

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**AMENDED ADMINISTRATIVE ORDER NUMBER 1**  
**ASSIGNMENT AND RESPONSIBILITY OF FAMILY COURT JUDGES**  
**(Effective 03/27/13)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge David Gregory Warren, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the jurisdiction of Judges operating under the Family Court.

1. The following Judges are each designated as the Family Court Judge in the following counties in the 25th Judicial Circuit. Said Family Court Judges have concurrent and original jurisdiction with the Circuit Judges of Division I and Division II for cases listed in Local Court Rule 68.1:

- A. Maries County: Judge Kerry Rowden or his successor;
- B. Pulaski County: Judge Ronda Cortesini or her successor;
- C. Texas County: Judge Douglas Gaston or his successor; and
- D. Phelps County: Judge Ken Clayton or his successor.

2. The Family Court Judges in each county are charged with the primary responsibility of case management duties as defined in Local Court Rules and as further delineated in subsequent administrative orders.

3. In the event that one of the above Family Court Judges is disqualified by a party or on their own motion, the successor Family Court Judge for each county shall be as follows:

- A. Maries County: Judge Ronda Cortesini or her successor;
- B. Pulaski County: Judge Ken Clayton or his successor;
- C. Texas County: Judge Kerry Rowden or his successor; and
- D. Phelps County: Judge Douglas Gaston or his successor.

4. In the event the successor Family Court Judge is disqualified, then case management responsibilities for that case will be assumed in the following order:

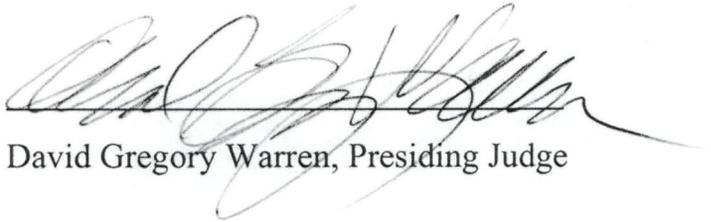
- A. Maries County: Judge Ken Clayton or his successor;
- B. Pulaski County: Judge Douglas Gaston or his successor;

C. Texas County: Judge Ronda Cortesini or her successor; and  
D. Phelps County: Judge Kerry Rowden or his successor.

5. In the event that one of the Family Court Judges is not able to undertake case management duties for more than five (5) working days, then the Administrative Judge of the Family Court for the 25th Judicial Circuit shall be responsible for day-to-day case management duties until such Judge is able to resume their duties. In the event that the Administrative Law Judge is unable to perform day-to-day case management duties, the general case management duties are to be performed in the order listed first in paragraph 3 above, and thereafter in paragraph 4 above.

This Order is effective March 27, 2013 and to remain in effect until further order of this Court.

SO ORDERED this 27<sup>th</sup> day of March, 2013.



David Gregory Warren, Presiding Judge

*IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI*

*ADMINISTRATIVE ORDER NUMBER 2*  
*JURISDICTION OF FAMILY LAW CASES*

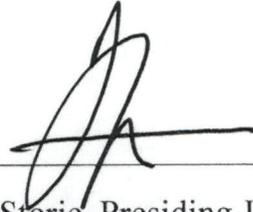
Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the jurisdiction of family law cases under the Family Court.

1. The Judge designated as the Family Court Judge for each respective county shall be listed as the Judge having original jurisdiction of all cases filed in that county which are described in Local Court Rule 68.1.
2. The Associate Judge(s) in each county and the Circuit Judges of Division I and Division II shall have concurrent jurisdiction to hear any contested discovery and contested temporary motions for support, custody, maintenance, attorney fees, etc. They shall also have concurrent jurisdiction for any contempt action, default hearing and any uncontested hearing.
3. The Family Court Judge designated for each county and the Circuit Judges for Division I and Division II shall have concurrent original jurisdiction to conduct the trial for any contested family law case described in Local Court Rule 63.1. Further, if all parties/attorneys agree in writing to the assignment of a Trial Judge for a final contested hearing, the Family Court Judge in that county shall have the authority to assign the same. If the attorneys are unable to agree on a judge to hear the final trial, the Family Court Judge shall refer the matter to the Presiding Judge for assignment in the same manner as other civil cases.
4. In the event that one of the Family Court Judges is not able to undertake case management duties for more than five (5) working days, then the Administrative Judge of the Family Court for the 25th Judicial Circuit shall be responsible for day-to-day case management duties until such Judge is able to resume their duties. In the event that the Administrative Law Judge is unable to perform day-to-day case management duties, the general case management duties are to be performed in the order listed first in paragraph 3 above, and thereafter in paragraph 4 above.
5. The Family Court Judges shall have the same authority as Circuit Judges in ordering parties to file pleadings and documents as required by Local Court Rules, orders of contempt and orders of dismissal for

parties failing to comply with Local Court Rules or Administrative Orders.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.

A handwritten signature in black ink, appearing to be 'Tracy L. Storie', written over a horizontal line.

Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 3**  
**DOCUMENT AND INFORMATION EXCHANGE**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the exchange of document and information under the Family Court.

1. If a party does not comply with the information exchange requirements of Local Court Rule 68.3, notification requirements of Local Court Rule 68.4, or answers to formal discovery under any Administrative Order for the 25th Judicial Circuit, the Family Court Judge shall have the case management authority and responsibility to issue after ten (10) days of the due date a delinquency notice and send it to the responsible attorney/party.
2. If the information or document requirements are not filed in the court system within twenty-one (21) days of the notice described in paragraph 1, the Family Court Judge for each county shall have the duty and responsibility to send a delinquency notice to each attorney of record and the party responsible for filing the same.
3. If, within an additional twenty-one (21) days, the required documents (information or answers), are not filed, the Family Court Judge shall have the duty and responsibility to issue an order to show cause requiring the responsible attorney and responsible party to personally appear at the next Circuit Law Day in that county.
4. Each Family Court Judge is hereby delegated all authority to enforce effective case management and case processing of all family law cases in the 25th Judicial Circuit in the county said Judge is designated as the Family Court Judge.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011. ✓

  
\_\_\_\_\_  
Tracy L. Storie, Presiding Judge

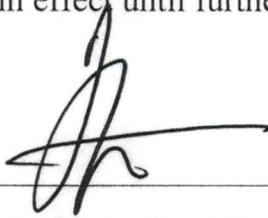
**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**  
**ADMINISTRATIVE ORDER NUMBER 4**  
**MANDATORY DOCUMENT EXCHANGES AND FORM INTERROGATORIES**  
**(Effective 1/1/11)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge hereby makes the following orders.

1. The proposed Parenting Plan required by Local Court Rule 68.03 shall be filed as required by subsection 7 of §452.310 RSMo.
2. The statement under oath of marital and nonmarital property and marital debt of the parties shall be filed by each party. The parties are encouraged to utilize the form Statement of Property and Debt attached hereto as appendix number 1 which is incorporated by reference.
3. A Statement of Income and Expense under oath shall also be filed by each party. The parties are encouraged to use the Statement of Income and Expense which is attached hereto as appendix number 2 which is incorporated by reference.
4. Within thirty (30) days after service of process or the filing of an entry of appearance by respondent, petitioner shall provide answers to the form interrogatories which are listed on appendix number 3 which is attached hereto and incorporated by reference.
5. Within thirty (30) days after the service of process or the filing of an entry of appearance by respondent, respondent shall forward to petitioner answers to the form interrogatories which are attached hereto as appendix number 3.
6. If either party believes that additional interrogatories are necessary, the same may be submitted upon agreement of all parties or upon further order of the Court.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.

  
\_\_\_\_\_  
Tracy L. Storie, Presiding Judge



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

Judge or Division:	Case Number:
In RE the Marriage of : Petitioner:	
SSN (last four digits): _____ vs.	
Respondent:	
SSN (last four digits): _____	

(Date File Stamp)

**Statement of Marital and Non-Marital Assets and Debts**

Name of submitting party \_\_\_\_\_

Address of submitting party \_\_\_\_\_

If there is not sufficient room on this form, supplement each answer by attaching additional sheets as needed. Show only dollar amounts rounding to the nearest dollar.

