2025
CIRCUIT COURT RULES

30th Judicial Circuit
(Dallas, Hickory, Polk and Webster Counties)

Honorable David C. Replogle
Presiding Judge

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These rules are available in their entirety at www.courts.mo.gov
(Law library should contain only this cumulative set of rules.)

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30th JUDICIAL CIRCUIT

ADMINISTRATION

1. Divisions of Court.

2. Hours and Terms of Court.

   2.1 Hours of Court. (No Local Rule)

   2.2 Terms of Court. (No Local Rule)

   2.3 Law Days of the 30th Judicial Circuit.

Law Day dockets will occur at the following times:

<table>
<tr><th></th><th>MONDAY</th><th>TUESDAY</th><th>WEDNESDAY</th><th>THURSDAY</th><th>FRIDAY</th></tr>
<tr><td>9:00</td><td rowspan="3">Polk Crim</td><td rowspan="3">Polk Civil</td><td></td><td rowspan="3">Dallas Crim</td><td>Hickory Crim</td></tr>
<tr><td>10:00</td><td></td><td>Hickory Civil</td></tr>
<tr><td>11:00</td><td></td><td>Hickory TPR & Adoptions</td></tr>
<tr><td>Noon</td><td>Lunch</td><td>Lunch</td><td>Lunch</td><td>Lunch</td><td>Lunch</td></tr>
<tr><td>1:00</td><td rowspan="2">Polk Juv (TPR & Adoptions)</td><td rowspan="3">Webster Crim</td><td>Webster Civil</td><td rowspan="2">Dallas Civil</td><td rowspan="3"></td></tr>
<tr><td>2:00</td><td>Webster TPR & Adoptions</td></tr>
<tr><td>3:00</td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2">Dallas Juv (TPR & Adoptions)</td></tr>
<tr><td>4:00</td></tr>
</table>

*Law week will generally be the first full week of each month.

Rev. 7/15/25

Any Law Day Docket not held due to a holiday or a court closure shall move to the same day of the following week provided it is not a holiday or court closure. Counsel shall notify the Clerk of the Circuit Court at least 48 hours prior to a Law Day of their intention to take action in a pending case. Failure to do so may result in the matter being passed to the next Law Day. DUE TO EXIGENT CIRCUMSTANCES, LAW DAYS MAY BE CHANGED AND/OR RE-SET BY THE CIRCUIT JUDGE. Therefore, you should always check with the office of the appropriate Circuit Clerk to determine the Law Day in any specific county in any specific month.

2.4 Particular Matters on Particular Days.

(1) Motions.
All other matters preliminary to trial, and other dispositions which are permitted by these rules to be heard on law days may be heard on any regular law day occurring at least five (5) days following service of process and after (5) days written notice to other parties in the case. TIME SHALL BE CALCULATED FOR PURPOSES OF GIVING REQUIRED NOTICE AS SPECIFIED BY SUPREME COURT RULE 44.01. WHEN NOTICE IS GIVEN BY MAIL, AN ADDITIONAL THREE (3) DAYS SHALL BE ADDED TO THE PRESCRIBED PERIOD AS PROVIDED BY SUBSECTION (e) OF SAID SUPREME COURT RULE. An original copy of the notice shall be filed with the Clerk. Any matter not ready for hearing when called shall be recalled at the end of the Court's other scheduled business for the day if time permits.

(2) Matters requiring testimony.
No matters requiring testimony will be heard on Law Day unless specifically set by the Court.
Matters requiring testimony which are specially set by the Court may be continued to a day certain, other than a law day, if time requires.

3. Pleadings.

3.1 Caption. (No Local Rule)

3.2 Style. (No Local Rule)

4. Filing of Cases.

4.1 Criminal Cases. (No Local Rule)

4.2 Civil Cases. **Amended 1/1/15**

The Circuit Clerk shall maintain a central filing system where all case pleadings, motions, and documents related thereto shall be filed. The filing system is electronic and all documents filed by attorneys must be electronically filed, except those documents exempted from electronic filing by Local Rule 103.09.

4.3 Probate Cases. (No Local Rule)

4.4 Juvenile Cases. **Amended 11/18/21**
Effective 1/1/22

(1) Adoptions
Uncontested adoptions shall be heard on law days and docketed upon Notice by Petitioner. Only the case numbers for adoptions shall be listed on law day dockets. The Clerk shall not list case captions when docketing adoptions. Contested adoptions shall be set for hearing by the assigned Judge.

(2) Other Juvenile Matters
Juvenile matters shall be scheduled for hearings by the Juvenile Officer on such dates as are designated for juvenile hearings or by the Court.

4.5 Small Claims Cases. (No Local Rule) (See Local Rule 73)

4.6 Municipal Cases.

When a municipality has made provisions for its municipal ordinance violation cases to be heard before a Municipal Judge, such cases shall be filed in the office of the Clerk of the Municipal Division which has been provided by the municipality.

When a municipality has not made provision for its municipal ordinance violation cases to be heard before a Municipal Judge, such cases shall be filed in Associate Division of the respective county. If a Judge has established a traffic violations bureau, the case need not be so filed if disposition of the case is made in the traffic violation bureau in accordance with procedures provided by law or court rules for the operation of traffic violations bureaus.

4.7 Facsimile Filing and Service. **Amended 10/30/15 Effective 2/1/16**

Facsimile filings shall only be authorized for entities or parties that are not required to electronically file documents pursuant to Local Court Rule 103.09.

Fax Pleadings. Limited facsimile transmissions for filing of pleadings by litigants authorized under Local Rule 103.09 are permissible provided they do not exceed 10 pages per case per day. No facsimile transmission of any length shall be filed if it is a continuation of any previous facsimile transmission. No filing by fax shall be processed by the Clerks until the appropriate filing fees have been received. Facsimile transmission received at the court before 4:00 P.M. of a regular workday are deemed filed as of that day. Filings received after 4:00 P.M. are deemed filed on the next regular court workday. If either the facsimile transmission length is exceeded or the appropriate fees have not been received or the case for which filings have been transmitted by facsimile has not been filed, the document shall be discarded.

Proof of Service---Fax. Proof of service by facsimile shall be made by the person causing the paper to be transmitted. Such proof of service shall indicate the facsimile/telephone number to which the paper was transmitted and the method of confirmation that the transmission was received.

4.8 Emergency Filings with On-Call Judges by Facsimile or Electronic Communications. **Amended 10/30/15 Effective 2/1/16**

Pursuant to Missouri Supreme Court Rule 20.04(h), search warrants and affidavits in support thereof, arrest warrants and informations, complaints, indictments and probable cause statements in support thereof; ex parte orders and petitions and affidavits in support thereof; mental health/drug and alcohol commitments and petitions in support thereof; and detention and protective custody orders and petitions in support thereof, and similar emergency documents may be filed with any circuit or associate judge of this circuit by facsimile or electronic transmission at any time when a judge is otherwise unavailable. Acceptance of such documents

by facsimile or electronic transmission shall be left to the discretion of the Judge to whom the application is made, and such Judge may require a particular manner and/or format of such transmission. Any such document 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 as an original signature. The person filing such a paper by facsimile or electronic transmission may also be required to provide the original to the court if so requested.

5. Fees and Costs.

5.1 Filing Fee and Cost Deposit. **Amended 12/15 Effective 2/1/16 Amended 11/18/21 Effective 1/1/22**

In all cases filed in this Circuit there shall be deposited with the appropriate clerk a sum set from time to time by the court en banc in accord with the applicable statutes, ordinances, Supreme Court Rules and Local Rules, as posted in the Office of the Circuit Clerk. When a case is electronically filed by a registered attorney the fee shall be paid by credit card, debit account or e-check.

In all Circuit and Associate Divisions, there is hereby established a law library deposit of $15.00 which shall include Chapter 517 proceedings. This fee has been included in the above named costs.

Circuit Clerks of the respective Circuit Courts are hereby designated as treasurer and custodian of the library. Funds shall be disbursed upon approval of the Presiding Judge. Associate Clerks shall transmit monthly any money collected as law library fees to the designated treasurer/custodian.

No case will be filed or processed until the above fees have been deposited with the clerk.

5.2 Costs. **Amended 11/18/21 Effective 1/1/22**

In addition to the prescribed filing fee for petitions, petitioners in any adoption proceeding, except step-parent adoptions and adult adoptions shall, at the time of filing their petition, deposit $780.00 in addition to the filing fee, in order to secure payment of Adoptive Home Studies, Putative Father Registry, Bureau of Vital Statistics fee and Guardian Ad Litem fee. In step-parent adoptions only, petitioners shall, at the time of filing of their petition, deposit $150.00 in addition to the filing fee, in order to secure payment of Guardian Ad Litem fee and Putative Father Registry.

5.3 Witness Fees. (No Local Rule)

5.4 Waiver of Fees. (No Local Rule)

5.5 Motion for Security. (No Local Rule)

5.6 Reproduction of Court Recorded Hearing. **Adopted 4/12/19**

Transcripts and copies of transcripts of all recorded hearings will only be prepared by the Office of State Courts Administrator transcribing services or by the circuit judge's certified court reporter at the expense of the requesting party. No circuit clerk shall duplicate any audio recordings unless required by statute or Supreme Court Rule.

5.7 Reproduction of Court Documents/Fax Filings. **Adopted 1/1/14**

Every clerk of this circuit shall collect a fee of 25 cents (.25) from any litigant, attorney or member of the public who request reproduction by copy of any document, in any court file up to 10 pages and 50 cents (.50) for any copied page more than 10. Said fee shall apply toward faxes.

6. Assignment of Judges, Cases, and Transfer of Cases.
(See also Local Rules 62 and 63.)

6.1 Assignment to Associate Circuit Judges. **Amended 11/18/21**
Effective 1/1/22

A. The following types of cases shall be filed with the Clerk of the Circuit Court, and are hereby assigned to the Associate Judge of the county whenever such proceeding is filed or assigned by designation of the Presiding Judge:

1. URESA
2. DOMESTIC RELATIONS
3. APPLICATIONS FOR ADULT ORDERS OF PROTECTION
4. APPICATIONS FOR CHILD ORDERS OF PROTECTION
5. APPLICATION TO CONFIRM ARBITRATION AWARDS

B. Motions to Modify. **Amended 1/1/15**

1. If the Associate Judge presided over the immediate past independent civil action, i.e. dissolution or modification, then said proceeding is assigned to same Judge for hearing (unless an administrative order or assignment by the Presiding Judge provides otherwise).

2. Said action shall otherwise be referred by the Circuit Clerk, to the Presiding Judge for assignment.

FILING OF CASES IN ASSOCIATE DIVISIONS
(See also Rule 62.1)

C. The following classes of cases shall be filed in and heard by the Associate Judge of the Circuit Court:

1. Proceedings for Change of Name
2. Hardship Driving Privileges
3. All Department of Revenue cases/matters regarding driving privileges.

