

## **How to File Required Pleadings for a Dissolution, Motion to Modify, Legal Separation or Paternity Case through the Missouri eFiling System**

Pursuant to St. Charles County Local Court Rule 68, the following items are required filings on new family court cases or motions to modify on existing family court cases. Each item must be filed as a separate filing by using the Add New Document option and not as an attachment to the petition. Please reference instructions on [How to eFile a New Case in the Circuit Court](#) or [How to eFile on an Existing Case in the Circuit Court](#) for eFiling procedures.

Please note pursuant to Court Operating Rule 4.05(3), *Dissolutions and paternity actions shall be filed separately. A separate case number shall be assigned for each dissolution and each paternity action filed and shall be related in the automated case management system for scheduling and other processing.*

At this time paternitys may be filed through the Missouri eFiling System, however, once accepted by the court, will not be viewable on Case.net. Any subsequent filings must be filed and served by paper copy.

NOTE: If you are filing a motion to modify, you must select File on an Existing Case and submit your filing using the current court case number. Be sure to include the appropriate filing fee. Do not file using File a New Case.

1. Petition for Dissolution or Motion to Modify.  
New Case: Document Category: Petition/Initial Pleading Filed by/in/for  
Document Type: Dissolution – Family  
Existing Case: Document Category: Motion To/For  
Document Type: Modify - Family
2. Filing fee or Motion and Affidavit in Support of Request to Proceed as a Poor Person.  
Document Category: Motion To/For  
Document Type: Proceed In Forma Pauperis
3. File Party Information Sheet. ([eFile Party Information Sheet](#))  
Document Category: Filing - Other/Miscellaneous  
Document Type: Confidential Filing Information Sheet
4. Statement of Income and Expense. (Also required on Motions to Modify Child Support or Maintenance.)  
Document Category: Filing - Other/Miscellaneous  
Document Type: Income & Expense Statement
5. Statement of Property and Debts. (Also required on Motions to Modify Child Support or Maintenance.)  
Document Category: Filing - Other/Miscellaneous  
Document Type: Property Statement

6. Certificate of Dissolution Dept. of Health form. (For Dissolution of Marriage and Legal Separation only.)  
Document Category: Certificate of  
Document Type: Dissolution
7. Proposed Parenting Plan (optional at initial filing, please check local court rules)  
Document Category: Filing - Other/Miscellaneous  
Document Type: Proposed Parenting Plan
8. Service of Process Instructions. (Motion for Special Process Server, if one is requested).  
Document Category: Motion To/For  
Document Type: Special Process Server