**I. MARITAL PROPERTY\***

\* Marital Property means all property acquired by either spouse subsequent to the marriage except;

1. Property acquired by gift, bequest, devise, or descent;
2. Property acquired in exchange for property acquired prior to the marriage or in exchange for property acquired by gift, bequest, devise, or descent;
3. Property acquired by a spouse after a decree of legal separation;
4. Property excluded by valid written agreement of the parties; and
5. The increase in value of property acquired prior to the marriage or pursuant to subdivisions (1) to (4) above, unless marital assets, including labor, have contributed to such increases and then only to the extent of such contributions.

A. <b>REAL ESTATE</b> – List interest in real estate including leaseholds. Include address, legal description, names of mortgagor(s) or lessor(s).	Present Fair Market Value	Amount Owed	Equity	Recommended Award to Husband or Wife	Who Presently Possesses Husband or Wife

<b>B. MOTOR VEHICLES</b> – Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers. List year, make, model, vehicle identification number and names of mortgagors.	Present Fair Market Value	Amount Owed	Equity	Recommended Award to Husband or Wife	Who Presently Possesses Husband or Wife

<b>C. BANK ACCOUNTS</b> – List all checking and savings accounts, time deposit, money markets, certificates, etc. held in your name alone or in your name and another person. Give the names of the institutions, the names on the accounts and the account numbers.	Present Fair Market Value	Amount Owed	Equity	Recommended Award to Husband or Wife	Who Presently Possesses Husband or Wife

<b>D. CASH ON HAND</b>	Present Fair Market Value	Amount Owed	Equity	Recommended Award to Husband or Wife	Who Presently Possesses Husband or Wife

<b>E. SECURITIES</b> – List all stocks, both public and closely held corporations, bonds, promissory notes, mortgages, money market funds and all other property in which you have an interest. Give names in which securities are held and identification numbers.	Present Fair Market Value	Amount Owed	Equity	Recommended Award to Husband or Wife	Who Presently Possesses Husband or Wife





<b><u>K. INTEREST IN PENDING LITIGATION OR SUIT NOT YET FILED.</u></b>	<b>Present Fair Market Value</b>	<b>Amount Owed</b>	<b>Equity</b>	<b>Recommended Award to Husband or Wife</b>	<b>Who Presently Possesses Husband or Wife</b>

<b><u>L. INTEREST IN FARM EQUIPMENT, CROPS, ANIMALS</u></b> – List the nature of the property and location.	<b>Present Fair Market Value</b>	<b>Amount Owed</b>	<b>Equity</b>	<b>Recommended Award to Husband or Wife</b>	<b>Who Presently Possesses Husband or Wife</b>

<b><u>M. DEBTS OWED TO YOU BY OTHERS</u></b> – List the name of the debtor, any security, date of loan and due date, if any.	<b>Present Fair Market Value</b>	<b>Amount Owed</b>	<b>Equity</b>	<b>Recommended Award to Husband or Wife</b>	<b>Who Presently Possesses Husband or Wife</b>

<b><u>N. INTERESTS IN SOLE PROPRIETORSHIPS, PARTNERSHIPS, OR JOINT VENTURES</u></b> – List the percent interest you hold.	<b>Present Fair Market Value</b>	<b>Amount Owed</b>	<b>Equity</b>	<b>Recommended Award to Husband or Wife</b>	<b>Who Presently Possesses Husband or Wife</b>

<b><u>O. OTHER ASSETS</u></b> – List all assets not already listed herein. (Note who has possession of these items.)	<b>Present Fair Market Value</b>	<b>Amount Owed</b>	<b>Equity</b>	<b>Recommended Award to Husband or Wife</b>	<b>Who Presently Possesses Husband or Wife</b>



**Summary**

	VALUE	DEBT	EQUITY
<b>I. Marital Property:</b>			
<b>A. Real Estate</b>			
<b>B. Motor Vehicles</b>			
<b>C. Bank Accounts</b>			
<b>D. Cash on Hand</b>			
<b>E. Securities</b>			
<b>F. Life Insurance</b>			
<b>G. Household Goods &amp; Personal Goods</b>			
<b>H. Retirement, Pension and/or Profit Sharing</b>			
<b>I. Interest in Trust</b>			
<b>J. Interest in Contracts Made &amp; Not Performed</b>			
<b>K. Interest in Pending Litigation or Suit not yet Filed</b>			
<b>L. Interest in Farm Equipment, Crops, Animals</b>			
<b>M. Debts Owed to You by Others</b>			
<b>N. Interest in Sole Proprietorships, Partnerships, or Joint Ventures</b>			
<b>O. Other Assets</b>			
<b>II. Non-Marital Property</b>			
<b>III. Debts</b>			
<b>TOTALS</b>			

**Affidavit**

I certify under penalty of perjury that the above Statement of Marital and Non-Marital Property and Liabilities is complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me, the undersigned Notary Public, on  (date)

My Commission Expires:

Date

\_\_\_\_\_  
Notary Public



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

Judge or Division:	Case Number:
In RE the Marriage of : Petitioner:	
SSN (last four digits): _____ vs.	
Respondent:	
SSN (last four digits): _____	

(Date File Stamp)

Income and Expense Statement of \_\_\_\_\_

I. My Income

A. Gross wages or salary and commissions paid to me each pay period: \_\_\_\_\_>  
 Paid: Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Semi-Monthly \_\_\_\_\_ Monthly \_\_\_\_\_

B. My monthly gross wages or salary: \_\_\_\_\_>

C. My tax status claimed: Single \_\_\_\_\_ Married \_\_\_\_\_ Head/Household \_\_\_\_\_  
 Number of persons claimed as deductions \_\_\_\_\_

D. Payroll deductions each pay period:

FICA (social security tax)	
Federal withholding tax	
State withholding tax	
City earning tax	
Union dues	
Health insurance	
Others: (specify)	
My total deductions each pay period: _____>	
My net take home pay each pay period: _____>	

E. My take home or net pay each month: \_\_\_\_\_>

Source	Amount

F. My total monthly average gross additional income from all sources \_\_\_\_\_>

G. My total monthly gross income from wages (line B) and additional income (line F) \_\_\_\_\_>

H. Total gross income from my tax returns for each of the last 3 calendar years:

Year	Income

## II. My Spouse's Current Estimated Monthly Gross Income

Source	Amount
<b>Total</b> _____ →	

## III. My Anticipated Expenses (Monthly Average – Itemize)

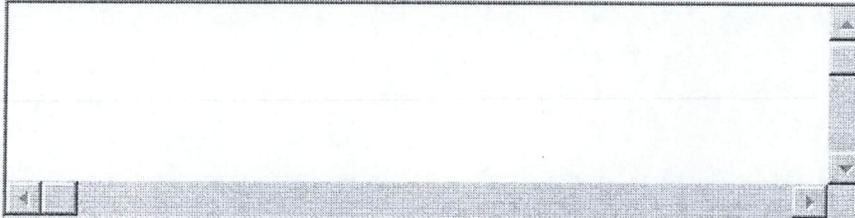
A. Rent or mortgage payments (include home association dues)		
B. Maintenance & repairs of residence		
C. Utilities		
1. Gas		
2. Water		
3. Electricity		
4. Telephone		
5. Trash Service		
6. Other		
<b>Total Utility Expense</b> _____ →		
D. Automobiles		
1. Gas and oil		
2. Maintenance		
3. Tax and license		
4. Payment of Loan		
5. Other		
<b>Total Automobile Expense</b> _____ →		
E. Insurance		
1. Life		
2. Health, accident & dental		
3. Disability		
4. Homeowners (if not in mortgage payment)		
5. Automobile		
6. Other		
<b>Total Insurance Expense</b> _____ →		
F. Taxes		
1. Real estate (if not in mortgage payment)		
2. Personal property		
3. Automobile		
4. Other		
<b>Total Tax Expense</b> _____ →		
G. Payments I make on debts		
H. Child support I pay to others for children not in my custody and not involved in this proceeding		
I. Maintenance or alimony paid by me to persons other than my current spouse		
J. Church and charitable contributions		

K. Other Living Expenses	Mine	Children in my Custody	Children in Spouse's Custody	Children in Joint Custody	
1. Food					
2. Clothing					
3. Medical care					
4. Prescription drugs					
5. Dental care					
6. Recreation					
7. Laundry and cleaning					
8. Barber and beauty shop					
9. School and books					
10. School lunches					
11. Lessons					
12. Home maintenance					
13. Other (itemize)					
<b>Total other living expenses</b> (total each column) →					
L. Day care or babysitter					
1. Work related					
2. Non-work related					
<b>Total day care/babsitter expenses</b> (total each column) →					
M. All other expenses not already identified (express as monthly average)					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
10.					
11.					
12.					
13.					
14.					
15.					
Total all other expenses not already identified →					
<b>Total average monthly expenses</b> →					

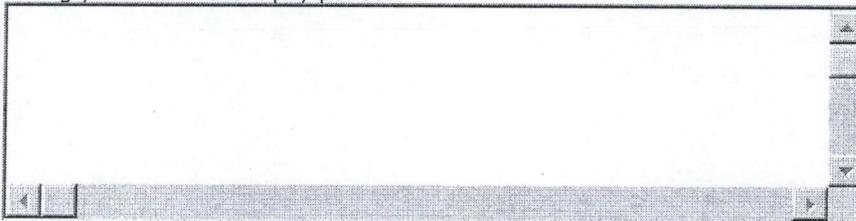


# Interrogatories

1. State your full name, date of your birth, the address of your present place of residence, your social security number and the full name, date of birth and relationship to you of any other person(s) residing with you at your place of residence.