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

6.1.2 Special Assignment. (No Local Rule)

6.2 Assignment to Circuit Judges. (No Local Rule)

6.3 Certification to Circuit Division. **Amended 4/19/24**
Effective 1/1/25

When a request for a trial by jury is made, the Judge presiding over that action shall certify and transmit the file to the Clerk of the Circuit Court where it shall be filed for trial on the record with procedures applicable before Circuit Judges. Municipal Judges shall notify the Presiding Judge of a jury request. Civil cases shall be heard by the Circuit Judge and criminal cases shall be heard by the Associate Circuit Judge presiding over the action and municipal cases shall be heard by an Associate Circuit Judge assigned by the Circuit Judge. This rule does not apply to Probate Division Cases. In any associate division civil case wherein, a petition, a counterclaim, cross claim or third-party petition that independently exceeds the jurisdiction of the associate division cases triable under 517.081 or consolidation of any associate division civil cases would result in a claim exceeding the jurisdictional limit of the associate division, the case shall be certified to the circuit division and assigned to the circuit judge.

6.4 Trial De Novo.

Cases will be forwarded to the Clerk of the Circuit Court for filing. The Division Clerk shall notify the Presiding Judge for assignment of another Judge.

6.5 Disqualification of Judge. (No Local Rule)

6.6 Absence of Judge. **Amended 12/9/16**
Effective 1/1/17
Amended 9/10/19
Effective 9/10/19
Amended 4/7/23
Effective 4/7/23

When the regular judge of any Division is unable to act for any reason including recusal, any Judge of the circuit unless previously disqualified, other than Municipal Judges, may:
A. Make a determination of probable cause and issue or direct the issuance of warrants for arrest and conduct initial appearance and Bond Review Hearings as provided in Supreme Court Rules,
B. Hold the non-adversary proceeding and issue search warrants as provided by law or Supreme Court Rule,
C. Conduct the ex parte hearings and issue the orders and warrants as provided by law, relating to adult abuse and child abuse, involuntary commitment for alcohol abuse, and involuntary commitment for mental health evaluations.
D. Conduct the ex parte hearing and issue restraining orders as provided in Supreme Court Rule.
E. Evaluate Petitions of Child Abuse and Neglect or Delinquency and issue Orders of Temporary Custody and Detention.

The authority hereby granted shall not require a specific transfer or assignment and all judges, other than municipal judges, are transferred and assigned to all Divisions of the 30th Judicial Circuit for the purposes set forth herein.

6.7 Absence of Presiding Judge. (No Local Rule)

6.8 Family Court Designated for Polk County.

Effective January 1, 2006 and thereafter, Polk County is designated as having a Family Court as provided in sections 487.010 to 487.190 RSMo.

6.9 Creation of Webster County Family Court

As of January 1, 2026, there is hereby created within the 30th Judicial Circuit, in Webster County, a Family Court, as provided in Sections 487.010 TO 487.190 RSMo. Cases within the jurisdiction of the Webster County Family Court shall include cases involving Dissolution of Marriage, Annulment, Legal Separation, Family Access, Motions for Modification, Paternity, Child Support, Child Custody, Child Protection Orders, Adult Protection Orders, Adoption, Change of Name, Domestic Habeas Corpus, Domestic Relations Contempt, Juvenile Cases and Registration of Foreign Judgments of all matters stated herein.

7. Withdrawals of papers from Clerk's Office.

7.1 When Allowed. (No Local Rule)

7.2 Duplicating Policy. (No Local Rule)

8. Publication of Dockets.

8.1 Trial Docket. (No Local Rule)

8.2 Dismissal Docket. (No Local Rule)

9. Courtrooms.

9.1 Assignment of Courtroom. (No Local Rule)

9.2 Place of Hearing. (No Local Rule)

9.3 Use of Counsel Table. (No Local Rule)

9.4 Courtroom Decorum and Dress. (No Local Rule)

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

10. Court Reporters and Compensation for Same. (No Local Rule)
(See Local Rule 23.)

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

12. Monies Paid Into Court.

The Judge of any division of any Circuit Court within the 30th Circuit may authorize and direct collection by a Court Clerk of fines, penalties, forfeitures and other sums of money accruing to the state in lieu of such collections being otherwise performed by the county Sheriff. Any Court Clerk who makes such collections shall account for all moneys received and shall distribute those moneys as prescribed by law.

12.1 Bond in Civil Cases. (No Local Rule)

13. Communications with Court.

13.1 Oral Communications with the Court. (No Local Rule)

13.2 Written Communications with the Court. (No Local Rule)

14. Presence of Sheriff and Clerk. **Amended 1/1/14**

The Sheriff and Clerk shall be present in the courtroom at all times while any division of the Circuit Court, except municipal, is in session, either personally or by a deputy from their respective offices, or by a court marshal.

15. Establishment of Court Marshals.

In accordance with 476.062 RSMo, Court Marshals are hereby established for all divisions of every county of the 30th Judicial Circuit. Said Marshals may be appointed by the Circuit and Associate Circuit Judge of their respective counties.

16. Appointment of Special Process Server. **Amended 1/1/14**

Upon written application, any Judge may appoint one qualified and disinterested person as a "Special Process Server". Said appointment shall be in writing and shall be valid only for the specific case in which the appointment is made.

GENERAL RULES

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. **Adopted 3/20/15**
Effective 2/1/16

Criminal Cases – Motions for permission to withdraw in any case shall be in writing and include the name and last known address of the client within the body of the motion. Notice of hearing thereon shall be given to the client and all parties. The notice of hearing shall advise the defendant of the obligation to appear in person at all future court appearances or suffer the possible issuance of a capias warrant for defendant's arrest.

21.5 Failure of Attorney to Answer Docket Call. (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)

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 standards as adopted by the Missouri Supreme Court which are as follows:

22.1 Appointment of Guardian ad litem.

Only a lawyer licensed by the Supreme Court of Missouri and, when authorized by law, a court appointed special advocate volunteer sworn in as an officer of the court shall be appointed to act as a guardian ad litem for a child. The guardian ad litem shall be appointed no later than the first proceeding at which a guardian ad litem is required by law and shall remain involved until the matter in which the guardian ad litem is appointed is concluded or as otherwise ordered by the court.

22.2 Independent Judgment of Guardian ad Litem.

A guardian ad litem, whether a lawyer or a volunteer, shall be guided by the best interests of the child and shall exercise independent judgment on behalf of the child in all matters.

22.3 Faithful Performance of Duties.

The court shall assure that the guardian ad litem maintains independent representation of the best interests of the child. The court shall require the guardian ad litem to perform the guardian ad

litem duties faithfully and, upon failure to do so, shall discharge the guardian ad litem and appoint another.

22.4 Volunteer Advocates.

If the court appoints a court appointed special advocate volunteer, the services of a lawyer shall be obtained by the volunteer program supporting the volunteer when the volunteer has need for legal advice and assistance.

22.5 Guardian ad litem Access to Child.

The guardian ad litem shall not be unduly restricted in access to the child by any agency or person. The guardian ad litem should meet with the child in the child's placement as often as necessary to determine that the child is safe and to ascertain and represent the child's best interests.

22.6 Guardian ad litem Access to Reports and Records.

Unless otherwise provided by law, the guardian ad litem shall be provided, upon request, with all reports relevant to the case made to or by any agency or any person and shall have access to all relevant records of such agencies or persons relating to the child or the child's family members or placements of the child.

22.7 Confidentiality.

A guardian ad litem shall observe all statutes, rules and regulations concerning confidentiality. A guardian ad litem shall not disclose information, or participate in the disclosure of information, relating to an appointed case to any person who is not a party to the case, except as necessary to perform the guardian ad litem duties or as may be specifically provided by law.

22.8 The Court Process.

The guardian ad litem will review the progress of a child's case through the court process and advocate for timely hearings.

22.9 Relating the Court Process to the Child.

The guardian ad litem will explain, when appropriate, the court process and the role of the guardian ad litem to the child. The guardian ad litem will assure that the child is informed of the purpose of each court proceeding. The guardian ad litem will assure the child that the child's opinions and feelings will be made known to the court even when not consistent with the recommendations of the guardian ad litem.

22.10 Participation in Proceedings Outside the Courtroom.

The guardian ad litem shall participate in the development and negotiation of any plans, orders and staffings that affect the best interest of the child.

The guardian ad litem shall monitor implementation of service plans and court orders to determine whether services ordered by the court are being provided in a timely manner.

22.11 Participation in Court Proceedings.

The guardian ad litem shall appear at all court proceedings to represent the child's best interest. As authorized by law, the guardian ad litem may present evidence and ensure that, where appropriate, witnesses are called and examined, including, but not limited to, foster parents and psychiatric, psychological, medical, or other expert witnesses.

In the event any new developments or significant changes in the child's circumstances occur during the pendency of the court process, the guardian ad litem may cause appropriate pleadings to be filed.

22.12 Protecting the Child as Witness.

The guardian ad litem in a pending case shall protect the interests of a child who is a witness in any judicial proceedings related to the case in which the guardian ad litem has been appointed. The guardian ad litem shall explain, when appropriate, the court proceedings and process to the child.

22.13 Conflicts of Interest.

If it is determined that the recommendations of the guardian ad litem are not in agreement with the wishes of the child, the court shall be informed by the guardian ad litem.

22.14 Recommendations to the Court.

The guardian ad litem shall present recommendations to the court on the basis of the evidence presented and provide reasons in support of these recommendations. When authorized by law, the guardian ad litem may offer evidence to the court. If the guardian ad litem testifies, the guardian ad litem shall be duly sworn as a witness and be subject to cross-examination.

22.15 Court Orders

The guardian ad litem should request orders that are clear, specific, and, where appropriate, include a time line for the assessment, services, placement, treatment and evaluation of the child and the child's family.

22.16 Training of Guardian ad litem. **Amended 1/15/16**
Effective 2/1/16

No person shall be appointed as guardian ad litem without first completing eight hours of specialized training. Thereafter, to continue to be appointed as a guardian ad litem, a person shall complete three hours of specialized training annually. Completion of the training hours shall be evidenced by an affidavit filed with the Presiding Judge of the 30th Judicial Circuit by July 31 of each year. Guardians ad Litem included in the "30th Circuit Guardians ad Litem Approved List" as of 1/11/2016 shall be qualified to serve the respective courts designated therein through December 31, 2016.

The specialized training shall include, but is not limited to, the following topics:

A. Dynamics of child abuse and neglect issues;
B. Factors to consider in determining the best interest of the child, including permanency planning;
C. Inter-relationships between family system, legal process and the child welfare system;
D. Mediation and negotiation skills;
E. Federal, state and local legislation and case law affecting children;
F. Cultural and ethnic diversity and gender-specific issues;
G. Family and domestic violence issues;
H. Available community resources and services;
I. Child development issues;
J. Guardian ad litem standards.

Programs providing guardian ad litem training to meet the provisions of this standard shall be accredited by the Supreme Court of Missouri's judicial education committee.

23. Transcripts.

All orders for transcripts on appeal or of the testimony of any witness or witnesses shall be made in writing to the Official Court Reporter, and the Reporter's acceptance of service of such order shall be filed with the Clerk of the Court in which the case is pending. Preparation of any transcript on appeal by an Official Court Reporter of the Court 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 such deposit is insufficient to pay for the transcript, the remaining unpaid portion of the cost thereof shall be due and payable from the person who ordered the transcript to the Reporter who prepared it upon delivery of the transcript.

