

## ADMINISTRATION

### RULE 1 DIVISIONS OF COURT

DIVISION I: Circuit Judge or successor elected at the November 7, 1978 General Election.

DIVISION II: Circuit Judge or successor elected at the November 2, 1976 General Election.

DIVISION III: Associate Circuit Judge sitting in the Cape Girardeau County Courthouse at Jackson.

DIVISION IV: Associate Circuit Judge sitting in the Common Pleas Courthouse at Cape Girardeau.

DIVISION V: Associate Circuit Judge elected in Bollinger County.

DIVISION VI: Associate Circuit Judge elected in Perry County.

### RULE 2 HOURS AND TERMS OF COURT

#### 2.1 HOURS OF COURT

All sessions of court shall begin at 9:00 a.m. except pre-trial conferences for jury trials shall begin at 8:30 a.m. unless otherwise directed by the Court.

The Clerk's office is deemed always open. The following office hours are established for the various Clerks' offices:

#### **Bollinger County Courthouse:**

CIRCUIT CLERK: 8:00 a.m. - 4:00 p.m., Monday -Friday

#### **Cape Girardeau County Courthouse at Jackson:**

CIRCUIT CLERK: 8:00 a.m. - 4:30 p.m. Monday - Friday

#### **Common Pleas Courthouse at Cape Girardeau:**

CIRCUIT CLERK: 8:00 a.m. - 4:30 p.m. Monday - Friday

#### **Perry County Courthouse:**

CIRCUIT CLERK: 8:00 a.m. - 5:00 p.m. Monday – Friday

#### 2.2 TERMS OF COURT

**Bollinger County**: Divisions I and II shall have two terms of court, commencing on the third Friday in March and the third Friday in September.

**Cape Girardeau County**: Divisions I and II shall have three terms of court, commencing

on the first day of the month in January, May, and September.

**Perry County**: Divisions I and II shall have two terms of court, commencing on the first Wednesday in January and on the first Wednesday in July.

### **2.3 LAW DAYS**

The schedule of Laws Days shall be posted in the Clerk's office for Division I and II in each County.

### **2.4 PARTICULAR MATTERS ON PARTICULAR DAYS**

An attorney desiring to have a matter heard on a law day must request a setting. The request shall be made seven (7) days in advance of the law day. Discretion is vested in the judge for hearing any matter on a day other than as above specified.

### **RULE 3 PLEADINGS**

Pleadings shall conform to Missouri Rules of Court and captioned as set out in Appendix A.

### **RULE 4 FILING OF CASES**

Anywhere within these rules where the term "filed" is used, it is understood that any pleadings, motions, documents, letters, etc., shall be "e-filed" to the office of the circuit clerk in any county in which e-filing has been implemented. No exceptions shall be granted except for non-lawyer pro se litigants.

Any exhibit stickers placed on documents which are e-filed shall be white with black lettering because other colors do not scan well.

If e-filing has not been implemented in a county, any pleadings, motions, documents, letters, etc., shall be physically "filed" in the office of the circuit clerk of the appropriate county

All pages, including the first page, of all e-filed pleadings shall be numbered

#### **4.1 CRIMINAL CASES**

All complaints and indictments shall be filed with the **CIRCUIT** Clerk.

#### **4.2 CIVIL CASES**

All pleadings, motions, and papers in civil cases shall be filed with the Circuit Clerk

Any person who comes into the custody of the Sheriff as a result of an order for a civil body attachment shall be presented on the next business day of the court to the judge who issued the attachment. In the absence of the issuing judge, the prisoner shall be brought before the Presiding Judge or a judge assigned by the Presiding Judge.

#### **4.3 PROBATE CASES**

All pleadings, motions, claims, and papers in a probate matter shall be filed with the Circuit Clerk.

**4.4 JUVENILE CASES**

All pleadings, motions, and papers in juvenile cases shall be filed with the Circuit Clerk.

**4.5 SMALL CLAIMS CASES**

All pleadings, motions, and papers in a small claims case shall be filed with the Circuit Clerk.

**NON-LAWYER PRO SE LITIGANTS ARE NOT REQUIRED TO E-FILE**

**4.6 MUNICIPAL CASES**

Municipal ordinance violation cases shall be filed with the clerk of the appropriate municipal division when that municipality has made provisions for a municipal judge as provided by law.

Municipal ordinance violation cases of any municipality in the county for which a municipal judge is not provided by the municipality, shall be filed in the office of the Circuit Clerk.

**RULE 5 FILING FEES, DEPOSITS, AND COSTS**

**5.1 FILING FEE AND COST DEPOSIT**

In all cases filed in this circuit there shall be deposited with the appropriate clerk, for which a receipt shall be given, the following sums:

CIRCUIT DIVISION

All Circuit Civil cases	100.00
All Domestic Relations & Motions to Modify	102.00 ***
Plus Service fees for above:	
Contact Sheriff for amount and make check payable to Sheriff.	*
Adoptions	180.00
<b>APPLICATION FOR OUT-OF-STATE SUBPOENAS</b>	<b>100.00</b>
<b>CONTEMPT ACCOMPANIED BY A MOTION TO MODIFY</b>	<b>102.00</b>
Guardian Ad Litem (Deposit)	150.00
Publication requirement (Deposit)	300.00
Notice of Appeal (MO Court of Appeals)	70.00
(The \$70.00 appeal fee is still made payable to the Clerk's Office)	
Objections to Relocation in domestic cases: Sheriff's fees only	*

ASSOCIATE DIVISION

All civil cases	50.00
Plus Service fees: Contact Sheriff for amount. (Payable to Sheriff)	*
Landlord executions (Payable to Sheriff)	*

Small Claims:	37.00
Plus service by certified mail	10.38**
Plus service by Sheriff (Payable to Sheriff)	*
Request for Trial De Novo	45.00
Writ of Execution (Garnishment-wages)	*
Writ of Execution (Levy on Personal Property)	*
Sheriff sale of titled vehicle (VIN# required) (Payable to Sheriff)	*
Scire Facias (Revival of Judgment)	*
Examination of Judgment Debtor	*
Petition for Limited Driving Privileges	50.00
Mechanics Lien – filing	5.00*
- For service contact the Sheriff.	

\*\*Subject to change with U.S. Postal Rates

\*\*\* See Rule 68.1.3 for waiver of fee for paternity case(s) filed with dissolution cases.

**Copies:** \$1.00 per page plus \$1.00 for certification/authentication

**Witness Fees:** Out of State: \$15.00  
In State: \$25.00

**Municipal Divisions:**

Request for Trial de Novo \$30.00

**Probate Divisions:**

Along with the filing of a petition, the appropriate cost, as set forth in Appendix C, shall be deposited plus a \$150.00 deposit toward guardian ad litem fees in all guardianship and/or conservatorship cases.

**5.2 COSTS (No local rule)**

**5.3 WITNESS FEES**

Out-of-State Witness Fees to be paid at the rate of: \$15.00 per day.  
In-State Witness Fees to be paid at the rate of: \$25.00 per day.

**5.4 WAIVER OF FEES**

If a party is unable to pay the filing fee and deposit, a written application to proceed as a poor person may be filed. The application shall be accompanied by a Statement of Income and Expenses, as well as a Statement of Property. The application shall be brought to the attention of the judge for consideration.

**5.5 MOTION FOR SECURITY FOR COSTS (No local rule)**

**5.6 SPECIAL PROCESS SERVERS**

The Clerk of the Circuit Court is authorized to appoint a person as a special

process server upon request of a party, however, no cost for same shall be payable by the county.

**RULE 6 ASSIGNMENT OF JUDGES, CASES, AND TRANSFER OF CASES**

**6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGE**

DIVISION III:

All cases of misdemeanor or infraction, except if a felony charge is also pending against the same defendant out of the same incident and that defendant is required to appear in either Division I or II, the misdemeanor/infraction charge(s) shall be automatically assigned to the Division that is assigned the felony charge(s).  
Municipal ordinance violation cases of any municipality in the county for which municipality no municipal judge is provided;

Preliminary hearings in felony cases; all trials de novo from the municipal division of the City of Jackson;

Domestic relations cases filed in Cape Girardeau County assigned by the Circuit Clerk pursuant to a random selection process ordered by the Presiding Judge;

All trial de novo proceedings from the municipal division of the City of Cape Girardeau;

All Chapter 455 actions in which the Division IV judge is disqualified or recuses, except for those cases in which a dissolution, modification, or paternity action is pending before another judge.

All trial de novo proceedings from Small Claims Court.

Such other cases or classes of cases as the Presiding Judge may designate.

DIVISION IV:

All probate proceedings filed in Cape Girardeau County;

All juvenile cases for the 32nd Judicial Circuit except as otherwise set out herein;

All actions filed in Cape Girardeau County pursuant to Chapter 454, 455, Chapter 210, Section 208.040, and Section 452.350 and following, commonly referred to as Title IV-D and URESA cases; Section 660.250 RSMo and following; Section 491.675 RSMo and following; and all cases under Chapter 517 RSMo;

All "Small Claims" cases as provided in Sections 482.300 through 482.365 filed in Cape Girardeau County;

Such other cases or classes of cases as the Presiding Judge may designate.

DIVISION V:

All cases of misdemeanor or infraction, except if a felony charge is also pending against the same defendant out of the same incident and that defendant is required to appear in either Division I or II, the misdemeanor/infraction charge(s) shall be automatically assigned to the Division that is assigned the felony charge(s).