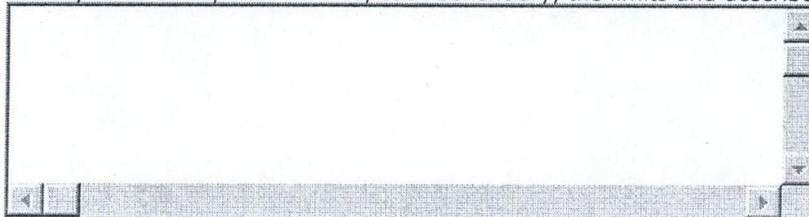
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2. With respect to your present employment, please state the name and address of your employer, your job duties and responsibilities, the number of hours worked per week, the frequency of each pay period (i.e. weekly, biweekly, monthly), the method by which your salary is computed, and if hourly, state the rate, the gross amount of salary or wages received each pay period, the gross amount of all compensations (including wages, salaries, commissions, bonuses, expense, reimbursement and other remuneration) received by you during your most recent pay period (Identify, by date, the pay period) and the net amount (take home pay) of your compensation during your most recent pay period.

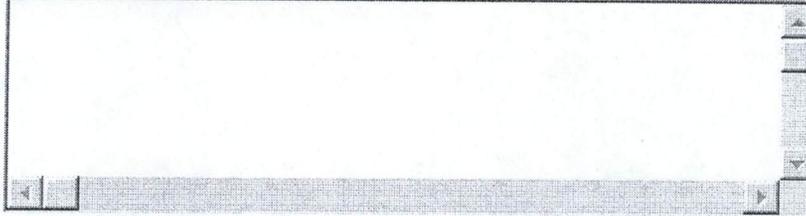
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3. State whether any current or past employer of yours currently provides any of the following benefits:

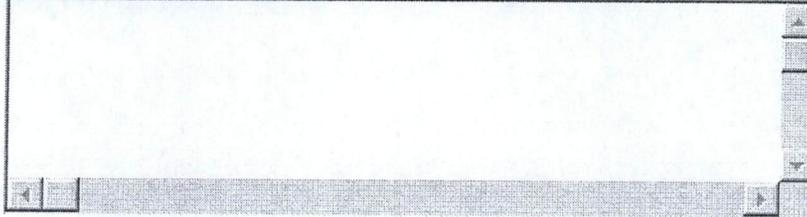
- a. Accident, health or disability insurance and if so, identify each policy by number and identify the insurer, each insured, each beneficiary, the limits and describe the coverage.

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- b. Life insurance. If so, identify each policy by number, the insurer, the insured, each beneficiary and describe the coverage.

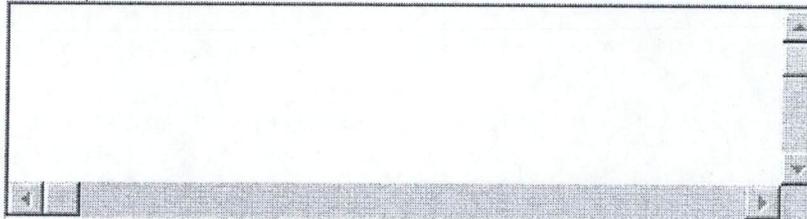
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- c. Any other fringe benefits. If so, describe each in detail.

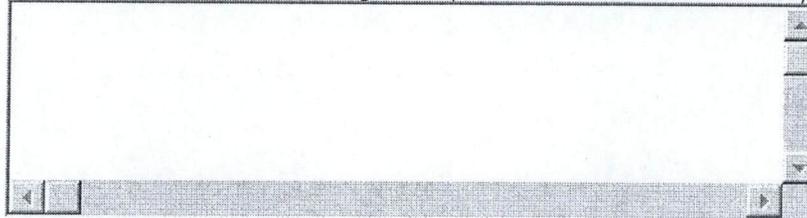
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4. Please state all sources of income you are presently receiving or which have been received in the twelve (12) months preceding the filing of the Petition not otherwise disclosed in your answers to these Interrogatories, and if there is such income, please state:

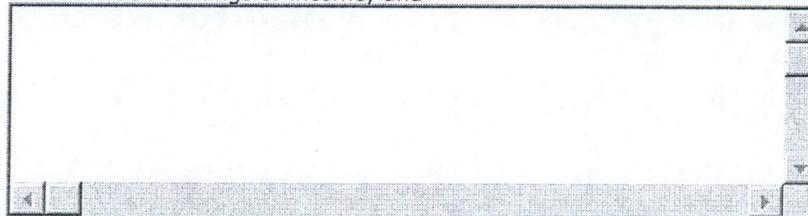
- a. the name and address of the person, firm or corporation who paid you earnings or income;

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- b. the purpose for which the earnings were paid or the income was received;

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- c. the amount of weekly or monthly wage, salary, commission or other means of payment for each such earnings or income; and

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- d. the total amount paid to you by such person, firm or corporation in the twelve (12) months preceding the filing of the Petition.

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5. With respect to each place you have been employed in the twelve (12) months preceding the filing of the petition, including your present employer, please state:

- a. the name, address and telephone of each person, firm or corporation by whom you were employed, or if self-employed, the name, address and telephone number of your business location;

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- b. your job title and the inclusive dates of your employment;

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- c. your rate of pay and your annual gross earnings for each year of employment (or your total gross earnings if employed for less than one year); and

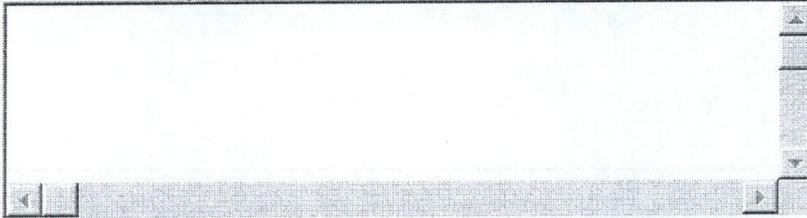
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- d. if other than your current employment, the reasons for and circumstances of the termination of your employment.

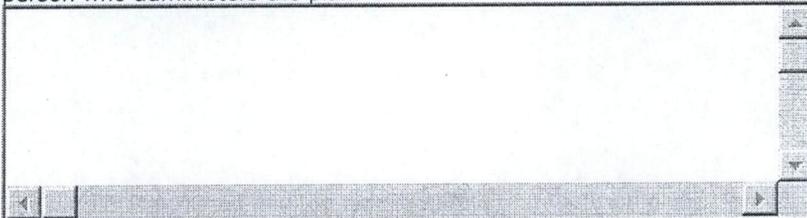
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6. If you have any interest in any pension, profit sharing, retirement, KEOUGH Plan, I.R.A. account, thrift plan, or any other form of employment-related asset with any past or present employer, state:

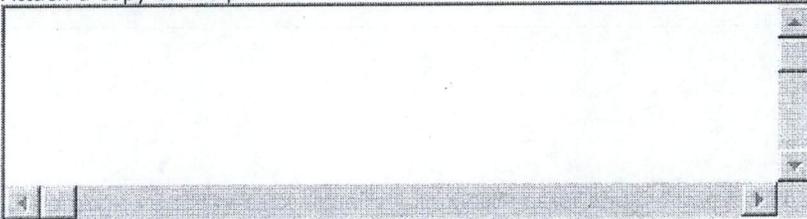
a. The date first acquired and the type of assets (e.g. pension plan).