24. Exhibits.

Plaintiff(s) shall mark their exhibits prior to trial Pl-1, Pl-2, etc.; Defendant(s) shall mark their exhibits prior to trial Deft-A, Deft-B, etc. Counsel shall prepare and provide the Court Reporter/Clerk, and the Judge, a copy of their exhibit list prior to trial commencement. All parties shall, for the convenience of jurors, prepare 12 copies, plus a copy for each alternate juror, of any written exhibits they intend to pass to jurors. All exhibits introduced during the trial of a case, except depositions, shall remain in the custody of the attorney, or attorneys introducing the same and shall at all times be subject to examination by opposing counsel. At the close of the

trial of any case the Official Reporter shall take a receipt from the attorney to whose custody an exhibit has been delivered and such receipts shall be filed with the Circuit Clerk and shall be conclusive evidence as to the possession of such exhibit.

25. Information on Initial Pleading. **Amended 1/1/14**

Any party filing any action in any division of the Court shall place the last four numbers of said party's social security number or Employers Identification number on the initial pleading filed in the case. Below the signature of the filer of each pleading shall be printed the signer's name, identify the party they are or represent, Missouri bar number (if applicable), address, telephone number, facsimile number, and electronic mail address, if any. Any party filing any action in any division of the court shall complete the proper Party Information Sheet with required information and file the same with the petition. Any party filing any pleading in any division of the Court, with the exception of new cases, must include a case number in the caption. Any filing that does not meet these requirements, or that is submitted for a case that has not been filed shall be discarded.

PRETRIAL MATTERS

31. Case Management Conference. **Adopted 12/9/16**
Effective 1/1/17
Amended 4/13/18
Effective 5/7/18

(1) An initial Case Management Conference (CMC) in all civil cases shall be set on the court's first available civil docket following sixty (60) days after the date service upon any defendant unless a sooner return date is required by law.

(2) Upon application or the court's own motion, the court may set subsequent CMC's from time to time as are deemed necessary and appropriate to bring the case to an expeditious conclusion.

(3) The clerk shall send notice of the date and time of any CMC to all unrepresented parties not in default and any attorneys who have entered an appearance in the case shall be notified via the eNotification system.

(4) At any CMC, the court will make inquiry as to the status of the case and may enter appropriate orders which may include, but are not limited to, ordering mediation, making discovery orders, setting the matter for trial, hearing evidence on and disposing of uncontested cases, or hearing any motion properly noticed for hearing by a party. A CMC does not obviate the need for counsel to notice for hearing any motion deemed necessary. Unless any such motion is properly noticed for hearing, the court will not consider the same at any CMC without consent of the opposing party and the court.

(5) Upon application showing good cause, or the court's own motion, any CMC may be continued to another date certain.

(6) All non-defaulting parties and all attorneys of record are required to attend and participate in each scheduled Case Management Conference unless otherwise excused by the court in advance for good cause shown.

32. Discovery.

32.1 Use of Discovery and Certification to Circuit Division. **Amended 4/13/18 Effective 5/7/18**

All written discovery (Interrogatories, Requests for Production of Documents and Admissions) shall be completed within 120 days after an answer has been filed unless extended by the Court for cause shown.

32.2 Interrogatories.

A. Each party shall be limited to propounding a total of thirty (30) interrogatories. Each subparagraph shall be counted as a separate interrogatory in arriving at the thirty (30) interrogatories to be propounded. With leave of Court, upon good cause shown, additional interrogatories may be propounded. In requesting leave to file any additional interrogatories the party making the request shall submit the proposed interrogatory, an exact specific statement why the information sought is needed and a citation of authority for such interrogatory. A general statement of need or authority will not be sufficient.

B. Answers to interrogatories shall recite each particular interrogatory immediately prior to its answer. Answers to interrogatories may be in the following format:
INTERROGATORY 1. State the name of any person whom you believe observed the occurrence described in plaintiff's petition. ANSWER: John Doe

C. The party propounding interrogatories shall leave sufficient space after each interrogatory for the opposing party to insert their answer.

D. Where a party files objections to any interrogatories, the interrogatory objected to shall be set out in full before the stated objection. The objection to each interrogatory shall be specific and shall cite the authority relied upon. General objections will not be sufficient.

E. Unless otherwise ordered, the Court will not entertain any discovery motion unless counsel for the moving party has conferred, or has made reasonable effort to confer, with opposing counsel concerning the matter prior to the filing of the motion. Counsel for the moving party shall certify compliance with this rule in any discovery motion.

F. Failure to abide by any part of this rule shall, in the discretion of the Court, be grounds for striking the entire set of interrogatories or the objections thereto.

32.3 Depositions. (No Local Rule)

32.4 Motions for Sanctions. (No Local Rule)

32.5 Criminal Discovery. (No Local Rule)

33. Pretrial Motions.

33.1 Hearing Dates.

All motions to dismiss shall be accompanied by suggestions in support thereof, and if desired, a request for a hearing thereon. Failure to file the suggestion will be deemed a waiver of a request for a hearing on the motion and it will be ruled on by the Court without notice to either party. The Clerk will notify the parties after the motion is ruled on. Additional time to plead beyond that allowed by statute will be granted only in unusual circumstances.

33.2 Briefs in Support of Motions, When Required. **Amended 11/18/21 Effective 1/1/22**

A person filing any civil pretrial motion, except motions for new trial, shall serve and file at the same time brief written suggestions in support thereof together with authorities relied upon and any affidavits to be considered in support of the motion. Failure to file clear concise suggestions shall be grounds for refusing the relief requested.

Within ten (10) days following service and filing of such motion, any opposing party may serve and file suggestions in opposition with citation of authorities and affidavits to be considered in opposition to the motion. On the filing of suggestions in opposition by all parties entitled to filing, or on expiration of the time for filing, whichever occurs first, the matter shall be presented to the judge for consideration, and when the Court rules on same, counsel for the parties shall be notified. The Court may extend or shorten the time for filing suggestions on application of either party.

Any party may request, or the Court on its own motion may direct, that a hearing or oral argument be conducted on a motion covered by this rule, but the granting or refusal of the same shall be a matter for the discretion of the Court. Any request for a hearing or oral argument shall be filed with the suggestions of the party requesting the same. Suggestions shall be filed pursuant to this rule even though a hearing or oral argument is granted.

Oral arguments, if granted, on any motion docket shall, in no case, exceed fifteen minutes for each side.

Any argument on any Circuit Judge Law Day docket shall be limited to ten minutes total.

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

33.4 Motions In Limine. (No Local Rule)

33.5 Circuit Civil Pre Trial Mediation. **Amended 12/9/16**
Effective 1/1/17

In accordance with Supreme Court Rule 17 Mediation assignment for selected circuit civil cases as designated by the Judge shall be as follows:

WHEN

Upon the expiration of 120 days for discovery or as extended for cause, cases selected by the Judge shall be assigned to a Mediator. Mediation shall be completed by the time prescribed by the Judge unless extended for cause

EARLY MEDIATION

Any party desiring Mediation prior to completion of discovery shall file a motion requesting Mediation.

APPEARANCES

All parties and their attorneys shall appear at any Mediation unless excused by the Judge presiding for cause shown.

COSTS

Mediation scheduled under this provision shall be conducted in accordance with Supreme Court Rule 17. The payment of expenses shall be set forth in a written agreement between the private mediator and the attorneys of record.

REPORTS

Within 10 days after termination of Mediation, the Mediator shall certify in writing to the Court:
· Whether the parties appeared for Mediation
· Whether Mediation was successful

33.5.1 Training of Mediator. **Adopted 12/9/16**
Effective 1/1/17
Amended 4/13/18
Effective 5/7/18

No person shall be appointed as Mediator without first completing the required amount of CLE training hours or having equivalent experience as set forth by Supreme Court Rules 17.04 or 88.05. Completion of the training hours (or equivalent experience under Rule 17.04) shall be evidenced by an affidavit filed with and approval by the Presiding Judge of the 30th Judicial Circuit.

33.5.2 Mediation Program. **Adopted 12/9/16**
Effective 1/1/17

(1) Pursuant to Supreme Court Rule 17 and 88.02 through 88.08, the court adopts the following Mediation program.

(2) At the initial CMC the court will make inquiry as to the status of the case and will enter an order for mediation if appropriate. If the parties cannot agree on a mediator from the court-approved list of mediators, the case will be assigned by the court to a mediator from the court-approved list to conduct mediation.

(3) The minimum qualifications of mediators are as set forth in Supreme Court Rule 17.04 and 88.05.

33.5.3 Designation, Assignment and Disqualification of Mediators. **Adopted 12/9/16 Effective 1/1/17**

(1) The court will maintain a list of court-approved mediators that will be available to attorneys, parties and the public through the office of the Circuit Clerk.

(2) At the time the case is referred for mediation, the Court will assign a mediator, as agreed by the parties or if the parties are unable to agree upon a mediator as determined by the court, from the court-approved list of mediators.

(3) Any party may disqualify one (1) assigned mediator without case within five (5) days of assignment of such mediator, but no later than the commencement of the initial mediation session, whichever occurs first. A party must file a written disqualification with the clerk of the court and with a service copy to all interested parties. The clerk shall immediately bring such disqualification to the court's attention for reassignment of a mediator.

33.5.4 Mediator Responsibilities. **Adopted 12/9/16 Effective 1/1/17**

(1) To be included on the court-approved list of mediators, the interested mediator must provide the court with the following minimum information: business address, telephone number, fax number, e-mail address, if any; a copy of degrees and the institutions where obtained; type and number of hours of mediation training with a copy of certification of completion of the program; current profession and hourly rate of mediation.

(2) The mediator, with the assistance of the Petitioner or the Petitioner's counsel, if any, shall schedule the initial mediation session within thirty (30) days after the completion date of any uncompleted items identified in the Order of Mediation.

(3) If agreement is reached during mediation, a Memorandum of Agreement will be drafted by the Mediator and presented to the parties for submission to their attorneys, if any. Any understanding reached by the parties as a result of mediation shall not be binding upon the parties until is it reduced to writing, signed by the parties and their attorneys, if any, and approved by the court.

(4) The Mediator will submit a form similar to Form 68.2 to the clerk of the court within three (3) days following each mediation session.

(5) The Mediator shall disclose the nature and extent of any relationship with the parties and any personal, financial, or other interests that could result in a bias or a conflict of interest.

33.5.5 Termination of Mediation. **Adopted 12/9/16**
Effective 1/1/17

(1) At any time after two hours of mediation, either party may terminate mediation ordered under this rule.
(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
(b) The ability or willingness of any party to participate meaningfully in mediation is so lacking that a reasonable agreement is unlikely.

(3) The Mediator shall report the termination of mediation on a Form similar to 68-2, to the clerk of the court within seven (7) days of termination. The clerk shall notify the court as soon as possible.

33.5.6 Mediation Costs. **Adopted 12/9/16**
Effective 1/1/17

(1) The parties shall be responsible for the payment of the full cost of the mediator for the required initial two-hour mediation session on an equal basis unless otherwise specifically allocated by an order of the Court for good cause shown entered before or at the time the case is referred to mediation by the court.