Municipal ordinance violation cases of any municipality in the county for which municipality no municipal judge is provided;

Preliminary hearings in felony cases;

All probate proceedings filed in Bollinger County;

All domestic relations cases filed in Bollinger County;

All juvenile cases filed in Bollinger County by the Juvenile Officer or Deputy Juvenile Officer;

All actions filed in Bollinger County pursuant to Chapter 454, Chapter 455, Chapter 210, Section 208.040, and Section 452.350 and following, commonly referred to as Title IV-D and URESA cases, Section 660.250 RSMo and following, and Section 491.675 and following;

All "Small Claims" cases as provided in Sections 482.300 through 482.365 filed in Bollinger County;

Domestic relations cases filed in Cape Girardeau County assigned by the Circuit Clerk pursuant to a random selection process ordered by the Presiding Judge;

Such other cases or classes of cases as the Presiding Judge may designate.

DIVISION VI:

All cases of misdemeanor or infraction, except if a felony charge is also pending against the same defendant out of the same incident and that defendant is required to appear in either Division I or II, the misdemeanor/infraction charge(s) shall be automatically assigned to the Division that is assigned the felony charge(s).

Municipal ordinance violation cases of any municipality in the county for which municipality no municipal judge is provided;

Preliminary hearings in felony cases;

All domestic relation cases filed in Perry County;

All juvenile cases filed in Perry County by the Juvenile Officer or Deputy Juvenile Officer;

All City of Perryville municipal division cases in which the municipal judge has been disqualified by one of the parties;

All trials de novo from the municipal division of the City of Perryville;

All probate proceedings filed in Perry County;

All actions filed in Perry County pursuant to Chapter 454, Chapter 455, Chapter 210, Section 208.040, and Section 452.350 and following, commonly referred to as Title IV-D and URESA cases, Section 660.250 RSMo and following, and Section 491.675 and following;

All "Small Claims" cases as provided in Sections 482.300 through 482.365 filed in Perry County;

Domestic relations cases filed in Cape Girardeau County assigned by the Circuit Clerk pursuant to a random selection process ordered by the Presiding Judge;

### **ALL DIVISIONS**

Any motion or Petition For Review Of Refusal To Take Breath Test; Expungement; Administrative Suspension Appeals; Hardship Driver License Applications; And Petition To Waive SATOP Requirements are automatically assigned to the division who took the plea and/or sentenced the Defendant, or before whom a case with the movant is currently pending.

Such other cases or classes of cases as the Presiding Judge may designate.

## **6.2 ASSIGNMENT BY LOCAL COURT RULE OR ORDER**

Associate Circuit Judges have concurrent jurisdiction with the Circuit Judges as provided by statute and Supreme Court Rule.

### **6.2.1 DOMESTIC RELATIONS CASES**

Any Circuit or Associate Circuit Judge may hear any domestic relations case, i.e. those types of cases designed as such by the Office of State Courts Administrator, in any county within the Circuit without further assignment.

Once a Circuit Judge or Associate Circuit Judge has been assigned to a domestic relations case that judge shall remain the assigned judge for all future matters arising in the case, including all proceedings under Chapter 454. However, if no pre-trial orders have been issued by the assigned judge, at the request of the parties in writing, any other Circuit or Associate Circuit Judge may hear such case without further assignment.

### **6.2.2 STIPULATION FOR PLEA**

If immediately after conducting a preliminary hearing or accepting a waiver of

preliminary hearing, the Prosecuting Attorney, Defense Counsel, and the Defendant all sign a stipulation: a) requesting that the Associate Circuit Judge take the felony plea, and b) waiving in writing all objections thereto, then said Associate Circuit Judge may take said felony plea without further assignment. If sometime after the Preliminary Hearing stage the Prosecuting Attorney, Defense Counsel, and the Defendant all sign a stipulation: a) requesting that an Associate Circuit Judge take the felony plea, and b) waiving in writing all objections thereto, then said Associate Circuit Judge may take said felony plea upon assignment by the Presiding Judge.

### **6.2.3 ASSIGNMENT UPON DISQUALIFICATION OF BOTH CIRCUIT JUDGES**

Pursuant to Supreme Court Rule 51.05(e)(2), if the presiding judge is disqualified from hearing a case, the case shall be transferred to the other circuit judge, who may assign the case to himself or another judge within the circuit. If both circuit judges have been disqualified from hearing a case, an assignment shall be requested from the Supreme Court.

### **6.3 SPECIAL ASSIGNMENT**

The Presiding Judge may assign judges to hear such cases or classes of cases as the Presiding Judge may designate, and to assign judges to divisions. Such assignment authority shall include the authority to authorize particular Associate Circuit Judges to hear and determine cases or classes of cases in addition to those authorized in Section 478.225 RSMo. By this subsection the Presiding Judge shall not, however, be authorized to make the following assignments: a) Assign a municipal judge to hear any case other than to initially hear a municipal ordinance violation case of another municipality which makes provisions for its own municipal judge; b) Assign a case to a judge contrary to the provisions of Supreme Court Rules.

### **6.4 ASSIGNMENT TO CIRCUIT JUDGES**

Divisions I and II: Cases other than those specified above shall be assigned by the Circuit Clerk to a division presided over by a Circuit Judge using a random selection process ordered by the Presiding Judge, except as follows:

- a. Any request for post-judgment relief, motions, to modify, post-trial motions concerning execution and garnishment, or motions for post-conviction relief shall be assigned to the division of the judge who rendered judgment.
- b. Criminal cases shall be assigned to the division who next holds a law day. All criminal charges against one defendant shall be assigned to the same division.
- c. Adoption and Transfer of Custody Cases.

Notwithstanding any provision of these rules for automatic assignment of cases or automatic transfer of judges, or reassignment of cases or transfer of judges by a circuit judge or associate circuit judge, the Presiding Judge may assign cases and transfer judges within the limitations of the law as the expedient administration of justice requires.

## **6.5 MUNICIPAL DIVISION ASSIGNMENT**

The judge of a municipal division may hear and determine only cases that involve the violation of a municipal ordinance within the municipality for which the judge serves.

In those municipalities which have elected to provide their own municipal court as provided by law, if any municipal judge becomes disqualified to act, other than pursuant to Supreme Court Rules, the case shall automatically be assigned to another qualified municipal judge as selected by that municipality.

## **6.6 ABSENCE OF CIRCUIT OR ASSOCIATE JUDGE**

In the absence of a Circuit Judge of any division, any other Circuit Judge may, during such absence, sit as the judge of that division and perform all the duties of the absent judge.

In the absence of a Circuit or Associate Circuit Judge of any division, any other Associate or Circuit Judge may, during such absence, execute any writs that need to be acted upon prior to the return of the absent judge.

In the absence of the Associate Circuit Judge of any division, any other Associate Circuit Judge or Circuit Judge may, during such absence, sit as the judge of that division and perform all the duties of the absent judge.

## **6.7 ABSENCE OF PRESIDING JUDGE**

In the event the Presiding Judge is, from time to time, absent from the circuit, or is disabled, or disqualified from acting in the capacity of Presiding Judge in any case or matter whatsoever; then, during any such period of absence or disability or disqualification, the other Circuit Judge shall be the Acting Presiding Judge and may exercise the responsibilities prescribed by law for Presiding Judges. Anything herein to the contrary notwithstanding, this rule shall not be interpreted as intending to apply to the type of disqualification referred to in sub-paragraph 1 of Section 478.240 RSMo and in Article 5, Section 24 of the Missouri Constitution.

## **RULE 7 WITHDRAWAL OF PAPERS FROM CLERKS' OFFICE**

### **7.1 WHEN ALLOWED**

No official files of the Circuit Court shall be removed from said office except in the custody of an employee or officer of the Circuit Court.

### **7.2 DUPLICATING POLICY**

Requests for copies of Court records should be directed to the clerk in charge of said records. No charge shall be made for copies of documents furnished to any city, county, state agency, or state department.

Administrative copies:	\$ .10 per page, plus \$.20/minute
Court Records:	\$1.00 per page

Certified or authenticated: (per document): \$1.00

**RULE 8 DOCKETING OF CASES**

**8.1 DOMESTIC RELATIONS CASES**

Upon the filing of a Domestic Relations case, the Circuit Clerk or Division Clerk shall schedule the case for a status conference with the Court on a Law Day approximately one hundred twenty (120) days from the date of filing. The Clerk shall docket the entry and notify pro se parties of the docket setting. It shall be the responsibility of counsel to keep apprised of their cases through Case.net by going to [www.courts.mo.gov](http://www.courts.mo.gov) and clicking on Case.net.

**8.2 CIRCUIT CIVIL CASES**

Upon the filing of a Circuit Civil case, the Circuit Clerk or Division Clerk shall schedule the case for a status conference with the Court on a Law Day approximately one hundred twenty (120) days from the date of filing. The Clerk shall docket the entry and notify pro se parties of the docket setting. It shall be the responsibility of counsel to keep apprised of their cases through Case.net by going to [www.courts.mo.gov](http://www.courts.mo.gov) and clicking on Case.net.

**8.3 PUBLICATION OF DOCKETS (No Local Rule)**

**8.4 NON-ISSUANCE OF SUMMONS OR NON-EST RETURN**

Except for good cause shown, a case shall be dismissed without prejudice for failure to prosecute on the first court date if summons has not been served on a party and no entry of appearance has been filed.

**8.5 NO GENERAL CONTINUANCES**

No general continuances are allowed.

**8.6 DISMISSAL DOCKET**

The Court may, at its discretion, schedule dismissal dockets for any cases in which insufficient activity has been noted on the docket sheet for six (6) months. Unless good cause is shown why the case should not be dismissed, the Court shall dismiss the case without prejudice for failure to prosecute. No case shall be dismissed by the Court without an appropriate docket entry and prior written notice to counsel of record.

**RULE 9 COURTROOMS AND PROCEDURE**

**9.1 ASSIGNMENT OF COURTROOMS**

BOLLINGER COUNTY:

Division I and II: The courtroom is assigned to Division I and II except for each Wednesday when it is assigned to Division V.