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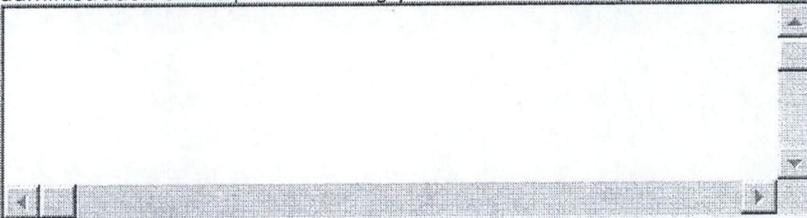
b. The present vested or cash value to you of such asset and the name of the company that administers the plan or program and the name, address and phone number of the person who administers the plan.

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c. Attach a copy of the plan.

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d. Attach a copy of the latest report you have received from your employer on the administration of the plan indicating your interest in said plan.

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7. If in the twelve (12) months preceding the filing of the Petition you have had any savings, checking or commercial accounts in your name solely or jointly with others, with any bank or financial institution, please state the name and address of the bank or financial institution and the type of account, the names on the account and the names of all persons authorized to draw on the account, and the date the account was opened, the date the account was closed and the account number and the amount of the present balance, if any, or the amount of the last balance

before the account was closed.

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8. If in the twelve (12) months preceding the filing of the Petition there has been any bank accounts on which your name did not appear, in which you deposited or withdrew money, or are authorized to withdraw money, please state with respect to each such account, please state the name and address of the bank or financial institution, each name under which the account is listed and the account number along with the approximate date or dates and amounts of each deposit or withdrawal made by you.

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9. If you have given any financial statements during the last three (3) years, state the name and address of each person or organization to whom you gave such financial statements, and attach a copy of said statement(s) to your answers to these interrogatories.

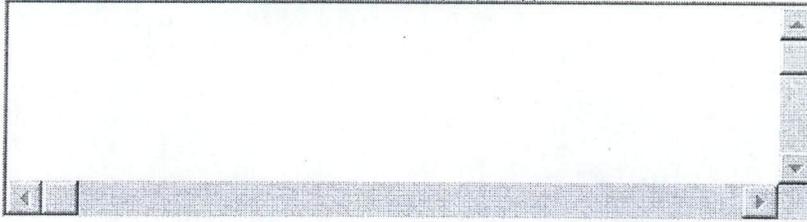
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10. If you have transferred any real or personal property within the last twenty-four (24) months, for each such item, state:

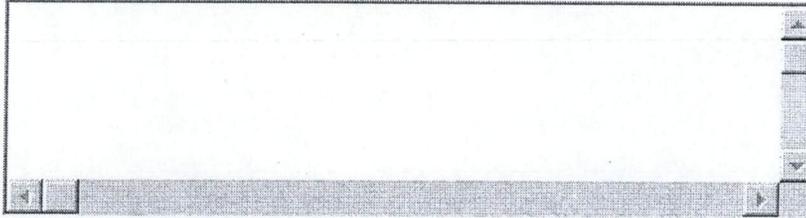
- a. Legal description of the property;

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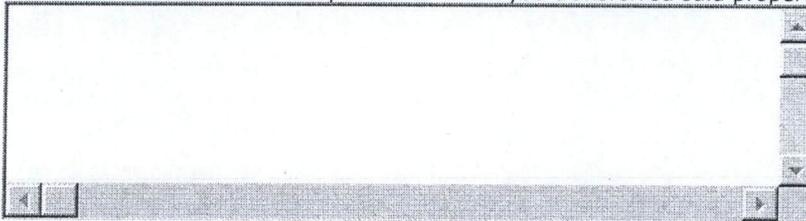
b. The value of your equity interest in said property;

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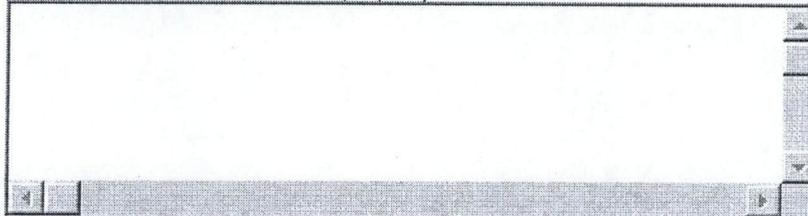
c. The date you transferred the property;

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d. The name and address of the person to whom you transferred said property; and

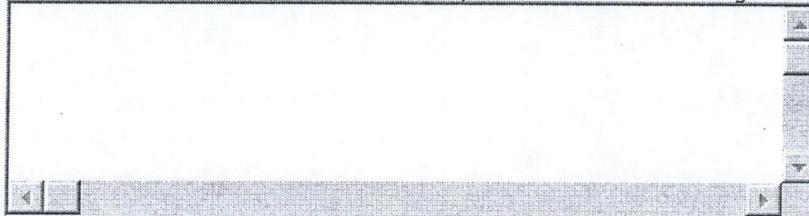
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e. Net proceeds received for said property.

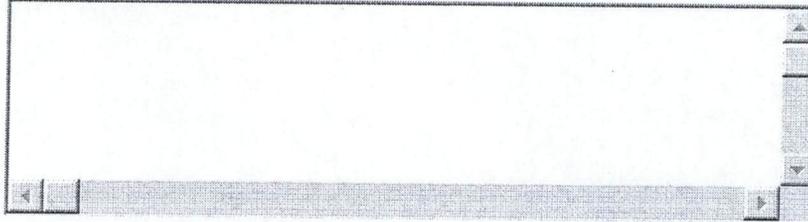
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11. Please state whether you have any credit card or charge accounts, in your name individually or jointly with any other person. If so, please state the following:

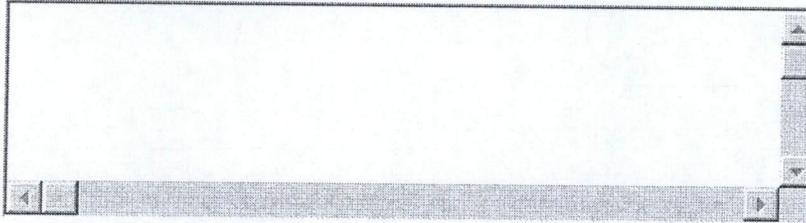
a. The bank, institution or store name for any such credit card or charge account.

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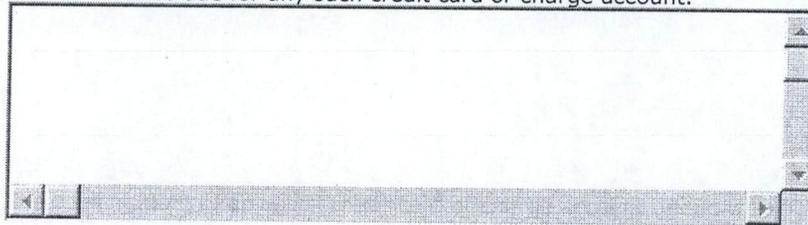
- b. The account number of any such credit card or charge account, along with the monthly payment due.



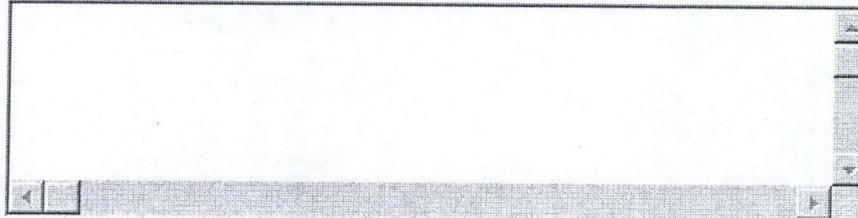
- c. The opening date of any such credit card or charge account, along with the closing date, if the account is now closed.



- d. The credit limit imposed for any such credit card or charge account, along with the current balance due for any such credit card or charge account.



12. Identify each person you expect to call as an expert witness at trial by providing such expert's name, address, occupation, place of employment, and qualifications to give an opinion, or if such information is available on the expert's curriculum vitae, such curriculum vitae may be attached to these interrogatory answers as a full response to such interrogatory and state the general nature of the subject matter on which the expert is expected to testify, and the expert's hourly deposition fee.