(2) The amount to be paid by a party to a mediator under this rule for services rendered for the initial mediation session is due and payable in full to the mediator at least seven (7) days before the scheduled date for the commencement of such mediation session. Failure to pay the mediator as required herein is s basis for the imposition of sanctions by the court.

34. Continuances.

34.1 Civil Cases. (No Local Rule)

34.2 Criminal Cases. (No Local Rule)

35. Pretrial Conferences. (No Local Rule) **Rule Stricken Effective 2/1/16**

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

36.1 Request for Trial. **Amended 1/1/14**

To obtain a trial setting requires a notice and appearance on Law Day. A request for trial setting shall include a certification filed with the clerk and served on opposing counsel that all discovery has been completed or the date by when it will be completed and identify what discovery remains to be completed.

In domestic cases, the certification shall also include:

A. That all required financial information has been filed
B. That the filing party has completed all required domestic education programs

When a case is pending before an Associate Circuit Judge--contact their offices directly.

36.2 Date of Calendar Call. (No Local Rule)

36.3 Preparation of Calendar.

The Circuit Clerk shall maintain a trial calendar for the setting of cases in the Circuit Court room. All requests shall be made to the Circuit Clerk, who shall be responsible for informing Judges of availability of courtrooms.

36.4 Calendar Call. (No Local Rule)

36.5 Removal and Inactive Calendar. (No Local Rule)

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

36.7 Special Assignments. (No Local Rule)

37. Dismissals.

37.1 Dismissal Docket.

In order to comply with Supreme Court time standards, any case that is not being actively prosecuted may be assigned to the inactive docket and any case pending over two years, which is not set for trial, shall automatically be assigned to the inactive docket. Any case on the inactive docket shall be dismissed without prejudice after 60 days. The Clerk will notify counsel if a case is placed on the inactive docket and of the date on which the case will be dismissed and file proof thereof. Cases on the inactive docket will not be printed. Dismissals pursuant to this rule shall be automatic upon the expiration of the time period herein set without further action by the Court. Removal of an action from the inactive docket will only be considered by notice to opposing counsel and for good cause.

37.2 Reinstatement of Cause. (See Local Rule 37.1)

SETTLEMENT AND DEFAULT

41. Settlement.

41.1 Notice of Settlement. (No Local Rule)

42. Default. (No Local Rule)

TRIALS

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

51.1 Default and Uncontested Matters. (No Local Rule)

51.2 Contested Matters. (No Local Rule)

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

52. Selection of Jury. (No Local Rule)

52.1 Jury Questionnaires. **Amended 1/1/14**
Amended 4/13/18
Effective 5/7/18

The Circuit Clerk will have available for inspection questionnaires of the petit panel. They can be reproduced upon payment of a fee set by said Clerk.

Upon payment of the cost of copying, trial counsel may obtain (one set per side) copies of the jury questionnaires for that trial, which shall be personally checked out to said trial counsel by the Circuit Clerk not earlier than 10 days prior to trial; said copies shall be checked back in to the Circuit Clerk not later than when the jury is sworn. **NO COPIES OF JURY QUESTIONNAIRES SHALL BE MADE** except by the Circuit Clerk or Deputy Circuit Clerk. The clerk shall mail copies of questionnaires to lead counsel, (certified mail only) upon request of lead counsel provided applicable copying and mailing costs are paid.

Excepting litigation history, attorneys shall avail themselves of the information contained in the jury questionnaire and shall not inquire further during voir dire about the subjects contained therein except for good cause shown and with the consent of the Judge who is presiding over the pending action.

Any panelist non-disclosure issues shall be raised prior to the conclusion of voir dire and in a manner not inconsistent with Rule 69.025. There shall be no questions during voir dire about litigation history unless the procedure of Rule 69.025(a) is followed.

53. Jury Trials. (No Local Rule)

53.1 Instructions. (No Local Rule)

53.2 Closing Arguments. (No Local Rule)

54. Judgment Entry.

54.1 Contested Cases. **Amended 10/30/15**
Effective 2/1/16
Amended 4/7/23
Effective 4/7/23

Unless otherwise ordered by the judge, in all cases heard by any judge, following any contested motion or trial, it shall be the duty of the party in whose favor an order, judgment, or decree is rendered (or counsel for such party) to prepare a proposed written document in accordance with the judge's order or findings containing required redaction requirements of Supreme Court Rule 2.02 and submit it as a Word document in a format that can be edited to the judge's e-mail address.

The proposed order, judgment, or decree shall not be filed as an electronic document in the case file unless the judge authorizes the party to do so.

(Adopted Dec. 9, 2004, eff. Jan. 1, 2005; amended eff Feb. 1, 2015)

54.2 Default or Uncontested Cases. **Adopted 10/30/15**
Effective 2/1/16

In default or uncontested motions or hearings in cases that are not controlled by Local Rule 68, a hard copy of the proposed order, judgment, or decree, together with one copy thereof for issuance to each non-defaulting party affected thereby, shall be submitted to the judge at the time the case or motion is heard unless additional time is granted by the judge. If additional time is granted to file the proposed order, judgment, or decree, the same procedure shall be followed as set forth in Rule 54.1, supra. The proposed judgment shall not be filed by a party as an electronic document through the e-filing system unless the judge authorizes the party to do so.

Failure to comply with this rule may result in the imposition(s) of sanctions including the dismissal of the motion or case.

The judge has complete discretion to enforce or not enforce this rule, as the judge sees fit.

54.3 Execution Deposit.

All divisions shall receive $40.00 (payable to the appropriate Sheriff or service agency) unless excused by operation of law or the Court. This shall include motions for contempt.

RULES RELATING TO PARTICULAR ACTIONS

61. Adoption.

61.1 Filing Requirements. **Amended 11/18/21**
Effective 1/1/22

In addition to the prescribed filing fee for petitions, petitioners in any adoption proceeding, except step-parent adoptions and adult adoptions shall, at the time of filing their petition, deposit $780.00 in addition to the filing fee, in order to secure payment of Adoptive Home Studies, Putative Father Registry, Bureau of Vital Statistics fee and Guardian Ad Litem fee. In step-parent adoptions only, petitioners shall, at the time of filing of their petition, deposit $150.00 in addition to the filing fee, in order to secure payment of Guardian Ad Litem fee and Putative Father Registry.

61.2 Home Study. **Adopted 4/4/14**

Upon the filing of an Adoption Petition, the Petitioner(s) shall file an approved and proposed Home Study Order which shall contain that which Petitioner proposes the Court order to be executed and filed. The approved Home Study Order forms shall be made available by the Juvenile Office and the Circuit Clerk.

62. Drivers' Cases.

62.1 Applications for Hardship Driving Privileges. (See also Rule 6.1.C)

The following classes of cases shall be filed in and heard by the Associate Judge of the Circuit Court:

A. Proceedings for Change of Name
B. Hardship Driving Privileges
C. All Department of Revenue cases/matters regarding driving privileges.

62.2 Petitions for Review. See Rule 62.1
62.3 Breathalyzer Test. See Rule 62.1

63. Associate Division Cases. **Adopted 4/1/16**
Effective 1/1/17

When venue of a case is transferred from one county's Associate Division to another county's Associate Division within the 30th Judicial Circuit, said case is hereby assigned to the Associate Circuit Judge of the receiving division for trial.

63.1 Counties with Two Associate Judges. **Amended 4/4/14**

Any county with two Associate Judges shall divide the cases assigned to Associate Circuit Judges by State law and by these Circuit Rules as approved by Order of the Presiding Judge.

Upon recusal of either of said Associate Circuit Judges in any county, the case shall be assigned to the other Associate Judge of said county. Upon recusal of both Judges in any one county, the case shall be transferred to the Presiding Judge for assignment.

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

65. Civil Commitment. (No Local Rule)

66. Condemnation. (No Local Rule)

67. Criminal Cases.

Prior to filing with any Division of the Court, the Prosecuting Attorney shall place upon the original pleading, and any amendment thereof, in all criminal cases the Missouri State Criminal Charge Code for the offense(s) charged. It is the responsibility of the Prosecuting Attorney to determine the appropriate charge code(s).

It is the responsibility of the Sheriff to assign an Offense Cycle Number (OCN) to each Defendant arrested and/or taken into custody and fingerprinted, and to furnish a copy of said OCN to the Clerk's office where said charge(s) is/are pending, and to the initiating Prosecuting Attorney, within seven (7) days of the date when each Defendant is first placed is custody. This rule shall take effect November 1, 2001.

67.1 Pretrial Release. **Amended 4/1/16 Effective 1/1/17 Amended 4/7/23 Effective 4/7/23**

There will be only one approved bonding list for all Divisions of the 30th Judicial Circuit which shall be the list generated weekly by the State Department of Insurance and available at www.insurance.mo.gov. and which contains of all duly licensed and qualified bail bond agents and general bail bond agents whose licenses are not subject to pending suspension or revocation proceedings, and who are not subject to unsatisfied bond forfeiture judgments. Pursuant to Section 374.763 RSMo., the Department of Insurance of the State of Missouri may, in lieu of providing a monthly list to the Presiding Judge, provide this information in electronic format. As the electronic list maintained by the Department of Insurance is updated weekly, every sheriff's department of the 30th Circuit shall access the electronic list and allow bonds to be written by only those appearing on the list. The Judge having jurisdiction of the case or any judge acting in absence of judge pursuant to Local Rule 6.6 must personally approve any bail bond tendered by any non-licensed and non-compensated surety, and in all cases where the amount of the bond set by the court exceeds $50,000.00. In such circumstances, the jail administrator or designee shall contact the judge directly.

67.1.1 Motions to Set Bond and for Bond Reduction. (No Local Rule) **Rule Stricken Effective 4/3/20**

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

67.2 Preliminary Hearing. **Amended 12/9/16**
Effective 1/1/17
Amended 11/1/23
Effective 11/1/23

Upon the filing of any felony information with the Clerk of the Circuit Court within the 30th Judicial Circuit wherein a preliminary hearing was waived; said case is hereby automatically assigned to the Judge before whom said waiver was entered for trial upon the record and under applicable Circuit Court procedures. However, in Webster County, preliminary hearings that are waived or bound over after a preliminary hearing in Division II are assigned to either the Division I judge or Division III judge based upon presiding judge's Administrative Order. In Polk County, preliminary hearings held in Division II and bound over to the Circuit Court are assigned to the Division I judge. Whenever a felony information is filed wherein a preliminary hearing was waived in front of an associate circuit judge who was assigned by either the Supreme Court or the presiding judge, said felony information shall be assigned to the judge before whom the waiver was made and any such case bound over to the circuit court after a preliminary hearing shall be assigned to the Division I judge. Cases bound over after a preliminary hearing was held or waived will be returnable for arraignment on the court's next law day that is more than ten (10) days after said preliminary hearing, or waiver thereof, under procedures currently applicable.

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. (No Local Rule)

67.8 Plea Bargaining. (No Local Rule)

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. **Adopted 3/20/15**
Effective 2/1/16
Amended 5/10/23

In every Felony guilty plea a defendant, and any counsel for defendant, shall execute a Petition to Enter a Plea of Guilty approved by the Court receiving the plea which shall be either attested to by the Circuit Clerk or the Court.