CAPE GIRARDEAU COUNTY:

Division I: The circuit court courtroom in Jackson is assigned to Division I for a one week period, commencing on the first and third Mondays of the month. The circuit court courtroom in Cape Girardeau is assigned to Division I for a one-week period, commencing on the second and fourth Mondays of the month.

Division II: The circuit court courtroom in Cape Girardeau is assigned to Division II for a one week period commencing on the first and third Mondays of the month. The circuit courtroom in Jackson is assigned to Division II for a one-week period commencing on the second and fourth Mondays of the month.

Division III: The non-jury courtroom in Jackson is assigned to Division III. Division IV: The non-jury courtroom in Cape Girardeau is assigned to Division IV. The J3 courtroom in Jackson is assigned to Division V AND VI.

PERRY COUNTY:

The second floor courtroom is assigned to Division I and II. The Division VI courtroom on the first floor is assigned to Division VI.

Division III and IV, V, and VI:

In any month that has a fifth Monday in it, any division may set cases in the circuit court courtroom at Jackson and Cape Girardeau by scheduling the use thereof through the Presiding Judge. Use of the circuit court courtroom at other times shall be subject to the schedule of the circuit judge to whom the courtroom is assigned and arrangements for its use shall be made through that Division.

**9.2 PLACE OF HEARING** (No local rule)

**9.3 USE OF COUNSEL TABLE** (No local rule)

**9.4 COURTROOM DECORUM AND DRESS**

All attorneys and court officials shall wear appropriate professional attire while in attendance upon the Court. For male attorneys appropriate professional attire shall include a suitable coat, tie, and socks. Judicial discretion may be exercised otherwise in extreme situations.

Attorneys shall advise their clients and witnesses of the formalities of the Court, including attire befitting a court appearance and seek their full cooperation thereby avoiding embarrassment to the Court and public as well.

**RULE 10 COURT REPORTERS AND COMPENSATION FOR SAME** (See Rule 23)

**RULE 11 RECORDING OF JUDICIAL PROCEEDINGS** (No local rule)

**RULE 12 MONIES PAID INTO COURT** (No local rule)

## **RULE 13 COMMUNICATIONS WITH COURT**

### **13.1 ORAL COMMUNICATION WITH THE COURT**

The Court will not permit interviews, arguments, or communications where all interests which may be affected thereby are not represented except in cases where provision is made by law for ex parte application. Any such attempt will be summarily terminated by the Court.

### **13.2 WRITTEN COMMUNICATIONS WITH THE COURT**

Copies of all e-mails and other written materials and documents filed in any pending case file and copies of all written communications between one or more parties, counsel, Clerk or Judge, hereinafter referred to as "the Court", shall be provided to opposing counsel in the same method of transmission and delivery used to communicate with the Court.

By way of illustration, if a Motion is faxed to the Court, a copy of this Motion shall be faxed to opposing counsel on the same date and at the same approximate time as the communication made to the Court. If the same method of transmission and delivery of the communication in question is not available, the Court and opposing counsel should be clearly advised by the party submitting the faster communication to the Court of that fact and every reasonable effort shall be made to timely deliver the information to the opposing counsel as soon as practical.

Nothing contained herein shall undermine any Rule of Professional Responsibility regarding ex parte communications with the Court about the facts of a case.

## **GENERAL RULES**

## **RULE 21 ATTORNEYS**

**21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS** (No local rule)

**21.2 ENTRIES OF APPEARANCE** (No local rule)

**21.3 CONDUCT OF ATTORNEYS** (No local rule)

**21.4 WITHDRAWAL OF ATTORNEYS**

An attorney requesting to withdraw shall file a written motion requesting leave of court to do so. A copy of the motion and notice shall be served upon all parties, including the client from whose employ the attorney is seeking leave to withdraw, in the manner provided by Supreme Court Rule 43.01. The last known address of the client shall be plainly set out in the motion or the certificate of service thereon.

The attorney must appear in open Court and call up the motion at the time specified in the notice. If the case is a criminal case, it shall be the duty of the client to appear in person. If the client fails to appear, and if the attorney is granted leave to withdraw, the attorney shall immediately notify his former client by letter of the attorney's withdrawal and shall send a copy of the letter to the clerk. Such letter shall advise the former client of any

scheduled Court proceedings or pleading deadlines in the case.

In criminal cases, an attorney who has not previously withdrawn prior to sentencing shall be considered to have withdrawn from representation of the defendant upon sentencing unless the attorney files a notice of appeal.

**21.5 FAILURE OF ATTORNEYS TO ANSWER DOCKET** (No local rule)

**21.6 APPOINTMENT OF ATTORNEYS** (No local rule)

**21.7 AGREEMENT OF ATTORNEYS** (No local rule)

**21.8 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM PROCEDURES** (No local rule)

**RULE 22 APPOINTMENT OF GUARDIAN AD LITEM**

Whenever a guardian ad litem is appointed by the Court pursuant to statute, rule, or motion, the guardian ad litem shall abide by the current standards as adopted by the Missouri Supreme Court.

**RULE 23 TRANSCRIPTS**

Court Reporters: In any matter where the record was maintained by a court reporter, all orders for transcripts on appeal or of the testimony of any witness shall be made in writing to that reporter. The reporter's acceptance of service of such order shall be filed with the appropriate clerk. All applications for extension of time to file transcripts shall show the date the same was ordered. Preparation of any transcript on appeal by a court reporter shall not begin until the person ordering such transcript makes a cash deposit with the reporter of such amount as the reporter reasonably estimates such transcript will cost. In the event any cash deposit exceeds the cost of the transcript ordered, the excess shall be refunded to the person who ordered the transcript upon its completion. In the event the deposit is insufficient to pay for a transcript, the remaining unpaid portion of the cost shall be due upon the delivery of the transcript to the person who ordered it prepared. Payment will be made to the reporter who prepared it.

Electronically Recorded Proceedings: Preparation of a typewritten transcript of a record preserved by electronic recording device shall not begin until the clerk is paid a sum sufficient to cover the estimated cost of this work. The estimated cost will be based on rates established by the Office of the State Courts Administrator for transcripts.

Any person wishing to obtain an official transcript of a record preserved by electronic recording device must request a copy of the tape(s) to be made by the Office of the State Courts Administrator. The Clerk will process such request upon payment of the appropriate fee.

Any person wishing to listen to or make an unofficial transcript of a record preserved by electronic recording device must request a copy of the recording to be made by the clerk for a fee of \$25.00 per disc.

**23.1 TRANSCRIPTS PREPARED FOR PURPOSES OF APPEAL**

The court reporter shall prepare a paper and an electronic version of the transcript. The

court reporter shall submit to the circuit clerk an electronic copy of same to be filed at Level 6.

**23.2 TRANSCRIPTS PREPARED FOR PURPOSES OTHER THAN APPEAL**

The court reporter shall prepare the transcript as requested by the ordering party. The court reporter shall submit to the circuit clerk an electronic copy of same to be filed at Level 6.

**RULE 24 EXHIBITS**

The attorney is responsible for all exhibits before, during, and after trial. Exhibits should be marked for identification prior to trial. All exhibits offered during the trial, except depositions, shall remain in the custody of the attorneys offering the same and shall at all reasonable times be subject to examination by opposing counsel.

At the conclusion of all trials, except as otherwise provided by the Court, the Clerk is directed to return to the respective parties all exhibits introduced during the trial. Exhibits are to be retained by the respective parties at least until the time for filing of a "Notice of Appeal" has expired or such appeal is taken.

**RULE 25 FACSIMILE FILINGS**

Applications for search warrants and affidavits in support thereof, arrest warrants, complaints and indictments in support thereof, and other motions, applications, orders, warrants, pleadings, and the like, shall be e-filed if possible and may be filed by facsimile transmission provided it is not otherwise prohibited by law and further provided that the filing of said document does not require a filing fee or cost deposit. A pleading or other paper so filed shall have the same effect as the filing of an original document, even though it may be required to be verified or submitted by affidavit. A facsimile signature shall have the same effect as an original signature.

**RULE 26 MOTIONS**

Motions requiring notice and hearing, matters that require testimony for disposition, matters in default, and other proceedings set specifically by the Court, may be heard and disposed of on Law Days.

Other than Motions for Summary Judgment, a notice of hearing shall be filed within twenty (20) days of the filing of any motion. Any motions not so noticed shall be given by the clerk to the assigned judge for ruling.

Motions for Continuance shall be filed at least two business days prior to the docket or trial date. Under the e-file system, a motion or pleading is not "filed" until accepted by the clerk. Motions for Continuance, or other motions needing immediate action, which are e-filed or physically filed with the clerk in the counties without e-filing, less than two business days prior to the docket or trial date will not be considered by the court unless counsel appears in person.

**PRE-TRIAL MATTERS**

**RULE 32 DISCOVERY**

**32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION**  
(No local rule)

**32.2 INTERROGATORIES AND REQUESTS FOR ADMISSIONS**

Any party propounding interrogatories or requests for admissions in a civil action shall set forth each question in clear and concise language, leaving an appropriate place below each question for an answer or objection to be inserted. The original and a sufficient number of copies for each party to the action shall be served upon counsel for the interrogated party or the party if not represented. None of these papers are to be filed with the Court at this time. The interrogating party shall prepare a "Certificate of Service" as set out in Appendix B-1, attach a copy to the interrogatories or request for admissions, and file the original "Certificate of Service" with the Court at the same time the interrogatories are mailed. The "Certificate of Service" shall include the following information:

1. The party served.
2. The date and manner of service.
3. The designation of the pleading, as first or second interrogatories, etc.
4. The signature of the attorney or party serving the interrogatories or requests for admissions.