13. Identify each non-retained expert witness, including a party, you expect to call at trial who may provide expert witness opinion testimony by providing the expert's name, address and field of expertise. For the purpose of this interrogatory, an expert witness is a witness qualified as an expert by knowledge, experience, training, or education giving testimony relative to scientific, technical or other specialized knowledge that will assist the trier of fact to understand the

evidence.

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14. State whether or not you believe that your spouse has been guilty of marital misconduct from the date of your marriage to the present and if so, please state:

a. the nature of each such act of misconduct;

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b. whether said act took place before or after the separation of the parties;

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c. the name and mailing address of any person involved in such misconduct other than your spouse; and

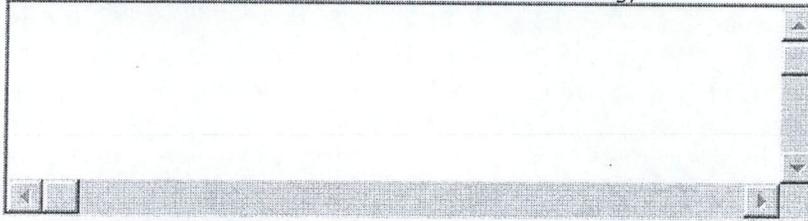
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d. the names and mailing address of all persons known to you who witnessed each such act of misconduct.

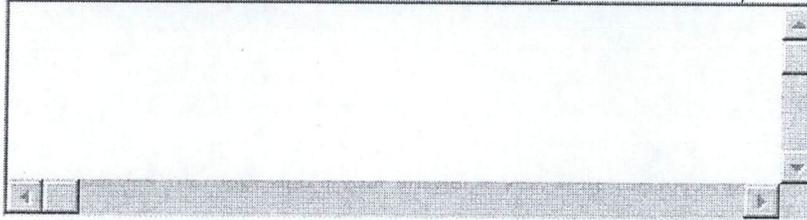
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15. State whether you or anyone on your behalf has had the other party under surveillance of any kind, including electronic surveillance or used any recording equipment or listening device at any time during the parties' marriage and if your answer is yes, state the following:

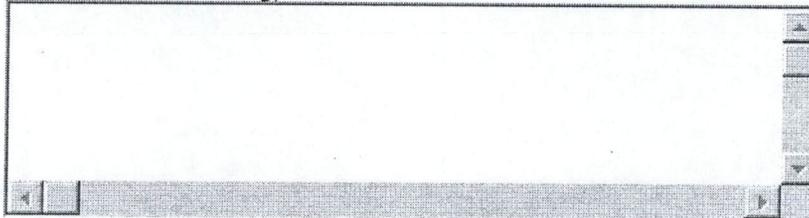
a. Each date such surveillance or recording was maintained and the name and address of each person who maintained the surveillance or recording;

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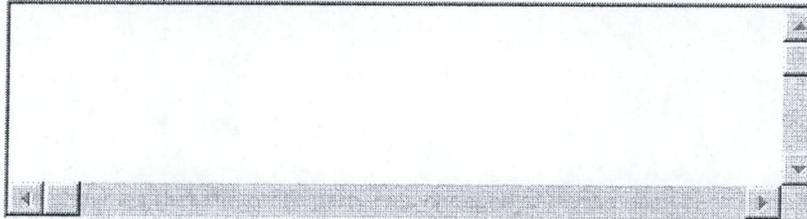
b. The location at which such surveillance or recording was maintained;

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c. The activities that the other party was engaged in during each such period of surveillance or recording; and

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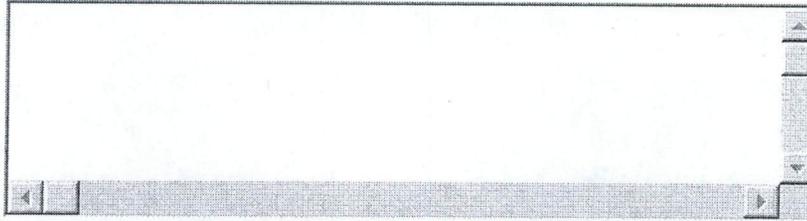
d. The name and address of each person who has custody of any recordings or copies made from any such surveillance.

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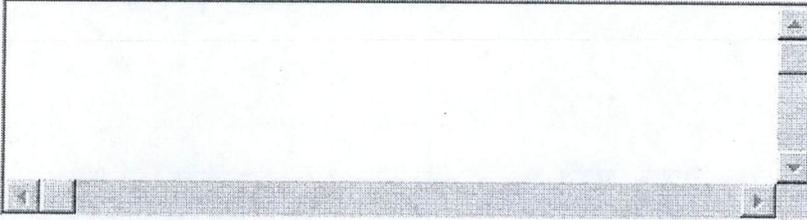
16. Please state whether you have any education or training beyond the high school level, including vocational training; and, if so, please state:

a. If you received or will receive a degree or certificate for said education or training, together with the name and highest grade or level completed, and degree or certificate

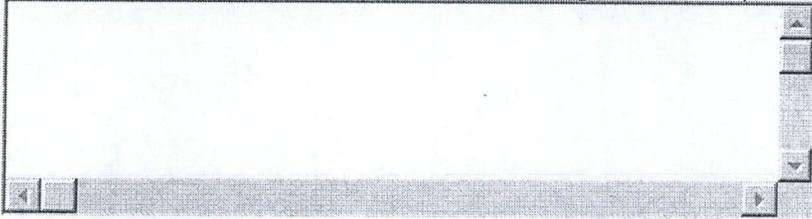
obtained;

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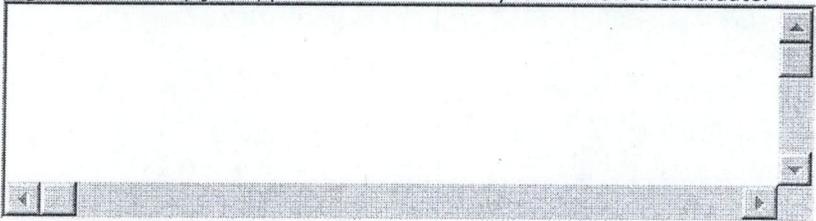
b. The area of concentration for your studies;

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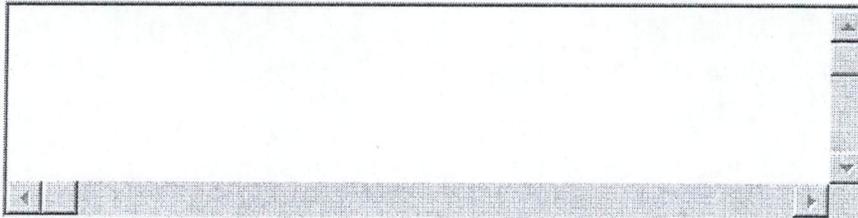
c. Whether your current employment utilizes the training or education you have received;

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d. Whether you intend to work in the field for which you are currently or have studied, together with any job opportunities for which you are now a candidate.

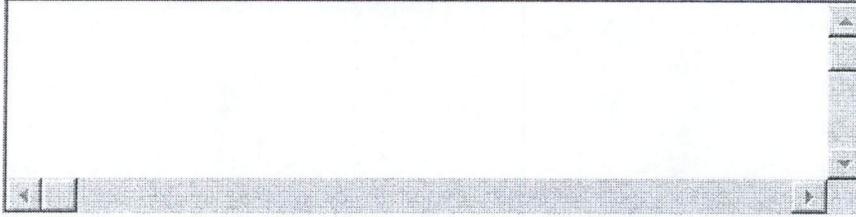
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17. Do you have a physical, emotional or other condition which prevents you or makes you incapable of maintaining employment either on a full-time basis or a part-time basis? If your answer is yes, please identify your condition, the date this condition began, the date it was diagnosed, the name, address and phone number of the doctor who diagnosed it, and the nature or symptoms of this condition.

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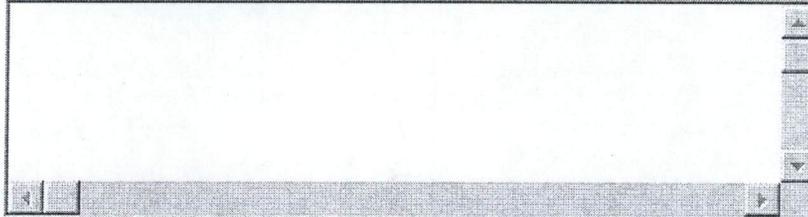
18. Please state each and every factual reason, in specific detail, why you believe you are entitled to or should be awarded maintenance. Indicate the amount you are requesting and the basis for

that requested amount.