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

STATE OF MISSOURI, Plaintiff, vs. _____, Defendant.	)))))))))	Case No. _____

ACKNOWLEDGMENT OF RIGHTS AND PETITION TO ENTER PLEA OF GUILTY

My name is _____, and I am _____ years old. I completed the _____ grade in school, and I can read and write the English language. I am of sound mind and not under the influence of any drugs or alcohol- prescribed or otherwise.

I have received a copy of the information and understand I am charged with the Class _____ Felony/ies of _____,

which carries a range of punishment of
_____
_____
_____
_____.

I understand I have the right to be represented by an attorney at every stage of these proceedings; and, if I am determined to be indigent, an attorney will be appointed to represent me.

My lawyer has counseled and advised me on the(se) charge(s), on all lesser-included charges, if any, and on all possible defenses I might have.

I know I may plead not guilty to any offense charged against me. If I plead not guilty, I have the right to a speedy and public trial by jury; the right to see, hear, and cross examine all witnesses called to testify against me; the right to use subpoenas to compel the production of evidence or witnesses; and, the right to take the witness stand and testify at my sole discretion. If I do not testify, no inference of guilt may be drawn from that decision. I know I may be entitled to a change of venue or judge. I know as a part of my right to trial, I am presumed innocent, the State

must prove my guilt beyond a reasonable doubt and any jury verdict must be unanimous. If I plead guilty, I understand I am giving up all of these rights and there will not be any further trial of any kind.

I understand I have the right to consult with my attorney, members of my family and with friends before entering this plea.

I understand on a plea of guilty the court will assess the punishment. I understand the punishment assessed by the court must be within the range of punishment for my offense(s) but, it may be more or less than the punishment a jury would assess upon a finding of guilt.

If I plead guilty the prosecutor has agreed to recommend the proposed judgment and sentence contained in the plea bargain stipulation. I have reviewed and signed the plea bargain stipulation. By signing the stipulation, I affirmatively state I understand the plea agreement and wish for the Court to accept the recommendation as its judgment and sentence.

I understand the Court can reject the plea agreement and, if it does, I will be given the opportunity to withdraw my plea of guilt.

I understand I have a right to a sentence assessment report and I am waiving that right.

Neither I nor my family have been threatened, intimidated or mistreated in any manner to cause me to enter this plea of guilty. No promises, apart from the plea agreement, have been made to induce me to plead guilty.

If I am on probation or parole, I know by pleading guilty here, my probation or parole may be revoked, and I may be required to serve time in that case, which may be consecutive to any sentence imposed upon me in this case.

I understand there may be collateral consequences as a result of my plea.

I have given my attorney all the facts concerning the alleged offense and I do not require any additional time to consult with my attorney, family or friends before entering this plea. I am satisfied with the advice and help my lawyer has given me in this case.

I admit the allegations in the State's Information are true. Further, I am pleading guilty because I am guilty; and, I do not believe, if this case were to go to trial, I would be found not guilty. I am entering this plea voluntarily, intelligently and of my own free will.

I respectfully request the Court accept my plea.

By signing below, I am acknowledging the above statements as true and ask the Court to accept this form in support of my plea of guilty.

_____
Defendant

_____
Date

_____
Attorney

67.10 Calendar. (No Local Rule)

67.11 Probation and Parole. (No Local Rule)

67.12 Treatment Courts within the Circuit. **Amended 3/20/15**
Amended 11/18/21
Effective 1/1/22

The Webster County Treatment Court is hereby established pursuant to the provisions of §478.001 RSMo. The Division III Associate Circuit Judge of Webster County, Missouri is designated to hear all cases arising in the Webster County Treatment Court subject to the provisions of §§478.001 to 478.006 RSMo.

The designated judge of any Treatment Court within the circuit may promulgate and publish from time to time such rules and regulations as are deemed necessary for the effective and efficient operation of such Treatment Court.

67.13 Mental Health Courts within the Circuit. **Adopted 2/1/16**

The Webster County Mental Health Court is hereby established. The Division III Associate Circuit Judge of Webster County, Missouri is designated to hear all cases arising in the Webster County Mental Health Court.

The designated judge of any Mental Health Court within the circuit may promulgate and publish from time to time such rules and regulations as are deemed necessary for the effective and efficient operation of such Mental Health Court.

68. Family Law.

Family Law for the purposes of Rule 68, will apply to Dissolution of Marriage, Legal Separation, Family Access, Motions for Modification, and Paternity cases.

Rules 68.1 through 68.11 shall be applicable to all Family Law cases currently pending or hereafter filed in or transferred to Benton, Hickory and Polk Counties. To the extent a provision of any other local court rule conflicts with any provision of Rules 68.1 through 68.11, the latter shall govern.

Rules 68.1 through 68.4, 68.6(1), 68.10 and 68.30 shall be applicable to all Family Law Cases currently pending or hereafter filed in or transferred to Webster County. The court, on its own motion, on any case pending or filed in Webster County, may order compliance with any part or parts of Rule 68. To the extent a provision of any other local court rule conflicts with any provisions of the sections of Rule 68, the latter shall govern.

Rules 68.1 through 68.11 shall not be applicable to any Family Law case in Dallas County so long as such case is pending in said county. The court, on its own motion, on any case pending in such Counties, may order compliance by the parties with any part or parts of Rules 68.1 through 68.11.

Rules 68.20 through 68.22 shall be applicable to all Family Law cases currently pending or hereafter filed in or transferred to Dallas County.
For the purposes of this Rule 68, "date of service" is defined as the date upon which service of process of the initial pleading is obtained upon a responding party, or the filing date of any entry of appearance by a responding party waiving service of process of the initial pleading.

In dissolution of marriage, motion to modify, and paternity actions, where neither party is represented by an attorney, all pleadings, information forms, parenting plans, child support calculations and judgment forms must be submitted to the court on forms approved by the Missouri Supreme Court unless waived in writing by the court. Prior to filing any such action, a petitioner not represented by counsel shall complete the on-line course at Case.Net (Representing Yourself) and present proof of completion to the clerk at time of filing. Only forms approved by the Missouri Supreme Court will be accepted from pro se litigants.

68.1 Filing Requirements.

At the time of filing a petition for dissolution of marriage, the petitioner or the attorney for the petitioner shall file a **Certificate of Dissolution of Marriage** - (Vital Statistics Report) on a form to be provided by the clerk, as required by Section 193.360, RSMo.

68.2 Family Law Interim Order.

(1) Immediately upon the filing of a petition for Dissolution of Marriage, Paternity, or Motion to Modify, the Court shall, unless good cause is otherwise shown, enter a Family Law Interim Order (Form 68-1). The clerk shall attach a copy of the Family Law Interim Order to the summons, and send a copy to the filing party, the filing party's attorney, or party who waives service of process.

(2) Violation of the Family Law Interim Order may constitute contempt of court and subject the violator to fine, imprisonment, or other sanction as allowed by law, plus payment of attorney's fees and costs to the other party.

(3) If either party is aggrieved by the Family Law Interim Order, a court hearing may be requested, however, the court urges the parties to attempt to resolve their dispute through mediation before requesting a hearing.

(4) The Family Law Interim Order does not supercede any temporary or final Order of Protection that may already be in effect. The Order of Protection remains in full effect.

68.3 Contested Cases.

Every family law action shall be considered a contested case unless:

(1) All responding parties are in default, or

(2) All parties file a stipulation in writing that the case is uncontested and setting forth the agreement of the parties for the resolution of all issues raised in the pleadings filed by any of the parties.

68.4 Filing of Financial Statements.

(1) In any contested case in which the award of property, maintenance, child support, attorney fees, or the division of debt is an issue, a **"Statement of Income and Expenses,**" on the form substantially in accordance with Form OSCA CV-100, shall be completed by each party, executed under oath or affirmation, and served on the opposing party within forty-five (45) days after the date service. Each party shall file with the Circuit Clerk a Certificate of Service indicating compliance with this rule within such time period.

(2) In any contested case in which the award of property, maintenance, child support, attorney fees, or the division of debt is an issue, a **Statement of Assets and Debts** on Form OSCA CV-105, shall be completed by each party, executed under oath or affirmation, and served on the opposing party within sixty (60) days after the date of service. Each party shall file with the Circuit Clerk a Certificate of Service indicating compliance with this rule within such time period.

(3) The parties by written agreement filed with the court may agree to use an alternate format for the exchange of income, expense asset and debt information other than by use of OSCA forms CV-100 and CV-105. Such written agreement shall certify to the Court that such alternate format provides for the exchange of no less identifying information than that as required on OSCA forms CV-100 and CV-105.

(4) In any contested case in which the award of child support is an issue, a Missouri Supreme Court Civil Procedure Form No. 14 shall be completed by each party and served upon the opposing party, within sixty (60) days after the date of service. Each party shall file with the

Circuit Clerk a Certificate of Service indicating compliance with this rule within such time period.

68.4.1 Required Document Production in Family Law Cases.

(1) In any contested case in which the award of property, maintenance, child support, attorney fees, or division of debt is an issue, each party shall deliver to the other party, within sixty (60) days after the date of service, a complete and legible copy of each of the following documents in their possession or under their control:

(a) Any federal and state income tax returns (including all schedules, W-2, K-1, and 1099 forms) for the proceeding 3 calendar years;

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

(c) Any financial statements provided to a lender or prospective lender within the proceeding 3 calendar years;

The following documents, in addition to the preceding documents, shall be produced within such time period, only if the award of property or division of debt is an issue:

(d) Any benefit statements wherein a party has an interest in any form of pension plan whether vested or non-vested;

(e) The plan(s) relating to any pension benefits whether vested or non-vested;

(f) Any deeds to real estate, notes, deeds of trust, leases, titles to motor vehicles, stock or bond certificates and any other evidence of ownership of an asset or interest in an asset claimed as marital or separate property;

(g) The latest statement of account on all accounts held in any financial institution or brokerage firms;

(h) All declaration sheets or certificates of coverage for life insurance policies insuring the life of either party or a minor child involved in the proceedings;

(i) The most recent statement of value for any life insurance policy of either party or child, which has a cash value;

(j) Any appraisals relating to any marital or separate property done within the last thirty-six (36) months;

(k) Any trusts where a party is either the grantor or current income beneficiary of the trust;

(l) Any partnership agreements, operating agreements in any limited liability company and/or stock certificates in any corporation in which a party holds an interest; and,

(m) Promissory notes, deeds of trust, security agce sheets and/or income and expense statements received within the immediately preceding three (3) years with respect to any and all proprietorships, joint ventures, partnerships, realty trusts, corporations, limited liability companies (LLC), limited liability partnerships (LLP) or other legal entities in which is held a legal or equitable interest, individually or otherwise.

(n) All balance sheets and/or income and expense statements received within the immediately preceding three (3) years with respect to any and all proprietorships, joint ventures, partnerships, realty trusts, corporations, limited liability companies (LLC), limited liability partnerships (LLP) or other legal entities in which is held a legal or equitable interest, individually or otherwise.