**ANSWERS TO INTERROGATORIES OR REQUESTS FOR ADMISSIONS:**

The answers to interrogatories or answers to request for admissions shall be typewritten in the spaces provided on the interrogatories or request for admissions. In the event an answer is too lengthy to place in the space provided, it shall be attached as an appendix and clearly identified. The interrogated or requested party shall prepare an affidavit to be signed by the appropriate party and attach it as the last page of the interrogatories or request for admissions along with a "Certificate of Service" as set out in Appendix B-2, serving a copy upon each party.

**DOMESTIC RELATIONS CASES:**

(See Rule 68.4.6 for Interrogatories in Domestic Relations Cases.)

**32.3 DEPOSITIONS** (No local rule)

**32.4 MOTIONS FOR SANCTIONS** (See Rule 68.8.i)

**32.5 CRIMINAL DISCOVERY**

Motions to Suppress shall state with specificity what evidence is sought to be suppressed and the basis for suppressing said evidence with appropriate authority attached to the Motion.

**32.6 MOTIONS RELATING TO DISCOVERY**

With respect to all motions relating to discovery proceedings, the Court shall not, except for good cause, hear or consider any such motion unless counsel for the movant shall first

advise the court in writing that said counsel has conferred with the opposing counsel in good faith or has made reasonable efforts to do so, but that after sincere efforts to resolve differences have been made, counsel are unable to reach an accord. This written statement shall recite, in addition to the foregoing, the date, time and manner of such conference, and the names of the individuals participating therein, or shall state with specificity the efforts made to confer with opposing counsel with respect to any such motion.

## **RULE 33 PRE-TRIAL MOTIONS**

### **33.1 HEARING DATES**

All pre-trial motions made by either party shall be filed, noticed and heard no later than seven (7) days prior to the date set for trial unless otherwise set by the Court.

Except for good cause shown, and in unusual circumstances, no motion shall be filed later than seven (7) days before the trial date. Any motion filed later than seven (7) days before the trial date shall be subject to automatic denial. Counsel shall make all reasonable attempts to obtain from opposing counsel his/her available dates to take up, hear, and have the court rule upon Evidential Motions, Pre-Trial Motions, Objections, Trial Settings, Motions in Limine, etc. and then, based upon the availability of the Court, the same shall be set for argument and presentment of evidence, if necessary, before the Court. (See also Rule 26)

### **33.2 BRIEFS IN SUPPORT OF MOTIONS - WHEN REQUIRED**

All motions shall be in writing and accompanied by a written memorandum setting forth reasons in support thereof with citations and points relied upon. Either party thereafter upon seven (7) days' notice may call up said motion for hearing. If no memorandum is filed, the court may, after twenty (20) days from the filing of the motion, consider the motion without argument. Time to file written memorandum may be extended by the Court for good cause shown.

### **33.3 ORAL ARGUMENTS** (No local rule)

### **33.4 MOTIONS IN LIMINE**

All motions shall be in writing and accompanied by citations of authority. (See Rules 33.1 and 33.2)

### **33.5 NOTICES** (See Rule 26)

## **RULE 34 CONTINUANCES**

### **34.1 CIVIL CASES**

**34.1.1** A request for a continuance shall be made by a written motion setting forth the facts upon which the application is based, unless all adverse parties express to the Court orally, or in writing, their consent to the motion being made orally. All applications for continuances of civil matters shall conform to Supreme Court

Rule 65.

**34.1.2** A motion for continuance shall be taken up in the County in which the case is filed.

Every continuance granted on the application of a party may be at the cost of such party, if so ordered by the Court.

**34.1.4** If the matter for which the continuance is requested is a hearing or a trial, any motion for continuance shall include the joint available dates of all represented parties together with an estimate of the time required to be set aside by the court to hear such matter.

## **34.2 CRIMINAL CASES**

**34.2.1** A request for a continuance shall be made by a written motion setting forth the facts upon which the application is based, unless all adverse parties express to the Court orally, or in writing, their consent to the motion being made orally. All applications for continuances of criminal matters shall conform to Supreme Court Rule 24.

**34.2.2** A motion for continuance shall be taken up in the County in which the case is filed.

**34.2.3** No continuance shall be granted unless the Court finds the ends of justice served by taking such action outweigh the benefits of a speedy trial.

**34.2.4** If the matter for which the continuance is requested is a hearing or a trial, any motion for continuance shall include the joint available dates of all represented parties together with an estimate of the time required to be set aside by the court to hear such matter.

## **RULE 35 PRE-TRIAL CONFERENCES**

A pre-trial conference shall be held beginning at 8:30 a.m. or as otherwise designated by the court, on the first day of each jury trial. Attorneys for all parties shall be present and shall present all available exhibits for possible admission in evidence. The defendant in a criminal case shall attend the pre-trial conference. (See Rule 68.12 for Domestic Relations cases)

## **RULE 36 SETTING CASES FOR TRIAL**

### **36.1 REQUEST FOR TRIAL**

All cases pending before Divisions I and II may be set for trial at request of counsel on Law Days or by telephone conference call.

### **36.2 DATE OF CALENDAR CALL (No local rule)**

### **36.3 PREPARATION OF CALENDAR (No local rule)**

**36.4 CALENDAR CALL** (No local rule)

**36.5 INACTIVE CALENDAR** (No local rule)

**36.6 REVISION OF AND REMOVAL FROM PREPARED CALENDAR**

Jury cases that are assigned for trial may be given a second or subsequent setting on a trial date. If, five (5) days before the trial date, the case which is set for trial first on that date is still expected to be tried, then all cases set behind such case may be removed from the trial setting upon order of the Court.

**36.7 SPECIAL ASSIGNMENTS** (No local rule)

**RULE 37 DISMISSALS**

**37.1 DISMISSAL DOCKET** (See Rule 8.2)

**37.2 REINSTATEMENT OF CAUSE** (No local rule)

**RULE 41 SETTLEMENT AND DEFAULT**

**41.1 NOTICE OF SETTLEMENT**

The Court and the Clerk shall be notified promptly by attorneys for all parties if a case is settled.

**RULE 42 DEFAULT** (No local rule)

**TRIALS**

**RULE 51 COURT TRIED CASES**

**51.1 DEFAULT AND UNCONTESTED MATTERS** (No local rule)

**51.2 CONTESTED MATTERS** (No local rule)

**51.3 FINDINGS OF FACT AND CONCLUSIONS OF LAW**

In all court-tried cases in which findings of fact and conclusions of law are required or properly requested, the parties, through their attorneys, shall submit proposed findings of fact and conclusions of law as directed by the court.

Any request for written findings of fact and conclusions of law shall be in writing and shall include the specific controverted facts for which findings are required. (Missouri Supreme Court Rule 73.01).

**RULE 52 JURY SELECTION**

**52.1 JURY QUESTIONNAIRES**

A jury questionnaire shall be delivered with the summons along with directions to fill it out and return it to the clerk's office at a given date. Jury questionnaires may be

inspected by the attorneys at any time that the court is in session.

Attorneys shall not, as part of the voir dire examination, examine a member of the jury panel to elicit the basic information already contained on the jury questionnaire, without the permission of the Court, except as to events that have occurred since the signing of the questionnaire.

Per statute, at the conclusion of a criminal case all jury questionnaires shall be returned to the clerk

**52.2 SUMMONING A JURY** (No local rule)

**RULE 53 JURY TRIALS**

**53.1 INSTRUCTIONS** (No local rule)

**53.2 ARGUMENTS** (No local rule)

**RULE 54 JUDGMENT ENTRY**

**54.1 CONTESTED CASES**

Unless otherwise ordered, the attorney designed by the Court shall prepare the formal order or judgment and deliver the same to the clerk, with a copy of the same contemporaneously provided to opposing counsel. Objections to same may be made as provided by law to the Court.

**54.2 DEFAULT OR UNCONTESTED CASES**

In default or uncontested cases counsel for the prevailing party shall present to the Court for its approval the judgment to be entered in the cause. If no judgment is presented, then the Court will take the matter under advisement until said judgment is submitted, approved, and ordered entered.

**54.3 SUBMISSION OF PROPOSED JUDGMENTS**

All proposed judgments or orders shall be emailed to the clerk of the appropriate division and must be emailed in Word Format.

Any exhibits or attachments shall be emailed in PDF Format.

**RULES RELATING TO PARTICULAR ACTIONS**

**RULE 61 TRANSFER OF CUSTODY, ADOPTION**

**61.1 FILING REQUIREMENTS**

Upon the filing of a petition for adoption or for transfer of custody prior thereto, and upon application to the Court, the Court will appoint a guardian ad litem for the child sought to be adopted.

At the time of filing the petition counsel for the petitioners shall file a "Certificate of Adoption" (Vital Statistics Report, Section 193.360 RSMo) on a form to be provided by the clerk and affidavit as required by Section 453.070 RSMo 1989.

## **61.2 HOME STUDY**

Unless waived pursuant to Section 453.070 RSMo, upon the filing of a "Petition for Adoption", counsel for petitioners shall prepare an "Order for Home Study" to be signed by the Court. The clerk shall notify the appropriate agency to conduct such investigation and file a written report thereof. The Division of Family Services, or other agency designated by the Court, shall initiate an investigation of the suitability of the child for adoption and the suitability of the petitioners as parents for said child.