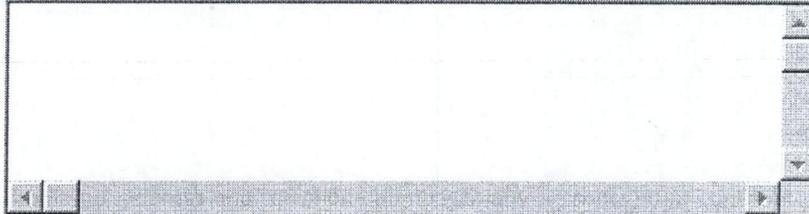


19. Please state whether any person, other than yourself, contributes to your regular household expenses and payments, and if so, please state the following:

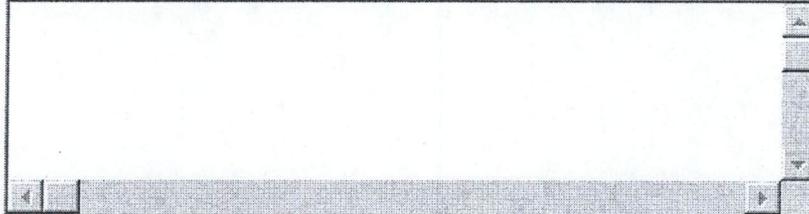
a. the name, address and telephone number of any person(s) that contributes to your regular household expenses and payments.



b. the amount of the contribution made toward your regular household expenses and payments



c. whether you have or had a verbal or written agreement with any such person(s).



20. Are you requesting sole legal or sole physical custody of the minor child? If yes, list each and every reason why you believe you are fit to be the sole legal or sole physical custodian and why it is in the best interests of the child that you are the sole legal or sole physical custodian. List each name and address of every person who has knowledge of your and the other party's individual parenting skills, co-parenting practices, family history, and home environment. Please list, in detail, each and every reason for that request, the date of each incident which led you to that

request and the name and addresses of any witnesses to each such incident.



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Enter your an email address if you want us to email a copy of the completed form.

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 5**  
**MANDATORY MEDIATION**  
**(Effective 1/1/11)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the mandatory mediation policy under the Family Court.

The attorneys and Judges of the 25th Judicial Circuit are firm believers that use of alternative dispute resolution is in the best interests of the parties and the children of parties in Family Court cases. Therefore, it is the policy of the 25th Judicial Circuit, that if the parties cannot fully and fairly resolve their issues within the first few months of filing, that the parties utilize either mediation or the Special Masters Program as mechanisms for resolving their cases. Consistent with this policy, IT IS HEREBY ORDERED THAT:

1. The Family Court Judges in each county shall have the authority, duty and responsibility to order parties to attend mediation under the parameters of Missouri Supreme Court Rule 17. Consistent with the goal that alternative dispute resolution be utilized, it is contemplated the order mandating mediation will be made at the time of the case management conference unless the parties agree to mediation or another form of ADR prior to that date.
2. Instead of attending mediation after the case management conference or at any time by agreement of all parties, the attorneys and parties can:
  - a. Agree to a Special Masters' session;
  - b. Agree to an early neutral evaluation instead of other forms of ADR; or
  - c. Sign a statement in writing that the case is fully settled and ready for an uncontested hearing.
3. The Family Court Judge has full authority and responsibility to order any family law case to the alternative dispute resolution mechanism known as the Special Masters' Program.
4. The parties are encouraged to request mediation, Special Masters, or another form of ADR prior to the time contemplated by case management standards. Upon request, each Family Court Judge has full authority to order any form of ADR requested by the parties that is

available within this Circuit and order the payment of ADR services from the Family Justice Fund, as long as funds remain available.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.

A handwritten signature in black ink, appearing to read 'Tracy L. Storie', is written over a horizontal line. The signature is stylized and cursive.

Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 6  
SETTING CASES FOR FINAL TRIAL**

**(Effective 1/1/11)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the procedure for setting cases for final trial under the Family Court.

1. If a case is not heard as an uncontested or default case within ninety (90) days after the petition is filed, the Family Court Coordinator shall review the file to conduct a preliminary evaluation of the type of case involved under case differentiation standards promulgated by the Office of the State Court Administrator of the State of Missouri. The Family Court Coordinator shall have the authority, duty and responsibility to set the case for a case management conference before the Family Court Judge in the county in which the case is filed. The case management conference shall be set approximately sixty (60) days from the date of the review of the file.
2. Pursuant to the policy statement of the Family Court Improvement Committee and the Missouri Supreme Court, when all parties consent, attorneys are encouraged to utilize telephone conference calls, polycom, skype, or other technologies that reduce travel time and effectively allow the attorneys and parties to communicate with the Judge about the issues that are to be addressed in a case management conference.
3. At the time of the case management conference the Family Court Judge shall have the duty and responsibility to:
  - a. Confirm that each party has complied with the document preparation rules and document exchange rules of this Family Court (and, if not, to make appropriate orders to ensure the case can be tried in an expeditious manner);
  - b. Determine there are no other foreseeable issues (such as the necessary appointment of a GAL) that would prevent the matter from proceeding to trial on the date set; and
  - c. Order the parties to participate in mediation or to participate in another form of ADR as set forth in Administrative Order Number 5, paragraph 2, and order the parties to follow all of M.A.R.C.H. Mediation requirements, including contacting the M.A.R.C.H. office

within seven (7) days of the conference and to begin participating in the mediation within thirty (30) days or as soon as the selected mediator is available.

- d. Set the matter for trial before a trial judge agreed to by the parties. If the parties cannot agree on a trial judge, the matter shall be submitted to the Presiding Judge for assignment. It is the goal of this Circuit that, for standard contested cases that are not designated as extraordinary, that the case be set for trial approximately one hundred twenty (120) days from the case management process.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.



Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 7**  
**COURT ORDERED MEDIATION**  
**(Effective 1/1/11)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify court ordered mediation under the Family Court.

1. If a case is not heard as an uncontested default or contested case within six (6) months after the entry of appearance is filed or answer is filed or due to be filed, the Family Court Judge in each county shall have the authority, duty and responsibility to notice the case for trial setting before said Family Court Judge on the next Circuit Law Day.
2. Pursuant to the policy statement of the Family Court Improvement Committee, when all parties consent, attorneys are encouraged to utilize telephone conference calls to:
  - a. Resolve pretrial discovery disputes; and;
  - b. Set the matter for trial;
3. At the time of trial setting the Family Court Judge shall have the duty and responsibility to:
  - a. Confirm that each party has complied with the document preparation rules and document exchange rules of this Family Court (and, if not, to make appropriate orders to ensure the case can be tried in an expeditious manner);
  - b. Determine the issues that remain contested after the utilization of available ADR resources;
  - c. Determine there are no other foreseeable issues (such as the necessary appointment of a GAL) that would prevent the matter from proceeding to trial on the date set; and
  - d. Set the matter for trial before a trial judge agreed to by the parties. If the parties cannot agree on a trial judge, the matter shall be submitted to the Presiding Judge for assignment.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.



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Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 8**

**TERMINATION OF MEDIATION**

**(Effective 1/1/11)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders to assist with efficiency and to clarify the termination of mediation procedure under the Family Court.

1. At any time after two hours of mediation, either party may terminate mediation ordered under Administrative Order Number 5.
2. The mediator shall terminate mediation whenever the mediator believes:
  - a. Continuation of the process would harm or prejudice one or more of the parties or any child of the parties; or
  - b. The inability or unwillingness of any party to participate in meaningful mediation is such that a reasonable agreement is unlikely.
3. The mediator shall cause a report of the termination of mediation to be mailed to the Family Court Judge within seven (7) days of termination of mediation.
4. The Family Court Judge shall have the authority, duty and responsibility to allow for up to four (4) hours of mediation services at the established contract rate of \$100.00 per hour. The 25th Judicial Circuit will automatically pay for the first two hour session and any administration fee as long as funding resources are available to the 25th Judicial Circuit's Family Court if funds do not exist from any other contract or grant for the payment of such mediation services.
5. Each Family Court Judge has the authority to order any person earning or capable of earning \$30,000 or more a year to pay for all mediation hours in excess of four (4) hours.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.

  
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Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**AMENDED ADMINISTRATIVE ORDER NUMBER 10**  
**ORDER OF DISBURSEMENT OF FAMILY JUSTICE FUNDS**  
( Effective 3/1/2012)

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders.