(2) **Additional Information to be provided.** For each document described in the preceding paragraph that is not produced by a party to the other, such party shall advise the other of the fact that such document may not now exist or has never existed, or that if such document exists, but is not in the possession or under the control of the delivering party, the name and current address of the person who has possession or control of the document.

(3) **Certificate of Compliance Required.** Within the time period provided herein for the production of these documents each party shall file with the court a Certificate of Compliance with this rule.

(4) **Information shall be updated prior to trial.** All interrogatories and document productions shall be updated and supplemented no less than ten (10) days prior to trial if any changes occur prior to the trial date, except significant changes such as employment, income, or expert witnesses which shall be updated immediately upon the happening of the event.

68.4.2 Use of Discovery and Certification to Circuit Division.

Adopted 4/13/18
Effective 5/7/18

All discovery shall be completed within 120 days after an answer has been filed unless extended for cause shown by the Court.

68.5 Case Management Conference.

(1) An initial Case Management Conference (CMC) in all family law cases shall be set on the court's first available family law docket following sixty (60) days after the date service.

(2) Upon application or the court's own motion, the court may set subsequent CMC's from time to time as are deemed necessary and appropriate to bring the case to an expeditious conclusion.

(3) The clerk shall send notice of the date and time of any CMC to all parties not in default and any attorneys who have entered an appearance in the case.

(4) At any CMC, the court will make inquiry as to the status of the case and may enter appropriate orders which may include, but are not limited to, ordering mediation, making discovery orders, setting the matter for trial, hearing evidence on and disposing of uncontested cases, or hearing any motion properly noticed for hearing by a party. A CMC does not obviate the need for counsel to notice for hearing any motion deemed necessary. Unless any such motion is properly noticed for hearing, the court will not consider the same at any CMC without consent of the opposing party and the court.

(5) Upon application showing good cause, or the court's own motion, any CMC may be continued to another date certain.

(6) All non-defaulting parties and all attorneys of record are required to attend and participate in each scheduled Case Management Conference unless otherwise excused by the court in advance for good cause shown.

68.6 Required Education Programs. **Amended 4/19/24**
Effective 1/1/25

(1) Parent Education Program – In any family law case where there is at least one child of the parties under the age of eighteen, both parents of such child shall attend a court-approved (pursuant to Rule 68.21) educational session to educate parents as to the possible detrimental effects of court actions on children and how to avoid these negative effects. No party shall be required to attend such a court-approved program more than once. The petitioner shall file a Certificate of Completion with the clerk of the court certifying petitioner's attendance of said program within forty-five (45) days after filing the petition or motion. The respondent shall file a Certificate of Completion with the clerk of the court certifying respondent's attendance of said program within forty-five (45) days after the date of service of process or of receipt of the petition or motion if service is waived. This requirement may be waived by the judge assigned to the case upon written application by any party and for good cause shown.

(2) Alternative dispute Resolution Education Program – In any contested dissolution of marriage, legal separation, motion to modify or paternity case, the petitioner and respondent will, within sixty (60) days after the date of service, attend an educational program on Alternative Dispute Resolution (ADR) as directed by the court. Each party shall file with the court a certificate of completion of this program with the court within sixty (60) days after the date of service. An online program approved and recommended by the court may be viewed by the petitioner and respondent to meet this requirement. The viewing must be attested to in writing to the court by the viewing party with a screen-shot of the online program viewed or certificate or attested to by their counsel within sixty (60) days after date of service.

68.7 Parenting Plan.

A proposed parenting plan shall be filed with the court as required by and within the time periods provided in Section 452.310 RSMo. The petition of any petitioner who fails to submit a proposed

parenting plan as provided by law shall be dismissed without prejudice. The pleadings of any respondent who fails to submit a proposed parenting plan as provided by law shall be stricken.

68.8 Family Access Motions.

(1) At the time of filing for a Family Access Motion, the petitioner may request the form OSCA CV-137 from the circuit clerk. Clerks, under the supervision of the circuit clerk, shall explain to aggrieved parties the procedures for filing the form.

(2) The Clerk shall provide information to both parties regarding Alternative Dispute Resolution services available at the time of filing and service of respondent.

(3) Upon the return date on any contested motion, the court shall, unless good cause is otherwise shown, enter an order referring the case to mediation.

68.9 Alternative Dispute Resolution Program. **Amended 4/13/18 Effective 5/7/18**

(1) Pursuant to Supreme Court Rule 17 and 88.02 through 88.08, the court adopts the following Alternative Dispute Resolution program. In every contested case involving Family Law Disputes including; Dissolution of Marriage, Family Access, Modification, and Paternity cases, participation in a minimum of two (2) hours of mediation pursuant to this local court rule is required, unless waived by the court for good cause shown.

(2) In all contested actions to which this rule applies, except motions for family access, both parties to the dissolution or motion shall attend a court-approved educational session to educate parties on the availability and advantages of Alternative Dispute Resolution. Each party shall attend said program within sixty (60) days of the date of service of process, or of receipt of the petition, or motion if service is waived. Counsel for the parties should discuss alternative dispute resolution with their clients.

(3) At the initial CMC the court will make inquiry as to the status of the case and will enter an order for mediation if appropriate. If the parties cannot agree on a mediator from the court-approved list of mediators, the case will be assigned by the court to a mediator from the court-approved list to conduct mediation.

(4) The minimum qualifications of mediators are as set forth in Supreme Court Rule 17.04 and 88.05.

68.9.1 Designation, Assignment and Disqualification of Mediators.

(1)The court will maintain a list of court-approved family law mediators that will be available to attorneys, parties, and the public through the office of the Circuit Clerk.

(2)At the time the case is referred for mediation, the Court will assign a mediator, as agreed by the parties or if the parties are unable to agree upon a mediator as determined by the court, from the court-approved list of mediators.

(3)Any party may disqualify one (1) assigned mediator without cause within five (5) days of assignment of such mediator, but no later than the commencement of the initial mediation session, whichever occurs first. A party must file a written disqualification with the clerk of the court and with a service copy to all interested parties. The clerk shall immediately bring such disqualification to the court's attention for reassignment of a mediator.

68.9.2 Mediator Responsibilities.

(1) To be included on the court-approved list of mediators, the interested mediator must provide the court with the following minimum information: business address, telephone number, fax number, e-mail address, if any; a copy of degrees and the institutions where obtained; type and number of hours of mediation training with a copy of certification of completion of the program; current profession and hourly rate of mediation.

(2) The mediator, with the assistance of the Petitioner or the Petitioner's counsel, if any, shall schedule the initial mediation session within thirty (30) days after the completion date of any uncompleted items identified in the Order of Mediation.

(3) If agreement is reached during mediation, a Memorandum of Agreement will be drafted by the Mediator and presented to the parties for submission to their attorneys, if any. Any understanding reached by the parties as a result of mediation shall not be binding upon the parties until it is reduced to writing, signed by the parties and their attorneys, if any, and approved by the court.

(4) The Mediator will submit Form 68.2 to the clerk of the court within three (3) days following each mediation session.

(5) The Mediator shall disclose the nature and extent of any relationship with the parties and any personal, financial, or other interests that could result in a bias or a conflict of interest.

68.9.3 Termination of Mediation.

(1) At any time after two hours of mediation, either party may terminate mediation ordered under this rule.

(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 ability or willingness of any party to participate meaningfully in mediation is so lacking that a reasonable agreement is unlikely.

(3) The Mediator shall report the termination of mediation on Form 68-2, to the clerk of the court within seven (7) days of termination of mediation. The clerk shall notify the court as soon as possible.

68.9.4 ADR Program Costs.

(1)The parties shall be responsible for the payment of the full cost of the mediator for the required initial two-hour mediation session on an equal basis unless otherwise specifically allocated by an order of the Court for good cause shown entered before or at the time the case is referred to mediation by the court.

(2)The amount to be paid by a party to a mediator under this rule for services rendered for the initial mediation session is due and payable in full to the mediator at least seven (7) days before the scheduled date for the commencement of such mediation session. Failure to pay the mediator as required herein is a basis for the imposition of sanctions by the court.

68.10 Entry of Judgment by Affidavit. **Amended 10/30/15 Effective 2/1/16**

(1) **Final Judgment** in a proceeding for dissolution of marriage or 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 minor children of the mother and father and the mother is not pregnant, or both parties have entered into a written agreement determining custody and child support; and the adverse party has been served in a manner provided by the Missouri Rules of civil Procedure or has formally filed a verified entry of appearance or responsive pleading; and

(b) There is no genuine issue as to any material fact; and

(c) There is no marital property or marital debts to be divided or the parties have entered into a written agreement for the division of their marital property and marital debts.

(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 setting forth sworn testimony showing the Court's jurisdiction and factual averments sufficient to support the relief requested in the proceeding. At the same time, said party shall submit a copy of the proposed judgment together with a copy of any written agreement(s) proposed for adoption by the Court, a completed Form 14, and any other supporting evidence; these documents shall be submitted via email in the

manner and format required by Local Rule 54.1. If all parties are in default, the Court may proceed with entering judgment upon the affidavit. If any other party is not in default, the Court may proceed with entering judgment upon the affidavit only with the written consent of all non-defaulting parties. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for entry of a Judgment of Dissolution or Judgment of Legal Separation.

(3) The Court shall not be bound to enter a judgment upon the affidavits of either or both parties, but the Court may, upon its own motion, require that a formal hearing be held to determine any or all issues presented by the pleadings.

(Adopted Dec. 9, 2004, eff. Jan. 1, 2005)

68.11 Failure to Comply With Rule.

If a party fails to comply with any provision of Rules 68.1 through 68.11, the court may, upon its own motion or the motion of a party, after reasonable notice to all parties, make such orders in regard to failure as are just and among others the following:

(1) An order requiring the party who fails to timely attend a scheduled mediation session to pay to the mediator an amount as determined by the court up to the total cost for the mediation session.

(2) An order requiring the party who fails to timely attend a scheduled mediation session to pay to the other party or parties required to attend the mediation session an amount as determined by the court for their lost wages and expenses in attending such session.

(3) An order refusing to allow the disobedient party to support or oppose designated claims or defense or prohibit party from introducing designated matters in evidence.

(4) An order treating as a contempt of court the failure to obey.

(5) An order requiring the disobedient party or the attorney advising the disobedient party or both to pay the reasonable expenses, including attorney's fees, caused by the failure, unless the court finds that the failure was substantially justified or that other circumstances make an award of expenses unjust.

(6) An order striking pleadings or parts thereof or staying further proceedings until the order is obeyed or dismissing the action or proceeding or any part thereof or, rendering a judgment by default against the disobedient party.

(7) Upon a showing of reasonable excuse, the court may grant the disobedient party additional time to comply and, if appropriate, impose any further sanctions as set forth herein should the disobedient party not comply within such additional time period.

(8) Likewise, the Court, on its own motion, on any case pending in such counties, may suspend, by written order, the compliance by the parties with any part or parts of Rules 68.01 through 68.11.