## **RULE 62 DRIVERS CASES**

**62.1 APPLICATIONS FOR HARDSHIP DRIVING PRIVILEGES** (No local rule)

**62.2 PETITIONS FOR REVIEW** (No local rule)

**62.3 BREATH ALCOHOL CONTENT TEST** (No local rule)

## **RULE 63 ASSOCIATE DIVISION CASES** (No local rule)

## **RULE 64 CASES ARISING UNDER CHAPTERS 207 AND 208 RSMo (COMMONLY KNOWN AS TITLE IV-D AND H.B. 601 ACTIONS)** (No local rule)

## **RULE 65 CIVIL COMMITMENT** (No local rule)

## **RULE 66 CONDEMNATION** (No local rule)

## **RULE 67 CRIMINAL CASES**

### **67.1 PRE-TRIAL RELEASE**

#### **67.1.1 MOTIONS TO SET BOND AND FOR BOND REDUCTION**

All motions to set bond or for bond reduction shall be filed. If the appropriate Division judge is not available to take up such matter, the motion shall be submitted to the Presiding Judge or his designee. The Presiding Judge shall establish and schedule an "on call" judge to be available for admitting persons to bail, or ruling on any bond reduction motions, for Friday at 4:30 p.m. until Monday at 8:30 a.m., and on holidays. (See other rules for absence of judge)

#### **67.1.2 DEPOSIT OF OPERATOR'S LICENSE** (No local rule)

**67.2 PRELIMINARY HEARING** (No local rule)

**67.3 GRAND JURY** (No local rule)

**67.4 ATTORNEYS** (No local rule)

**67.5 ARRAIGNMENTS** (No local rule)

**67.5.1 IN GENERAL** (No local rule)

**67.5.2 DATES** (No local rule)

**67.6 DISCOVERY** (No local rule)

**67.7 MOTIONS** (See Rule 26)

**67.8 PLEA BARGAINING**

Divisions I, II, and III do not recognize any plea bargains that involve the amount of the fine or the length of the sentence that a defendant will receive or whether or not he will receive probation.

**67.9 GUILTY PLEA** (No local rule)

**67.9.1 WHERE ENTERED** (No local rule)

**67.9.2 PETITION TO ENTER A PLEA OF GUILTY**

In all felony cases wherein the defendant desires to plead guilty, the defendant and his/her attorney shall prepare a petition to enter a plea of guilty on a form adopted by this court. The petition to enter a plea of guilty shall be ready to be executed by the defendant and his attorney in open court. Copies of the petition to enter plea of guilty form may be obtained from the circuit clerk's office.

**67.10 CALENDAR** (No local rule)

**67.11 PROBATION AND PAROLE** (No local rule)

**67.12: FORMAL ADMINISTRATIVE PLAN FOR COLLECTION OF COURT DEBT.**

Effective June, 2014, the 32<sup>nd</sup> Judicial Circuit Court of Missouri adopts the following administrative plan for the collection of court debt to improve debt collection and ensure compliance with Court Operating Rule 21.11.

**67.12.1 Prosecuting Attorney.** The court staff will cooperate with the prosecuting attorney with collection of fines, costs, and restitution under §488.5030 RSMo. after all other court collection procedures have been exhausted.

**67.12.2 Probation and Parole Coordination.** Probation and parole Officers, whether state or private assigned to the circuit and circuit court clerks are encouraged to follow the uniform collection standards

promulgated by the Missouri Division of Probation and Parole and the Office of State Courts Administrator for collection of fine, costs, and restitution.

**67.12.3 Establishment of Rates and Collection of Board Bills.** The board bill rate is set at \$22.50 per day. The board bill rate shall be assessed daily on all applicable cases, together with the Defendant's medical expenses; however, the judge presiding over the case may adjust the total board bill based upon financial circumstances. The court and the county will establish a civil process to collect board bills due the county.

(1) When a Defendant is committed to the Department of Corrections, all certifiable costs shall be billed to the State and then all amounts placed on a payment plan or sent to debt collection.

(2) When a Defendant is placed on probation, then revoked and committed to the Department of Corrections, the Clerk shall send all certifiable costs to debt collection.

(3) When a Defendant is released from the Department of Corrections after completing a 120 day program pursuant to §559.115 RSMo. or Long Term Treatment pursuant to §217.362 RSMo. the Defendant shall be responsible for the court costs, including the amount previously certified to the State, unless specifically ordered otherwise by the judge presiding over the case.

**67.12.4 Debit and Credit Card Payments.** The Circuit Clerk shall accept payment by cash, money order, credit cards or debit cards. The Circuit Clerk may determine which modes of payment may be accepted at each of their offices and who among the deputy clerks is authorized to receive those payments.

**67.12.5 Payment Plans.**

(1) In all cases the Court shall enter an order for payment of fines, costs, and restitution. The order can be for one of the following:

- a. A specific date by which the fines, costs, and restitution shall be paid or the Defendant shall appear in person; or
- b. Establish a periodic payment plan with the Defendant.

(2) Upon Defendant's failure to pay in full by payment date, the Court may:

- a. Upon the request of Defendant, grant him/her additional time to a specific date to pay or appear; or

b. Issue a warrant for failure to pay and appear with a cash bond for the amount due.

(3) Failure of the Court to extend the time for payment in full shall cause the matter to be automatically forwarded to debt collection by the Clerk. Upon Defendant's failure to make any periodic payment as ordered, and if the Defendant has not contacted the Court for additional time, the Clerk shall forward the matter to debt collection.

(4) The payment for each month after the initial payment shall be an amount sufficient to complete payment in full at least two months prior to the expiration of probation. These payments are due on the same day of the month as the disposition date.

(5) A Defendant shall be granted time to pay only upon providing his or her Social Security number.

**67.12.6 Sanctions for Non-Payment of Debt.** Possible sanctions for non-payment of debt include, but are not limited to the following: show cause orders, warrant for arrest, tax intercept, referral to debt collection agency and, on moving traffic violations, revocation of driver's license, or incarceration per §549.270 RSMo. A debt will be assigned to the State debt collection vendor when payment, under the debtor's payment plan, is more than sixty days past due. An additional twenty per cent of the amount owed will be added to debts referred to the debt collection vendor or to the prosecuting attorney for collection.

**67.12.7 Settlement Agreements.** The debt collector vendor may enter into settlement agreements with Defendants without court approval.

**67.12.8 Discovery of Unpaid Costs.** Upon discovery of any unpaid costs, the clerk shall put said amounts into the JIS system for collection.

**67.12.9 Review and Write Off of Accounts Receivable.** The court shall review accounts receivable reports developed by OSCA and the debt collection vendor and those debts deemed to be uncollectible shall be written off by court order.

## **RULE 68      DISSOLUTION OF MARRIAGE, LEGAL SEPARATIONS, & MODIFICATIONS, AND OTHER FAMILY LAW CASES**

### **68.1 FILING REQUIREMENTS**

**68.1.1 Information Sheets Due Upon Filing.** Upon filing a Petition for Dissolution of Marriage, or Legal Separation, a Certificate of Dissolution of Marriage (Vital Statistics Report), as required by Section 193.360 RSMo

available from the clerk's office, and a Domestic Relations Case Party Information Sheet, Form 68-V, shall be filed. In cases where there are unemancipated children an "Affidavit of Compliance with the Uniform Child Custody Jurisdiction and Enforcement Act, as set forth in Form 68-M4, shall be filed with the Petition.

Upon filing an Answer to a Petition for Dissolution of Marriage or Legal Separation, or a Motion to Modify, or a Petition to Establish Paternity, Custody and Support, a Domestic Relations Case Party Information Sheet, as set forth in form 68-V, and an "Affidavit of Compliance with the Uniform Child Custody Jurisdiction and Enforcement Act, as set forth in Form 68-M4, shall be filed.

**68.1.2 Parenting Plan.** In all cases wherein a parenting plan is required, the party submitting a proposed parenting plan shall, either: Submit a fully completed Form 68-A, or submit another parenting plan together with a fully completed parenting plan checklist (Form 68-B). The Parenting Plan shall be marked "Judgment Exhibit A".

**68.1.3 Paternity Count.** Due to issues of confidentiality, in any dissolution case in which paternity of one or more children must be established, a separate case shall be filed to establish paternity with no filing fee required. The paternity case and the dissolution case shall automatically be assigned to the same judge for disposition. In order to avoid a separate filing fee, the attorney filing the paternity case shall be responsible for advising the Clerk of the companion dissolution case and its case number.

## **68.2 INTERIM FAMILY LAW ORDER**

In all proceedings for Dissolution of Marriage or Legal Separation the Court hereby enters the Interim Family Law Order (Form 68-C). In any such proceeding the Clerk of the Court shall attach the Interim Family Law Order (Form 68-C), to the Summons or serve a copy of the Interim Family Law Order (Form 68-C) on the parties at the addresses specified in the petition. Proof of mailing by regular mail or delivery by the clerk shall constitute notice as required in this rule.

## **68.3 FORMS OF JUDGMENT**

See Form 68-D, Form 68-E, and Form 68-F for format containing minimal information needed for the entry of an appropriate judgment.

All proposed judgments based upon affidavits shall have courtesy copies of the affidavits forwarded with the judgment to the judge or clerk.

All proposed judgments shall be in Word format and shall include all exhibits referred to therein, which shall be in PDF format.

All proposed judgments which contain a child support order shall have a Form 14 attached and marked as "Judgment Exhibit B".

All proposed judgments in which there is reference to a Martial Separation Agreement shall

have said agreement attached and marked as “Judgment Exhibit C”.

All other exhibits, such as legal descriptions, which are referred to a proposed judgment shall be labeled as “Judgment Exhibit D, E, etc.”

#### **68.4 FILING OF FINANCIAL STATEMENTS**

##### **68.4.1 Dissolution Actions - Statements of Property & Income Required.**

In all actions for Dissolution of Marriage or Legal Separation, a Statement of Marital and Non-marital Assets and Debts (Form 69-G) and a Statement of Income and Expenses (Form 68-H-1 or Form 68-H-2) shall be completed by each party, executed under oath, filed with the Clerk, and served on the opposing party by the one hundred twenty (120) day Call Docket. **Note:** The judges of this circuit prefer the use of Form 68-H-1.