WHEREAS, by authorization and action of the 25th Judicial Circuit acting En Banc, Circuit Clerks have been authorized to collect the sum of \$30.00 for family law cases and to place them in the Family Justice Fund in each county; and

WHEREAS, by action and authorization of the Court acting En Banc, said funds are to be expended in the following percentages:

1. 65% for the provision of mediation services, payment of services for guardians ad litem when a parent or parents are indigent, transportation assistance, supervised visitation, and drug testing; and
2. 35% for administrative purposes.

NOW, THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED that Circuit Clerks are ordered to do the following:

1. On a quarter annual or more frequent basis pay all sums collected to the Family Court Coordinator for the 25th Judicial Circuit.
2. The Family Court Coordinator shall deposit 35% of the gross amounts received in and to the administrative account for uses and purposes more fully set forth in Administrative Order Number 12.
3. Further, the Family Court Coordinator is directed to keep a separate account of each county's Family Justice Fund so that the payment for mediation, Guardian ad Litem, or service fees is only made from funds generated in that county.
4. The Family Court Coordinator is authorized and directed to disburse funds from the Family Justice Fund for Guardian ad Litem fees upon a) any order of the Presiding Judge; and b) any order for payment of GAL fees by a Judge having jurisdiction in the case.
5. The Family Court Coordinator is authorized to pay, without any court order, payment for mediation services under the contract with M.A.R.C.H. Mediation up to four (4) hours for mediation services plus any administrative fee authorized pursuant to contract between the 25th Judicial Circuit and M.A.R.C.H. Mediation. In addition, the Family Court Coordinator is

authorized to pay any cancellation fee to M.A.R.C.H. pursuant to the terms of the contract.

6. The Family Court Coordinator is authorized to pay invoices for supervised visitation, said visitation shall be restricted to a cap of \$1000.00 a case/family, except as directed by a signed court order.
7. Payment of transportation assistance shall be restricted to a cap of \$300.00 a case/family, except as directed by a signed court order. Further, the Family Court Coordinator shall obtain permission from the Family Court Administrative Judge before authorizing ordering further gas cards.
8. The Family Court Coordinator shall obtain permission from the Family Court Judge before ordering further drug testing kits.
9. The Family Court Coordinator is directed to set up a separate fund designated as the Administrative Fund of the Family Justice Fund for the 25th Judicial Circuit. Payment shall be made from that account as authorized by Administrative Rule Number 12 or other directives issued by the Presiding Judge.

This Order is effective March 1, 2012 and to remain in effect until further order of this Court.

SO ORDERED this 1st day of March, 2012.

  
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Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 11**

**ORDER OF ADDITIONAL FUNDS FOR FAMILY COURT SERVICE FEE**

Pursuant to the purpose and intent of the Family Court of the 25<sup>th</sup> Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders.

WHEREAS, by authorization and action of the 25<sup>th</sup> Judicial Circuit acting En Banc, In addition to the \$5.00 that is currently being returned to the Family Court from the Bar Association, the following three Bar Associations agree to also return to the Unified Family Court the following amounts:

1. Texas County: The Texas County Bar Association has agreed to send an additional \$2.50 for family law cases to be placed in the Family Justice Services Fund for Texas County.
2. Phelps County: The Phelps Bar Association has agreed to send an additional \$2.50 for family law cases to be placed in the Family Justice Services Fund for Phelps County, for one year and then review.
3. Pulaski County: The Pulaski County Bar Association has agreed to have the Pulaski County Circuit clerk to withhold an additional \$2.00 for family law cases to be placed in the Family Justice Services Fund for Pulaski County, for one year and then for review.

Due to inadequate funding, Maries County Bar Association will not be submitting additional funds for the Family Justice Services Fund for Maries County.

This Order is effective September 2, 2011 and to remain in effect until further order of this court.

So ORDERED this 2nd, day of September, 2011.



Tracy L. Storie, Presiding Judge

**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 12**  
**DISBURSEMENT OF ADMINISTRATIVE FUNDS**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, hereby makes the following orders. The Family Court Coordinator is directed to disburse upon request of any Associate Judge, accompanied by proper documentation, or upon order from the Presiding Judge, the following:

1. Reimbursement for mileage for meetings and coordination efforts to further the purposes and goals of the Family Court of the 25th Judicial Circuit under the policies and procedures of OSCA reimbursement policies.
2. Reimbursement for meals, rooms and conference fees associated with education meetings, organizational meetings and other ongoing meetings in conjunction with the efforts to establish and maintain an effective Family Court for the 25th Judicial Circuit.
3. Pay up to the sum of \$750.00 per calendar year for the Administrative Judge of the Family Court for the 25th Judicial Circuit for fees to maintain membership in The American Bar Association, The Missouri Bar Association, AFCC and/ or The National Council of Law and Family Court Judges. In making this expenditure, the Presiding Judge recognizes the importance of maintaining ties with reputable national organizations so that current data on the successful implementation and administration of family courts is available to the Administrative Judge.
4. Reimburse travel expenditures of sums up to \$750.00 for any Judge in the 25th Judicial Circuit to attend any educational session not otherwise reimbursable by the Office of State Court Administrator. The purpose of this reimbursement policy is to be able to partially reimburse those Judges serving as Family Court Judges who are required to obtain additional CLE hours on an annual basis. Travel expenditures in excess of \$750.00 by any Family Court Judge shall be paid out only upon authorization and approval by the Presiding Judge.

This Order is effective January 1, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 1<sup>st</sup> day of January, 2011.

  
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Tracy L. Storie, Presiding Judge

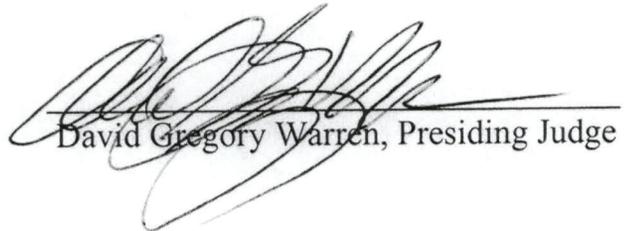
**IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 13**  
**ORDER OF APPOINTMENT OF ADMINISTRATIVE JUDGE**  
**(Effective 6/13/13)**

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge David Gregory Warren, Presiding Judge of the 25th Judicial Circuit, does hereby appoint Ronda L. Cortesini, Associate Judge of Pulaski County, Missouri as the Administrative Judge for the Family Court of the 25th Judicial Circuit to perform those duties as are defined by Chapter 487 RSMo, and to serve in such post until further order of the court.

This Order is effective June 13, 2013 and to remain in effect until further order of this Court.

SO ORDERED this 13<sup>th</sup> day of June, 2013.

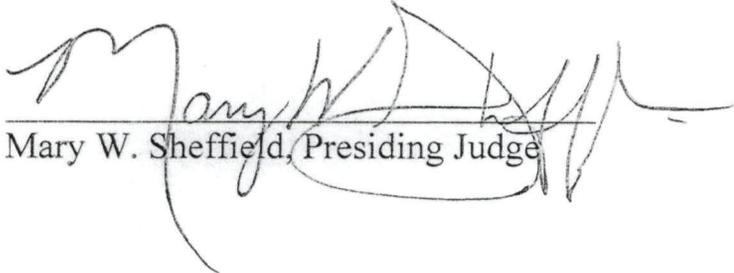
  
David Gregory Warren, Presiding Judge

**IN THE 25<sup>TH</sup> JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER #14**

**ORDER FOR ASSIGNMENT OF JUDGES TO GRAND JURY  
PROCEEDINGS**

Now on this 14<sup>th</sup> day of July, 2009, Judge Mary W. Sheffield, Presiding Judge of the 25<sup>th</sup> Judicial Circuit, does hereby order that the Presiding Judge shall assign all cases arising out of Grand Jury indictments to judges within the circuit in order to provide expeditious and effective justice.