68.20 Pretrial Order Domestic Relations Cases. (Former Rule 29)

Petitioners and Respondents shall within fifteen (15) days after an answer has been filed; complete and file a financial report concerning their income, expenses, assets and debts. Counsel for Petitioner shall prepare and file a "Summary of Assets of Martial and Non Marital Property and Liabilities" with the Court and serve a copy of same upon opposing counsel at least 3 business days prior to the date of hearing. Forms will be available at the Circuit Clerk's office. Failure to comply herewith, without cause, may result in the offending party's pleading being stricken.

68.21 Divorce Education Providers. (Former Rule 35) **Amended 4/13/18 Effective 5/7/18**

All parties, in accordance with §452.375, 452.600 and 452.605 RSMo., who are required to attend an educational session for actions of dissolution of marriage or in post-judgment proceedings, involving custody or support shall complete an approved program and file proof thereof with the Circuit Clerk as follows: petitioner within forty-five (45) days after filing the petition or motion, and respondent within forty-five (45) days after the date of service of process or of receipt of the petition or motion if service is waived. The pleadings of any party who fails to comply may be stricken.

The following are designated as approved Divorce Educational Providers:

1. Burrell Behavioral Health, 1300 Bradford Parkway, Springfield, MO, 65804 – (417)761-5000.
2. University of Missouri Extension Center Program – Missourifamilies.org.
3. Tri-County Psychological Services, Ward M. Lawson, PhD, 541 W. Hubble Drive, Marshfield, MO, 65706 – (417)859-7746
4. FOCIS, Ozarks Counseling Center, 614 S. Avenue, Springfield, MO 65806 – (417)869-9011.
5. Melissa D. Harp, Kids First, Joplin Library, 1901 E. 20th Street, Joplin, MO 64804, Kidsfirstmo.org.

Any provider wishing to be approved shall submit a proposal, with their qualifications, to the Presiding Judge for consideration by the Court En Banc.

68.22 Parenting Plan – Dismissal/Pleadings Stricken for Failure to File. (Former Rule 41)

The petition of any petitioner who fails to submit a proposed parenting plan as provided by law shall be dismissed without prejudice. The pleadings of any respondent who fails to submit a proposed parenting plan as provided by law shall be stricken.

68.23 Designations of Family Court Divisions – Webster

Divisions I, II, and III, are designated as Family Court Divisions if hearing cases within the Family Court pursuant to Rule 6.9.

68.24 Assignment of Family Cases - Webster

Family Court cases as defined in Section 487.080 RSMo, shall be assigned by the Presiding Judge, who is herein designated as the Administrative Judge of the Family Court, to Family Court Divisions, either by class of case or on a case-by-case basis.

68.25 Family Services and Justice Fund

As provided in Section 488.2300 RSMo, a fee of $30.00 per case shall be collected and deposited in the "Family Services and Justice Fund" to be expended for such purposes as allowed by law, to include, but not limited to, compensate Guardian Ad Litem for cases where there are no other funds available to pay the Guardian Ad Litem upon the order of the trial Judge.

68.30 Procedures for Webster County Family Law Cases.

(1) No case may be set for trial unless both parties have filed a certificate of compliance with local rules with the Circuit Clerk. If one party fails to comply with local rules or this procedure, the opposing party may seek such sanctions as authorized by Supreme Court or local court rule.

(2) A certificate of compliance shall include the following:

a. proof of compliance with Local Rules 68.4 and 68.6(1), (Domestic Education Relations);

b. a statement that the forms required by Local Rule 68.20 have been filed with the Circuit Clerk and served on the opposing party;

c. in any case where child support is in issue, a statement that a Supreme Court Civil Procedure Form 14 has been filed with the Circuit Clerk and served on the opposing party;

d. if no guardian ad litem has been appointed, in cases where custody or visitation is in issue, a statement that counsel is unaware of any allegation of abuse or neglect of a child by one party against the other party which is likely to be made at trial.

(3) Any domestic relations case not set for trial within 90 days after the filing of an answer or the time for filing an answer has passed, whichever is shorter, shall be assigned to the inactive docket automatically and handled according to Local Rule 37.1.

(4) Trial settings may be obtained after certificate of compliance has been received by the Circuit Clerk, by scheduling a trial setting hearing with notice to opposing counsel at an

available time on a “Zippy” day docket (417-859-2006), or by arranging a conference call among the following:

a. opposing counsel,
b. guardian ad litem (if any), and
c. appropriate judge (if available), clerk (if available), or any associate division deputy clerk

IN THE CIRCUIT COURT OF _____COUNTY, MISSOURI	
Petitioner,	
v.	Case No.
Respondent.	

Family Law Interim Order
Form 68-1

Until further order of the court and so long as the above case is pending IT IS ORDERED:

1. All parties are restrained from stalking, abusing, threatening, harassing, or interfering with the personal liberty of any other party. No party shall enter upon the premises of the dwelling of any other party, unless invited by the resident party, if the parties are living in separate residences.
2. No party shall remove, cause to be removed or permit the removal of any minor children of the parties from the State of Missouri without written permission from the other party or order of the Court.
3. No party shall incur unreasonable or unnecessary debts hereafter. Any unreasonable or unnecessary debt incurred after the date of the filing of this action shall presumptively be assessed against the party incurring any such debt. The Court specifically reserves the right to reallocate the income and expenses of the parties, and the costs connected with this action.
4. No party shall cause any other party or the children of the parties to be removed from any existing insurance coverage, including but not limited to medical, hospital, dental, automobile, or disability insurance and each party shall maintain all such insurance coverage in full force and effect.
5. No party shall change the beneficiaries on any existing life insurance policies, and each party shall maintain the existing life insurance policies in full force and effect without change.
6. No party shall conceal or damage any property, real or personal. No party shall dissipate, sell, remove, assign, transfer, dispose of, lend, mortgage, or encumber any property, real or personal, except in the ordinary course of business, or for the necessities of life. In the case of transactions made in the ordinary course of business in all cases wherein award of property or division of debt is at issue, an itemized written accounting shall be made at least quarterly to the other party. In the case of dispositions made for the necessities of life in all cases wherein award of property or division of debt is at issue, an itemized written accounting shall be made to the other party within thirty (30) days.

7. In the event the parties are living in the same residence at the time of the service of this Order, the parties shall attempt to decide between themselves if one party should move from the family residence and, if so, which party should move from the family residence. This order does not imply that any party is required to move from the family residence.
8. If there are minor children and one of the parties has moved from the family residence, the parties shall attempt to work out a parent-child contact schedule pending further Order of the Court. Failure to reach agreement on this issue will result in a minimum contact visitation Order at the first scheduled case management conference.
9. Any party moving from the family residence may return to pick up personal belongings and effects at a reasonable time if the parties agree. If the parties cannot agree on the times in this paragraph, the Court will decide these issues at a hearing for temporary relief.
10. Any party receiving personal mail or packages addressed only to another party shall not open such mail, but shall forward or arrange to have such mail or packages delivered promptly to the addressed party. The person, who receives personal mail addressed to both parties or concerning the children or related to any of the other parties; income, debts, or property, may open the same, but any party receiving such mail shall promptly send a copy to the other party. No party shall take any action to divert the delivery of mail addressed solely to any other party from the address designated by the other party to the United State Postal Service or other parcel delivery service.
11. This order shall continue in effect so long as this case is pending in court except as modified by written agreement of the parties and filed with the court or as modified by further Order of the Court.
12. All parties are advised of the applicability of Local Court Rule 68 to this case. A complete copy of Rule 68 is available to the public at the Circuit Clerk's office. All parties shall fully comply with such Rule.
13. Disobedience of this Order may constitute contempt of court and subject the violator to fine, imprisonment, or other sanction as allowed by law, plus payment of attorney's fees and costs to the other party.
14. If either party is aggrieved by this Family Law Interim Order, a court hearing may be requested, however, the court urges the parties to attempt to resolve their dispute through mediation before requesting a hearing.
15. This Order does not supercede any temporary or final Order of Protection that may already be in effect. Such Order of Protection remains in full effect.

Date: _____ _____

JUDGE

MEDIATION REPORT TO THE COURT
FAMILY LAW (FORM 68-2)

In Re: _____Case Number: _____

Family Court Judge: _____

Date Case Referred for Mediation: _____

Mediator Assigned/Chosen: _____Date: _____

REPORT OF THE MEDIATOR

Date of Mediation Session: _____ Number of hours: _____

(Check One or More)

- ☐ Both parties appeared for initial mediation session.
- ☐ One or both parties failed to appear for initial mediation session.
- ☐ Parties reached a tentative resolution of ☐ all/ ☐ some issues. Memorandum of Understanding (MOU) prepared by mediator and signed by the parties. Parties were instructed to immediately contact and give their attorneys, if any, a copy of the MOU.
- ☐ No further mediation ☐ is scheduled/ ☐ would be beneficial.
- ☐ By agreement of the parties, next mediation session scheduled for: _____.

Other, explain: _____

_____

Signature: _____ Date: _____
(Mediator)

Signature: _____ Signature: _____
(Party 1) (Party 2)

69. Municipal Division.

When a municipality has made provisions for its municipal ordinance violation cases to be heard before a Municipal Judge, such cases shall be filed in the office of the Clerk of the Municipal Division which has been provided by the municipality.

When a municipality has not made provision for its municipal ordinance violation cases to be heard before a Municipal Judge, such cases shall be filed in Associate Division of the respective county. If a judge has established a traffic violations bureau, the case need not be so filed if disposition of the case is made in the traffic violation bureau in accordance with procedures provided by law or court rules for the operation of traffic violations bureaus.

69.1 Jurisdiction and Administrative Authority. **Amended 11/18/21 Effective 1/1/22**

Pursuant to Section 479.010, RSMo., all violations of municipal ordinances heard in Dallas, Hickory, Polk and Webster Counties shall be tried before divisions of the 30th Judicial Circuit Court.

Judges selected under the provisions of Chapter 479 shall be municipal judges of the 30th Judicial Circuit Court. The Presiding Judge of the circuit shall have general administrative authority over the judges and court personnel of the municipal divisions within the circuit.

69.2 Selection Tenure and Compensation of a Municipal Judge.

Any municipality choosing to establish a municipal division of the circuit court with a Municipal Judge presiding shall provide, by ordinance, for the selection, tenure and compensation of a Municipal Judge. A copy of said ordinance shall be filed with the Presiding Judge of the circuit court. Any amendments to this ordinance shall be submitted to the Presiding Judge of circuit court within fifteen (15) days of passage.

69.3 Ordinance Violations Bureau.

A. The Municipal Judge or the Associate Judge presiding over the municipal division may establish an ordinance violations bureau.

B. An ordinance violations bureau shall be established when a request is made by governing body of the municipality.

C. The ordinance violations bureau shall operate under the supervision of the circuit court and Judge of the Municipal Division.

D. The Judge of the Municipal Division shall by order designate a violations clerk and shall designate the ordinance offenses under the authority of the violation clerk and the amount of fines to be imposed for each offense. A copy of said order shall be filed with the Presiding Judge of the Circuit Court within fifteen (15) days of its issuance.

