. (No Local Rule) 38

100.1.4 Court En Banc Meetings 38

100.1.5 Open Meetings 39

100.2 Local Court Rules. 39

100.2.1 Formulation. 39

100.2.2 Publication. 39

100.3 Library Fund. 39

RECORDS AND FILES

100.4 Storage of Records. 39

100.4.1 Reproduction, Preservation, Archival Storage and Disposal of Original Circuit Court Files (and Their Contents). (No Local Rule) 39

100.4.2 Reproduction and Preservation of Court Records Other than Files (and Their Contents). (No Local Rule) 39

100.4.3 Responsibility for Indexing and Preserving Court Reporter Notes. (No Local Rule) 39

100.4.4 Identification of Reporter's Notes. (No Local Rule) 40

100.4.5 Index. (No Local Rule) 40

100.4.6 Storage of Notes. (No Local Rule) 40

100.4.7 Notes of Substitute Reporters. (No Local Rule) 40

100.4.8 Storage of Notes upon Retirement, Termination or Death of Court Reporter. (No Local Rule) 40

100.4.9 Boxing and Storing of Old Notes. (No Local Rule) 40

100.4.10 Responsibility for Furnishing Materials and Space for Storage of Court Reporter Notes. (No Local Rule) 40

100.4.11 Procedure for Examination of Criminal Records. (No Local Rule) 40

100.4.12 Procedure for Expunging and Closing Criminal Records. (No Local Rule) 40

100.5 Clerk's Duties. 40

100.5.1 Monies Paid Into Court. (No Local Rule) 40

100.6 Selection of Veniremen. (No Local Rule) 40