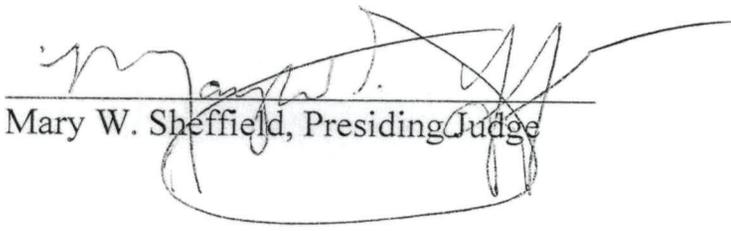
  
Mary W. Sheffield, Presiding Judge

IN THE TWENTY-FIFTH JUDICIAL CIRCUIT OF MISSOURI

ADMINISTRATIVE ORDER NUMBER #15

ORDER

Now on this 15<sup>th</sup> day of July, 2009, it is hereby ordered that all cases arising by indictments of the Grand Jury are to be assigned to the Presiding Judge for disposition or assignment.

  
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Mary W. Sheffield, Presiding Judge

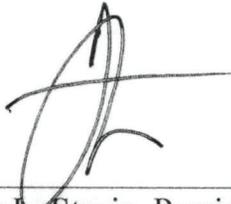
IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI

ADMINISTRATIVE ORDER NUMBER 16  
DISBURSEMENT OF MEDIATION FUNDS FOR PARENTS TO ATTEND  
PARENT EDUCATION PROGRAMS  
(Effective 1/1/11)

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, and consistent with the recommendations of the Parent Education Subcommittee, retroactive to January 1, 2009, the Family Court Coordinator is directed to disburse the amount of \$30.00 to the University of Missouri Extension Program for Parent Education Services provided to individuals who have declared in writing that their average monthly income does not exceed \$1,225.00 per month. The Family Court Coordinator is directed to disburse those funds upon receipt of request for payment from University of Missouri and its designated employees.

This Order is effective November 11, 2011 and to remain in effect until further order of this Court.

SO ORDERED this 11<sup>th</sup> day of November, 2011.

  
\_\_\_\_\_  
Tracy L. Storie, Presiding Judge

IN THE 25TH JUDICIAL CIRCUIT OF MISSOURI

ADMINISTRATIVE ORDER NUMBER 17  
DISBURSEMENT OF ADMINISTRATIVE FUNDS FOR PAYMENT OF  
WORKERS COMPENSATION INSURANCE FOR  
GUARDIAN AD LITEMS AND MEDIATORS  
(Effective 6/10/11)

Pursuant to the purpose and intent of the Family Court of the 25th Judicial Circuit, Judge Tracy L. Storie, Presiding Judge, the Family Court Coordinator is directed to disburse payments of workers compensation insurance for approved Guardian Ad Litem and mediators. The Family Court Coordinator is directed to disburse those funds upon receipt of request for payment from Phelps County Clerks office.

This Order is effective June 10, 2011, and to remain in effect until further order of this Court.

SO ORDERED this 10th day of June, 2011.

  
\_\_\_\_\_  
Tracy L. Storie, Presiding Judge

IN THE TWENTY-FIFTH JUDICIAL CIRCUIT  
STATE OF MISSOURI

ADMINISTRATIVE ORDER 18  
PUBLIC DEFENDER CASE LIMITATION  
(Effective 9/28/12)

The Court has been advised by the General Counsel of the Missouri State Public Defender Commission that the Public Defender for the Rolla District Office, which includes all four counties in this Circuit, intends to implement the Commission's caseload rule (18 CSR 10-4.010, hereinafter, "the Commission's Rule") and that the Rolla District Defender's office anticipates it will exceed its capacity (as determined by the Commission's rule) in October, 2012.

Pursuant to the Supreme Court's direction in *State ex rel. Missouri Public Defender Commission v. Waters*, No. SC91150 (Mo. Banc, 2012), this Court, along with the Presiding Judge of the 42nd Circuit, and several of the judges sitting in the two circuits, met with the General Counsel of the Public Defender, the Rolla District Defender and several Prosecuting Attorneys and public defenders in the affected counties, in an attempt to determine how best to avoid the Public Defender refusing appointment of any cases once the district reaches its capacity. This order is formulated taking into account the information obtained from that meeting and suggestions received from the various judges and prosecuting attorneys.

The *Waters* decision instructed the trial courts to exercise their inherent authority over their dockets to triage cases so that the most serious cases are given priority. The Court finds it necessary, under current circumstances, for the Public Defender to defer representation of the Defendants charged with some offenses in order to avoid declining representation in all other cases including more serious cases. This order may be

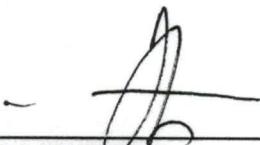
amended as circumstances change and as the Court observes the effects of implementation of this plan. In issuing this order, the Court is mindful of the Constitutional obligation to insure representation of counsel for indigent persons accused of crimes and its obligation to balance the rights of the accused, the victims of crime, the general public, and the attorneys in the Public Defender System.

Effective October 1, 2012, the Rolla Public Defender Office, in cases in the Twenty-fifth Judicial Circuit, shall defer representation for all defendants otherwise eligible for Public Defender services in misdemeanor cases, including probation revocation proceedings, until such time as the judge with jurisdiction of a particular misdemeanor case shall authorize and order the public defender to represent the defendant. The Rolla Office of the Public Defender shall continue to accept and process applications for its services in misdemeanor cases and file its determination of a defendant's eligibility with the court but may not enter the case without the approval of the judge having jurisdiction of the case.

Any Defendant applying for the services of the Public Defender shall have the opportunity to appeal the application of this order to his or her case to the trial judge.

The trial judge may decline to allow the Public Defender to accept representation of a Defendant charged with offenses not listed herein upon application of the Public Defender, the Prosecuting Attorney or upon the Court's own motion.

9/28/12  
DATE

  
\_\_\_\_\_  
TRACY STORIE  
PRESIDING JUDGE

IN THE TWENTY-FIFTH JUDICIAL CIRCUIT  
STATE OF MISSOURI

ADMINISTRATIVE ORDER 19  
COURT RECORDS  
(Effective 11/5/12)

Pursuant to Court Operating Rule 8.02 as Presiding Judge of the 25<sup>th</sup> Judicial Circuit, it is hereby ordered that all pre-sentence investigations, sentencing assessment reports, and probation and parole reports are unavailable to the public and are not to be released by the clerk to anyone except at the request of the defendant or an attorney of record and only upon written request signed by the defendant or attorney of record.

11/5/12  
DATE

  
\_\_\_\_\_  
TRACY STORIE  
PRESIDING JUDGE

**IN THE 25<sup>TH</sup> JUDICIAL CIRCUIT OF MISSOURI**

**ADMINISTRATIVE ORDER NUMBER 20**

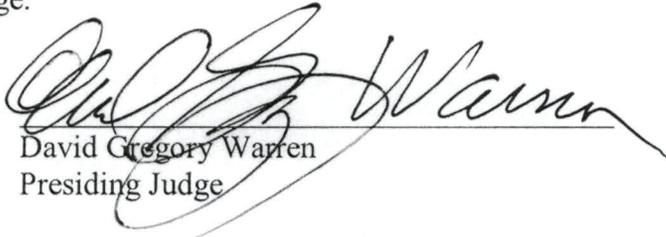
**DIVISION ASSIGNMENTS**

**(Effective 5/20/13)**

WHEREAS, assignment of judicial personnel is authorized under the Constitution, Article V, Sections 15 and 17, and the Revised Statutes of Missouri, Sections 478.072, 478.240, and 478.245, it is ordered that:

With respect to felony cases filed in the Circuit Court of Phelps County, Pulaski County, Maries County and Texas County, Missouri, whether by Grand Jury Indictment or by the filing of an Information after preliminary hearing, Local Rule 6.2 governing the assignment of cases between the Circuit Judges is hereby suspended. Effective this date, all such cases filed in the Office of the Circuit Clerk shall be assigned to one of the two Circuit Judges based on the case number assigned to the case by the Clerk at the time of filing. Odd numbered cases are assigned to the judge presiding in Division I of the Circuit Court; even numbered cases shall be assigned to the judge presiding in Division II of the Circuit Court.

This order shall remain in full force and effect until December 31, 2013, or until withdrawn by the Presiding Judge.

  
David Gregory Warren  
Presiding Judge

Dated: May 20, 2013

CC: Honorable William E. Hickle  
Honorable Colin P. Long  
Honorable Ronda L. Cortesini  
Honorable Ronald D. White  
Honorable Kenneth G. Clayton  
Honorable Kerry G. Rowden  
Honorable Douglas D. Gaston  
All 25<sup>th</sup> Circuit Clerks, Prosecuting Attorneys and Public Defenders