##### **68.4.2 Motion to Modify/Paternity - Statements of Property & Income**

**Required.** In all Motions to Modify Child Support, Alimony or Maintenance, and actions to establish Paternity and Child Support, a Statement of Income and Expenses (Form 68-H) shall be completed by each party, executed under oath, filed with the Clerk, and served on the opposing party by the one hundred twenty (120) day Call Docket.

**68.4.3 Supplemented Statements of Property and Income Required.** If any material changes occur prior to the trial date, the information provided on Forms 68-G and 68-H shall be updated no less than fifteen (15) days prior to trial and served on the opposing attorney with a Certificate of Service of same filed with the Clerk.

**68.4.4 Sanctions May Be Ordered - When.** If a party fails to timely file or update Forms 68-G or 68-H the judge may, at his or her discretion, order sanctions against that party such as prohibiting the party so failing from presenting affirmative evidence as to the values of the property, income or expenses which were not provided to the opposing party.

**68.4.5 Consolidated Statement Required - Time.** In every contested case in which property and/or debts are in issue, thirty (30) days prior to trial date Form 68-I shall be completed by Petitioner and forwarded to Respondent for completion. Respondent shall complete the original form at least fifteen (15) days prior to trial date and immediately forward a copy to Petitioner. The original form shall be submitted to the Court on hearing date. If either party does not complete Form 68-I in a timely manner then that party shall not be allowed to offer any values for property listed therein.

#### **68.4.6 STANDARD DISCOVERY FOR USE IN CONTESTED FAMILY LAW ACTIONS**

**68.4.6.1 Dissolution - Standard Interrogatories Required.** In all actions for Dissolution of Marriage or Legal Separation, the court en banc has approved standard opening Interrogatories (Form 68-J). At the one hundred twenty (120) day Call Docket counsel and unrepresented parties

shall appear and advise if mediation should be ordered or the discovery process to begin. **A party serving interrogatories on another party shall serve his/her answers to said interrogatories on the opposing party at the time of service of his/her interrogatories.** When the discovery process begins **Form 68-J** shall be used and the parties shall immediately exchange the following documents:

(a) Complete copies of any federal and state income tax returns (including all schedules, W-2 and 1099 forms) for the preceding 3 calendar years;

(b) Complete copies of the last (six) 6 pay periods "paycheck" stubs or other evidence of wages, salaries or tips if no "paycheck" stub is issued;

(c) Complete copies of any benefit statements wherein a party claims an interest in any form of pension, profit-sharing, or other retirement plans whether vested or non-vested;

(d) Copies of any deeds to real estate, notes, deeds of trust, or leases;

(e) Description of all titled motor vehicles, trailers, etc. , including VIN; (f) Any other evidence of ownership of an asset or interest in an asset claimed as marital or separate property;

(g) Copies of most recent statement of ownership and value for any life insurance policies insuring the life of either party or a unemancipated child involved in the proceedings **which has a cash value**;

(h) Complete copies of any appraisals relating to any marital or separate property done within 1 calendar year;

(i) Complete copies of any trusts where a party is either the grantor or current income beneficiary of the trust;

(j) Copies of partnership agreements and/or stock certificates in any corporation in which you hold an interest, along with the most recent statement of assets and liabilities;

**UNLESS:**

(a) Both parties stipulate in writing the case is not contested; **or**

(b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**

(c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

**68.4.6.2 Motion to Modify - Standard Interrogatories Required.**

In all Motions to Modify Child Support and/or Maintenance, and actions

to establish Paternity and Child Support, the court en banc has approved standard opening Interrogatories (Form 68-K). A party serving interrogatories on another party shall serve his/her answers to said interrogatories on the opposing party at the time of service of his/her interrogatories. At the one hundred twenty (120) day Call Docket counsel and unrepresented parties shall appear and advise if mediation should be ordered or the discovery process to begin. When the discovery process begins Form 68-K shall be used and the parties shall exchange the following documents:

- (a) Complete copies of any federal and state income tax returns (including all schedules, W-2 and 1099 forms) for the preceding 3 calendar years;
- (b) Complete copies of the last (six) 6 pay periods "paycheck" stubs or other evidence of wages, salaries or tips if no "paycheck" stub is issued;
- (c) Complete copies of any trusts where a party is either the grantor or current income beneficiary of the trust;
- (d) Copies of partnership agreements and/or stock certificates in any corporation in which you hold an interest, along with the most recent statement of assets and liabilities;

**UNLESS**

- (a) Both parties stipulate in writing the case is not contested; **or**
- (b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**
- (c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

**68.4.6.3 Parties Required to Exchange Documents.**

(See Rules 68.4.6.1 and 68.4.6.2)

**68.4.6.4 Certificate of Service Required.** When the interrogatory answers and documents specified in 68.4.6.1 and 68.4.6.2 are exchanged, the delivering party shall immediately file with the Court a certificate of service (Form 68-L) identifying the interrogatories answered and the documents exchanged, the fact that a document may not now exist or has never existed, or that if a document exists, but is not in the possession of the exchanging party, the name and current address of the person who has possession of the document;

**68.4.6.5 Requested Information Shall be Updated Prior to Trial.**

All information requested in the above interrogatories and document requests shall be updated within fifteen (15) days prior to trial if any material changes occur prior to the trial date except significant changes such as employment, income or expert witnesses which

should be updated immediately;

**UNLESS:**

- (a) Both parties stipulate in writing the case is not contested; **or**
- (b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**
- (c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

**68.4.6.6 Court May Authorize Additional Discovery and Extend time for Filing.** For good cause shown, the Court, upon written motion and without hearing, may authorize additional discovery. For good cause shown, the Court, upon written motion and without hearing, may extend the time for exchanging the documents required in Rule 68, or may waive the exchange of documents entirely but only for good cause shown.

**68.4.6.7 Sanctions May Be Imposed for Failure to Comply** Failure to timely comply with Rule 68 discovery shall, at the discretion of the Judge and upon written motion of either party, result in such sanctions as are provided by law, to include, but not limited to, preventing the non-compliant party from presenting affirmative evidence as to the matters set forth in the documents to be exchanged or answers to interrogatories and/or the award of reasonable attorney fees and/or costs against the non-compliant party.

**68.4.6.8 If Mediation is Ordered** Upon mediation being ordered, each party shall bring to the first mediation session a completed Form 68-G and Form 68-H for use in the mediation process. Upon completion of all mediation sessions the mediator shall forward to the Court a letter indicating whether or not mediation was successful and a separate summary letter to counsel of record of items (if any) negotiated and agreed to by the parties.

**68.5 Pro Se Litigant Awareness Program and Pro Se Pleadings, Forms and Judgments**

Every Petitioner not represented by counsel who participates in a proceeding for dissolution of marriage, legal separation, parentage, or modification of a judgment in any such proceeding, **upon filing any motion or petition**, shall complete the Litigant Awareness Program which is available on the website of the Supreme Court at address: (<http://www.courts.mo.gov/page.asp?id=4092>), unless waived by the Court, and shall present to the Clerk with the petition the Certificate of Completion (Form 68-U).

Every Respondent or Third Party not represented by counsel who participates in a proceeding for dissolution of marriage, legal separation, parentage, or modification of a judgment in any such proceeding, **after filing an Entry of Appearance or Answer in a case**, shall complete the Litigant Awareness Program which is available on the website of

the Supreme Court at address: (<http://www.courts.mo.gov/page.asp?id=4092>), unless waived by the Court, and shall present to the Clerk with the Entry of Appearance or Answer the Certificate of Completion (Form 68-U).

Pro se Petitioners and Respondents shall use the pleadings, forms, and proposed judgments adopted by this circuit, which are contained in Local Court Rule 68 and available on line, or the pleadings, forms, and proposed judgments approved by the Missouri Supreme Court.

## **68.8 ENTRY OF JUDGMENT UPON AFFIDAVIT – REQUIREMENTS**

**68.8.1 Final Orders Entered - When.** Final orders in a proceeding for Dissolution of Marriage, Legal Separation, Motions to Modify, and actions for Declaration of Paternity, may be entered upon the affidavit of either or both parties when:

(a) There are no unemancipated children of the parties and the female party is not pregnant, and the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance; **or**

(b) There are unemancipated children, one of the parties is represented by counsel, a parenting plan is submitted, Supreme Court Rule 88.01 Form 14 is followed, and the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance.

**68.8.2 Affidavit - Filing.** If one party desires to submit the matter for entry of final Judgment upon an affidavit, the submitting party shall file an affidavit (Form 68-M), a proposed judgment, a parenting plan, and a Civil Procedure Form 14 if appropriate, and all exhibits referred to in the Affidavit or Judgment.

## **68.11 Temporary Child Support**

**68.11.1 Either Parent May Move for Temporary Child Support.** In an original proceeding for Dissolution of Marriage or Legal Separation only, when there are minor children of the marriage who are subject to the jurisdiction of the court, either parent may move for an Order for Temporary Child Support not less than thirty (30) days from service and provided the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure, or has formally filed a verified entry of appearance, or has filed a responsive pleading.

**68.11.2 Verified Motion for Temporary Child Support.** The Movant shall file a verified Motion for Temporary Child Support which shall set forth clearly and concisely the grounds for such motion. The motion shall include a fully completed Civil Procedure Form 14 in accordance with Supreme Court Rule 88.01.

**68.11.3 Copy of Motion to Other Parent.** The Movant shall then provide the other parent, or his or her attorney, as may be appropriate, with a copy of such Motion for Temporary Child Support by regular mail, by personal service, or by Facsimile, and

shall provide a certificate of service.

**68.11.3 Time to Respond - Include Form 14.** The other parent shall have fifteen (15) days from the date of such certification to respond to such motion. Any response shall be verified and shall include a fully completed Civil Procedure Form 14.

**68.11.5 Court May Rule on Motion On Verified Motions and Response.** Within ten (10) days after the date upon which the response is due, the Court may rule upon such motion based solely upon the verified motion and any verified response thereto, applying the principles set forth in Missouri Rule of Civil Procedure 88 and Chapter 452, RSMo. Any orders issued under this rule shall be enforceable by contempt proceedings and shall remain in effect until further order of the Court.

**68.11.6 Court May Require Hearing.** If the Court determines that it is impracticable to make a determination based upon the verified motion and the verified response thereto, then the Court may set the matter down for expedited hearing, which hearing shall be held within twenty (20) days after the date upon which any response is due except for good cause shown. The only issues which shall be considered by the Court at such expedited hearing shall be those relating specifically to temporary child support. The Court shall issue its order under this rule as soon as practical thereafter.

**68.11.7 The Time Shall Not Be Stayed or Tolled.** The time frames specified in this rule shall not be stayed or tolled by the filing of any pleadings, proceedings or other motions, specifically including motion for change of temporary custody of the unemancipated children of the parties.

## **68.12 DOMESTIC CALL DOCKET AND PRE-TRIAL CONFERENCE**

**68.12.1 Call Docket.** Upon filing of a domestic relations case the Clerk shall place the matter on the Court's first docket one hundred twenty (120) days after filing for review. Counsel and unrepresented parties shall appear at said time and advise the Court of the status of the case. A Discovery or Mediation Order may be entered that date.

**68.12.2 Trial Setting.** No case shall be set for a contested hearing:

.1 Until all discovery is complete and all required documents filed (or there is a written waiver by the Court due to lack of cooperation by one of the parties or discovery schedule ordered);

.2 If there are unemancipated children and mediation has **not** been completed or ordered, Form 68-O waiving mediation shall be filed;

.3 If venue is improper, Form 68-N shall be filed.

**68.12.3 Pre-Trial Conference.** If a pre-trial conference is ordered by the Court **the parties and their counsel shall appear**. The conference will be held for the following purposes: (a) To decide on the amount of time needed for the proper

conduct of the trial; (b) To determine the agreed upon and contested issues in the cause; (c) To exchange any updated disclosure and file required documents.

### **68.13 DISMISSAL BY COURT**

Without notice, the Court may dismiss any family law case or motion which is not tried or set for trial after the expiration of six (6) months from the filing date.

### **68.14 Employer Information for Automatic Wage Withholding of Child Support and/or Maintenance**

In any case in which child support or maintenance has been ordered, upon judgment being entered, counsel for the child support or maintenance recipient shall file with the Circuit Clerk's office a completed Form 68-W.

## **RULE 69 MUNICIPAL DIVISION**

Municipal ordinance violation cases shall be filed with the municipal division clerk when that municipality has made provisions for its own municipal judge as provided by law. If the municipality has not made provision for its own judge, the filing shall be with the Circuit Clerk.

**RULE 70 PARTITION** (No local rule)

**RULE 71 ADMINISTRATIVE REVIEWS** (No local rule)

**RULE 72 PROBATE** (As established by the Probate Divisions)

### **72.1 ADVERSARY PROCEEDINGS**

All adversary proceedings, as defined in Section 472.140 and Section 472.141 RSMo., in any Probation Division of this Circuit shall be governed by the following Missouri Rules of Civil Procedure: 41-54; 56-81; and 85-100.

**RULE 73 SMALL CLAIMS** (No rule, see assignment rules above)

**RULE 74 TRUST ESTATES** (No local rule)

**74.1 INVENTORY** (No local rule)

**74.2 REPORTS** (No local rule)

**74.3 RECORD** (No local rule)

**74.4 AUDIT** (No local rule)

## **POST-TRIAL**

**RULE 81 EXECUTION**

Executions shall not be issued by the clerk except upon written application signed by the

judgment-creditor or attorney. The written application shall contain the following:

- a. Style and number of case in which judgment was obtained;
- b. Date judgment was entered or last revived;
- c. The amount of the original judgment, the amount of accrued interest on the original judgment, and the amount of the judgment and interest still unsatisfied;
- d. The full name and current address, if known, of the judgment-debtor;
- e. A full description of the property to be executed on;
- f. The return date on the execution (30, 60, or 90 days);
- g. Any special instructions to be provided the Sheriff performing the execution.

**RULE 82: GARNISHMENTS**

In addition to the informational requirements of Rule 81, the following information must be supplied for a garnishment: a. The name and address of garnishee; b. The percentage amount of wages to be withheld pursuant to the Federal Garnishment Law, 15 USCA 1673(a),(b).

**RULE 83: JUDICIAL SALE (No local rule)**

**INTERNAL ORGANIZATION RULE 100: JUDGES**  
**100.1 PRESIDING JUDGE**

**100.1.1 ELECTION**

The circuit and associate circuit judges shall elect a Presiding Judge who must be a Circuit Judge from within this circuit. The meeting shall be held in the month of November or December of each even numbered year. The term shall be for two years beginning in January of the next following odd numbered year. The Presiding Judge shall be elected by ballot and must be elected by a 4/6 vote of all judges.

A circuit judge shall not be elected to a consecutive term as Presiding Judge unless by a 5/6 vote of all judges.

A quorum for any en banc meeting is hereby established as four (4) judges present in person with at least one being from Bollinger or Perry County.

**100.1.2 DUTIES OF PRESIDING JUDGE**

The Presiding Judge is the general administrative authority for the Court. In this function he shall: (a) preside at all Court en banc meetings; (b) supervise and appoint any needed committees; (c) supervise preparation of the budget; (d) coordinate all duties and vacations of personnel; (e) handle media and government contracts; and (f) standardize procedures between divisions.

The Presiding Judge has the authority to assign cases to judges and judges to divisions however a case shall not be assigned contrary to Supreme Court Rule, Missouri Law, or Local Court Rule.

The Court shall meet en banc on the first Thursday of each even numbered month at such place and time as designated by the Court. No meeting shall be cancelled except by a majority vote of the judges. Additional meetings of the Court en banc may be called by the Presiding Judge, or by any two judges giving written notice. If any judge so requests a meeting will be held on the record. The Presiding Judge has one vote and a majority vote rules. The Presiding Judge may call a special term of Court. The Presiding Judge may appoint a secretary and any additional personnel to aid in the judicial business of the circuit.

In the absence of the Presiding Judge from the Circuit, the other Circuit Judge shall be the Acting Presiding Judge. In the event both circuit judges will be absent from the Circuit, the Presiding Judge may appoint one of the Associate Circuit Judges as Acting Presiding Judge.

## **100.2 LOCAL COURT RULES**

### **100.2.1 FORMULATION**

New Local Court Rules and amendments to existing rules may be made from time to time by the court en banc.

### **100.2.2 PUBLICATION**

The circuit clerk of each county shall forward a copy of these rules to each attorney or law firm with offices in that county and shall keep copies in the clerk's office for distribution to other counsel.

## **100.3 LIBRARY FUND**

Pursuant to Sections 514.440 and 514.450 RSMo 1996, a surcharge of \$15.00 on all civil cases filed in the circuit court for the maintenance and upkeep of the law library in each respective county is hereby established. This fee shall not apply to proceedings when costs are waived, or which are to be paid by the county, or state, or any city.

SEMO Lawyers Library, Inc. is designated as the treasurer of the Cape Girardeau County Law Library Fund.

The Associate Circuit Judge for Bollinger County and the Prosecuting Attorney are designated as the co-treasurers of the Bollinger County Law Library Fund.

The Associate Circuit Judge for Perry County is designated as the treasurer of the Perry County Law Library Fund.

Each clerk who is responsible for the collection of said surcharge shall pay out said funds as set out in Section 514.450 RSMo 1996.

## **RECORDS AND FILES**

### **100.4 STORAGE OF RECORDS (No local rule)**

- 100.4.1 REPRODUCTION, PRESERVATION, ARCHIVAL STORAGE AND DISPOSAL OF ORIGINAL CIRCUIT COURT FILES AND THEIR CONTENTS** (No local rule but see Rules 24 and 32.3)
- 100.4.2 REPRODUCTION AND PRESERVATION OF COURT RECORDS OTHER THAN FILES AND THEIR CONTENTS** (No local rule)
- 100.4.3 RESPONSIBILITY FOR INDEXING AND PRESERVING COURT REPORTER NOTES** (No local rule)
- 100.4.4 IDENTIFICATION OF REPORTER' NOTES** (No local rule)
- 100.4.5 INDEX** (No local rule)
- 100.4.6 STORAGE OF RECORDS** (No local rule)
- 100.4.7 NOTES OF SUBSTITUTE REPORTERS** (No local rule)
- 100.4.8 STORAGE OF NOTES UPON RETIREMENT, TERMINATION, OR DEATH OF COURT REPORTER** (No local rule)
- 100.4.9 BOXING AND STORING OF OLD NOTES** (No local rule)
- 100.4.10 RESPONSIBILITY FOR FURNISHING MATERIALS AND SPACE FOR STORAGE OF COURT REPORTER** (No local rule)
- 100.4.11 PROCEDURE FOR EXPUNGING AND CLOSING CRIMINAL RECORDS** (No local record)

**100.5 CLERK'S DUTIES**

**100.5.1 MONIES PAID INTO COURT**

No Clerk shall accept for filing in any criminal or civil case a bond assignment.

**100.6 SELECTION OF VENIREMEN**

Selection of veniremen shall be made by the Jury Commission Board of each county in accordance with Chapters 494 and 495 RSMo.

**RULE 101 ADMINISTRATIVE RULES**

**101.1 TIME STANDARDS**

Pursuant to Missouri Supreme Court Administrative Rule 17, as amended, the time standards as set forth on Table 1 are hereby adopted as the Time Standards for the 32nd Judicial Circuit until further order of the Court *en banc*.

**APPENDIX A**

CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

(Name) )  
(Address) )  
(City )  
 )  
Plaintiff, )  
 )  
vs. ) Case No. \_\_\_\_  
 )  
(Name)\*\* )  
(Address)\*\*\* )  
(City )  
 )  
Respondent. )

**CAUSE\***

Signed  
(Attorney of Record)  
(Address)  
(Telephone)  
(Missouri Bar Number)  
(Email Address)

\* If the Party is required to state the nature of the cause of the action on the pleading it should be stated here using the codes on attached list, if applicable.

\*\* If a corporate defendant also list officer or registered agent with address and telephone number on the petition. If it is a foreign corporation also list address of local office and name of officer in charge on the petition.

\*\*\* If a defendant has a rural route, give directions or a P.O. Box number on the petition.

(To be filed with the Court upon mailing of Interrogatories)

**CERTIFICATE OF SERVICE**

The original and \_\_\_\_copies of the foregoing interrogatories were served by (mailing, delivery, etc.) upon \_\_\_\_\_this \_\_day of \_\_, 20\_\_.

(Signature)  
Attorney for \_\_

**APPENDIX B-2**

(To be attached to the Original Interrogatories when answered and mailed to the Court.)

**CERTIFICATE OF SERVICE**

Original copy of the completed interrogatories filed with the Clerk and copies thereof mailed or delivered to: \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature)  
Attorney for \_\_

**APPENDIX C**

**SCHEDULE OF DEPOSITS AND FEES**  
**32<sup>nd</sup> JUDICIAL CIRCUIT - PROBATE DIVISIONS**  
**Effective December 23, 2013**

***PART 1 - Proceedings for Deceased Persons***

**Orders for Refusal of Letters – Deposit includes 1 certified copy:**

- |    |                                     |         |
|----|-------------------------------------|---------|
| 1. | Spouse                              | \$68.00 |
| 2. | Creditor                            | \$68.00 |
| 3. | Unmarried Minor                     | \$68.00 |
| 4. | Amended Refusals                    | \$68.00 |
| 5. | Each additional certified copy      | \$ 2.50 |
|    | (1 page Order) Each additional page | \$ 1.00 |

**Wills:**

- |    |                                    |         |
|----|------------------------------------|---------|
| 1. | Application for Probate of Will    | \$68.00 |
| 2. | Application for Rejection of Will  | \$68.00 |
| 3. | Deposited for Safekeeping**        | \$ 3.00 |
|    | ** (During testator's lifetime)    |         |
| 4. | Will filed <u>only</u> after death | \$ 0.00 |

**Affidavits for Collection of Small Estates**

**Deposit includes 1 certified copy:**

- |    | <b>Without Publication</b>  | <b>With Publication</b> |
|----|---|-------------------------|
| 1. | With a Will**   | *                       |
|    | ** (Requires Application for Probate of Will)   | *                       |
| 2. | Without a Will  | *                       |
| 3. | Amended Small Estates   |                         |
| 4. | Each additional certified copy (\$1.00/page plus \$1.00 for the clerks page plus \$1.50 for the court seal) |                         |

\*Publication will now be billed to the attorney direct by the newspaper.

**Miscellaneous Proceedings (Deceased)**

**Deposit includes 1 certified copy of Judgment unless noted:**

1.	Petition to Require Administration Part 6	\$148.00 plus See
	Plus publication if Letters are granted – see publication cost	
2.	Petition to Determine Heirship includes publication cost Part 6	\$ 68.00 plus See
3.	Petition to Dispense with Administration	\$ 35.00
4.	Petition for Presumption of Death (requires 2 publications) - includes publication costs Part 6	\$ 68.00 plus See
5.	Filing of Authenticated Copies of Will, Order Admitting and/or Letters by Non-Resident Personal Representative	\$ 68.00
6.	Petitions to Open Safe Deposit Box (includes 1 originally sealed order)	\$ 10.00

**Applications for Letters - Supervised or Independent Administration  
Deposit includes one certified copy of Letters:**

1.	Application for Probate of Will and Letters Testamentary	\$183.00
2.	Application for Letters Testamentary-Will Admitted Previously	\$115.00
3.	Application for Letters of Administration	\$148.00

**Additional Statutory Fees Based on Inventory Value:**

<u>Inventory Value</u>	
\$ 50,001 - \$100,000	\$50.00
\$100,001 - \$150,000	\$100.00
\$150,001 - \$200,000	\$150.00
\$200,001 - \$250,000	\$200.00
\$250,001 - \$300,000	\$250.00
\$300,001 - \$350,000	\$300.00
\$350,001 - \$400,000	\$350.00
\$400,001 - \$450,000	\$400.00
Over \$450,000	\$450.00

**Miscellaneous Fees (Deceased):**

Annual Charge	\$ 30.00
---------------	----------

***PART 2 - Proceedings for Guardianship and/or Conservatorship – Adult***

**Petitions for Appointment – Deposit includes one certified copy of Letters:**

1. Petition for Appointment of Guardian and/or Conservator  
\$108.00 plus \$150.00 for Guardian ad Litem fee
2. Petition for Appointment of Conservator  
for Missing Person (includes publication)  
\$108.00 plus \$150.00 for Guardian ad Litem fee; Plus see Part 6

**Miscellaneous Proceedings (Minor)**

**Deposit includes 1 certified copy of Judgment:**

Sale of Real Estate by Non-Resident Conservator \$68.00

**Miscellaneous Fees (Adult):**

1. Annual Charge \$30.00
2. Publication Costs – Petition to Sell Real Estate: See Part 6

***PART 3 - Proceedings for Guardianship and/or Conservatorship – Minor***

**Petitions for Appointment - Deposit includes one certified copy of Letters:**

1. Petition for Appointment of Guardian  
No Service \$ 93.00  
Service by Publication See Part 7\*\* (*See Service*)  
Plus \$150.00 deposit for Guardian ad Litem Fee
2. Petition for Appointment of Guardian and Conservator  
No Service \$ 93.00  
Service by Publication See Part 7\*\* (*See Service*)  
Plus \$150.00 deposit for Guardian ad Litem Fee
3. Petition for Appointment of Conservator  
No Service \$ 93.00  
Service by Publication See Part 7\*\* (*See Service*)  
Plus \$150.00 deposit for Guardian ad Litem Fee

**Miscellaneous Proceedings (Minor)**

**Deposit includes 1 certified copy of Judgment:**

- |    |  |         |
|----|--|---------|
| 1. | Petition to Dispense with Conservatorship                      | \$68.00 |
| 2. | Each additional certified copy of Judgment (one page Judgment) | \$ 2.50 |

**Miscellaneous Fees (Minor):**

Annual Charge	\$25.00
---------------	---------

***PART 4 - Proceedings for Trusts***

- |    |   |         |
|----|---|---------|
| 1. | Trust Registrations   | \$78.00 |
| 2. | Trust Filings per 456.6-604.1(3) RSMo                                   | \$78.00 |
| 3. | All other trust filings   | \$78.00 |
| 4. | Certified copy of Judgment (\$1.00/page plus \$1.50 for the court seal) |         |

***PART 5 - Other Clerk Fees***

- |    |  |   |
|----|--|---|
| 1. | Court Reporter Fee   | \$15.00                                     |
| 2. | Copies   | \$ 1.00 per page of document                |
| 3. | Certified Copies   | \$ 1.50 plus \$1.00 per page of document    |
| 4. | Certified Copies of Letters for Decedent,<br>Adult/Minor Guardianship/Conservatorship<br>Estates | \$ 2.50                                     |
| 5. | Authenticated Copies<br>document   | \$ 3.00 plus \$1.00 per page of<br>document |

***PART 6 – Publication Costs – Indicate your choice of newspaper***

	<b><u>CashBook Journal</u></b>	<b><u>Southeast Missourian</u></b>
1. Affidavit Collection Small Estate With a Will	\$ *	\$ *
2. Affidavit Collection Small Estate Without a Will	\$ *	\$ *
3. Amended Small Estates	\$ *	\$ *
4. Determination of Heirs	\$400.00**	\$500.00**
5. Petition to Require Administration (for grant of Letters)	\$400.00	\$500.00
6. Presumption of Death (2 publications)	\$800.00	\$1000.00
7. Application for Probate of Will and Letters Testamentary	\$ *	\$ *

8. Application for Letters Testamentary		
Will Admitted Previously	\$ *	\$ *
9. Application for Letters of Administration	\$ *	\$ *
10. Petition to Sell Real Estate	\$150.00	\$188.00
11. Petition for Appointment of Conservator – Adult	\$ *	\$ *
12. Petition for Appointment of Conservator for Missing Person	\$400.00	\$500.00

\*Not collected. Attorney billed direct.

\*\* Possible additional charge if large number of heirs or property – please contact Probate Clerk.

### ***PART 7 – Service***

1. Summons or Notice of Hearing - Paid by attorney direct to Sheriff or process server.
2. Service by publication \$400.00 CashBook Journal; \$500.00 Southeast Missourian
3. Service by certified mail, restricted delivery approximately \$12.00 per envelope.

### ***PART 8 - No Deposit Required***

1. Petitions filed by State of Missouri
2. Motion and Affidavit in Support of Request to Proceed as Poor Person granted
3. Certificate of Inability to Pay Costs signed by Judge