69.4 Bond Schedule.

Each judge presiding over a municipal division shall issue a bond schedule for all offenses for which a bond can be posted for the defendant's release. Said bond schedule may be incorporated into the Ordinance Violations Bureau order. The bond schedule shall be submitted to the Presiding Judge of the Circuit Court.

69.5 Financial Recordkeeping Procedures.

A. A receipt shall be written for each bond received. All money collected for bonds shall be turned over to staff of the municipal division the next working day. A bond ledger must be retained, indicating each bond posted (date, receipt number, case number) and the disbursement of each bond (date, how disbursed).

B. Adequate records must be maintained to account for the receipt and disbursement of any fines, costs, penalties, bond forfeitures and miscellaneous fees. Pre-numbered receipts must be written for all funds accepted in the municipal division.

C. Municipalities shall use the pegboard receipts system designed by the Office of State Courts Administrator or shall submit in writing an alternate bookkeeping method for approval by the Circuit Court. A copy of the receipts ledger must be forwarded to the Presiding Judge within ten days of the close of the month.

D. The Ordinance Violations Bureau clerk and other municipal employees with access to municipal division funds shall be bonded. This bond may be a blanket bond covering all municipal employees.

E. Each municipality that chooses to provide staff for the municipal division shall provide for an annual independent audit of the municipal division's funds. Such audit may be in conjunction with the audit of other municipal records. A copy of said audit shall be filed with the Presiding Judge of the Circuit Court.

F. When receipts exceed one hundred dollars ($100.00), all funds received by the Municipal Division shall be deposited, not later than the next working day, in a bank to be designated by the Judge of such Municipal Division. The bank deposit shall be reconciled by method of payment (cash or check) to the receipts ledger.

G. All unclaimed bonds, that can not be forfeited, shall be paid over annually to the state's unclaimed property section.

H. All fines and costs are to be paid to or deposited with the city treasury at least monthly.

69.6 Case Recordkeeping.

A. Each municipal division shall use the case numbering system established by the Circuit Court.

B. Each municipality shall maintain an alphabetic or electronic card index of all cases filed. When the case is disposed the judgment shall be entered on the index card and filed alphabetically or electronically.

C. All records of municipal divisions of the Circuit Court shall be maintained separate and apart from law enforcement and administrative records of the municipal government. Records of the municipal divisions of the Circuit Court that are closed to the public pursuant to 610.105, RSMo., shall be available only to the staff of the municipal divisions, except as provided in 610.120, RSMo.

D. Each municipal division shall file a report of all cases heard before the court with the clerk of the municipality in accordance with 479.080.3, RSMo. A copy of the report shall also be forwarded to the Presiding Judge by the tenth of the following month. The report so described shall also fulfill the requirements of 479.070, RSMo.

E. Records of ordinance violation convictions shall be forwarded to the Missouri State Highway Patrol within ten (10) days as required by 302.255, RSMo.

69.7 Records Retention and Destruction.

Records of the municipal divisions may be destroyed or transferred pursuant to Missouri Supreme Court Administrative Rule No. 8, provided that Circuit Court procedures for review of the records are followed and provided that, prior to destruction or transfer, the Presiding Judge of the Circuit Court issues an order approving the destruction or transfer of such records.

69.8 General Administration.

The municipality shall apprise the Presiding Judge of the Circuit Court in writing as to changes made in the positions of Municipal Division Judge, City Prosecutor, Municipal Division Clerk or Ordinance Violations Bureau Clerk.

69.9 Determination of Indigent Status. **Adopted 12/9/16**
Effective 1/1/17
Amended 4/7/23
Effective 4/7/23

A person seeking permission to proceed as an indigent in a municipal division case shall submit to the court the following "Statement of Financial Condition".

STATEMENT OF FINANCIAL CONDITION (Municipal Form 69-9)

Name: _____ Case Number: _____

Address: _____

Your Age and Date of Birth: _____

Phone Number: _____ (Is it OK to text you at this number Yes/No)

1) **If you plead guilty or are found guilty, can you pay your fines and costs today?** Yes/No

If you answered "No", why not?

_____

_____

_____

If you answered "No" to Question #1, or if you want the court to consider your financial situation, please answer the following questions and provide the following information:

2) Are you currently in the custody of the Children's Division or DYS? Yes/No

3) Have you spent a night in jail during the past year because you were unable to post a bond? Yes/No, If "Yes", how much was your bond? $_____

4) Are you receiving public assistance? Yes/No, If "Yes" please tell us what type of public assistance you are receiving (for example: food stamps, TANF, Medicaid, housing assistance, other types of public assistance):

_____

_____

5) Please list the following income from the **previous <u>month</u>** for your **entire <u>household</u>:**

Take home pay for the month including overtime and bonuses: _____

Social Security income (including social security disability): _____

Workers' compensation income: _____

Unemployment income: _____

Retirement income: _____

All other income: _____

Total: _____

6) How many people live in your household? _____

7) Do you have cash, bank accounts, or any other assets, including vehicles or real estate free of debt that totals more than $5,000? Yes/No If "Yes", what type?

_____

_____

If you are facing the possibility of jail time and cannot afford to hire a lawyer, you are entitled to have a lawyer appointed by the court to represent you.

Do you want a lawyer to represent you in this case? Yes/No

Can you afford to hire a lawyer to represent you in this case? Yes/No

Are you asking the court to give you some time to hire a lawyer? Yes/No

Are you asking the court to appoint a lawyer for you today? Yes/No

The above information is true and correct to the best of my knowledge under penalty of law.

_____

Applicant

[The above form is for the Judge's use and does not replace the Legal Aid Application.]

A persons is presumed indigent if the person:

(1)Is in the custody of the Children's Division or the Division of Youth Services; or

(2)(A)Has unencumbered assets totaling under $5,000, and

(B)Has total household monthly income below 125% of the Health and Human Services Federal Poverty Guidelines of the current year. (https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines)

70. Partition. (No Local Rule)

71. Administrative Reviews. (No Local Rule)

72. Probate. **Adopted 10/30/15**
Effective 2/1/16

72.1 Filings, how made. **Amended 4/13/18**
Effective 5/7/18
Amended 10/12/18
Effective 1/1/19

Each case presented for filing shall be accompanied by a fully completed Filing Information sheet, for the entry of required JIS entries. Incomplete Information Sheets will cause the entire filing to be rejected.

All filings by attorneys shall be electronically filed in PDF format and signed by the attorney or firm. All filings by non-attorneys will bear the filing party's signature. All pleadings, as required by Section 472.080, RSMo., shall contain a statement that is made under oath or affirmation and that the representations thereon are true and correct to the best knowledge and belief of the person signing same, subject to penalties of making a false affidavit or declaration. Every decedent's matter must include, and will be commenced upon, the filing of a copy of the death certificate and original testamentary document. Where the relief sought is based upon survivorship, copies of death certificates for any predeceased heirs must also be filed. In lieu of a death certificate, the Court may find it acceptable to file a copy of the death registration, obituary or funeral bill, or some other probative document in order to commence the administration process until such time as the death certificate is available for filing with the Court. What documentation may be acceptable to the Court in order to commence proceedings in any given case shall be up to the Court's discretion.

Any decedent's matter filed by any person other than a family member, such as a creditor, may be commenced without a copy of the death certificate; however, the Court will issue no Letters or Certificate of Clerk until such time as a copy of the death certificate is filed.

72.2 Supporting Documentation. All vouchers, checks, receipts, bank statements or other documents not generated by the attorney for the estate, and filed for the purpose of corroborating entries in any settlement or statement of account, shall be filed as a separate paper document and not as an attachment to the settlement. Supporting documents shall be clearly legible. The court may request presentation of the original of any document when deemed necessary. All supporting documents, once audited, shall be scanned by the probate clerk and the paper documents returned to the submitting party upon approval of the Settlement or Statement of Account to which it pertains. The clerk shall scan and seal documents containing confidential financial information of the ward, and all such documents shall be assigned a security level 4.

72.3 Restricted Accounts. All verifications of account shall be filed as a separate paper document and not as an attachment to the settlement. The clerk shall follow the procedures in 72.2 for all documents containing confidential information.

72.4 Medical statements. All medical records and documents concerning the mental or physical health of a proposed ward, if filed in advance of hearing, shall be filed in paper form as a separate document and not as an attachment or exhibit to the petition. Upon filing, the clerk shall seal the medical records and assign all documents containing privileged health information a security level 4.

72.5 Exception. Unless otherwise provided in this rule, the parties to a probate proceeding shall follow Rule 103 for electronic filing.

73. Small Claims. **Amended 4/4/14**
Amended 11/18/21
Effective 1/1/22

The following Judges are assigned for initial trial of all small claims cases filed in said counties:

· POLK COUNTY Associate Circuit Judge of DALLAS County
. WEBSTER COUNTY Associate Circuit Judge Div. II of POLK County
. DALLAS COUNTY Associate Circuit Judge of Hickory County
. HICKORY COUNTY Associate Circuit Judge Div. II of Webster County

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

81. Execution. (No Local Rule)

82. Garnishment. **Adopted 12/9/16**
Effective 1/1/17

82.1 Termination of Continuous Wage Garnishment.

In addition to otherwise provided by law, a continuous wage garnishment shall terminate if a garnishor fails to file a statement of judgment balance as provided by Supreme Court Rule 90.19(b).

83. Judicial Sales. (No Local Rule)

84. Assignment Judge to Civil Post Conviction Relief Motions. **Adopted 12/9/16 Effective 1/1/17**

Any civil post-conviction relief motion filed in circuit court shall automatically be assigned to the Associate or Circuit Judge that heard the underlying criminal case.

INTERNAL ORGANIZATION

100. Court Organization.

100.1 Presiding Judge.

100.1.1 Election. (No Local Rule)

100.1.2 Duties of Presiding Judge. (No Local Rule)

100.1.3 Dispute Resolution – Procedure. (No Local Rule)

100.1.4 Court En Banc Meetings.

The Court En Banc will meet on the first Friday of April at 2:00 p.m. and the first Friday of October at 9:30 a.m. in the Dallas County Courthouse. Court En Banc meetings may be rescheduled by the Presiding Judge.

100.1.5 Open Meetings.

A. All case records of the 30th Circuit shall be open to the public unless closed by statute, Supreme Court Rule, or specific judicial order.

B. All meetings of the Court En Banc, when operating in an administrative capacity, shall be open to the public unless closed by order of the Presiding Judge for reasons consistent with those stated in Section 610.021 RSMo. Meetings and deliberations in an "administrative capacity" shall include those on property and budget matters.

C. All meetings and deliberations of the Court En Banc, when operating in a judicial capacity, are closed to the public unless opened by order of the Presiding Judge.

D. Notice of the time, date, place and tentative agenda for each open meeting shall be posted in the office of the Presiding Judge at least 24 hours prior to the meeting, unless for good cause such notice is impossible or impractical.

D. Minutes of open meetings shall be kept, including a record of any votes taken, and shall be open to the public for inspection at the office of the Presiding Judge.

100.2 Local Court Rules. **Adopted 1/1/14**

Should any part of these local rules be inconsistent with a Supreme Court Rule or Statute, the Supreme Court Rule or Statute shall control.

100.2.1 Formulation. (No Local Rule)

100.2.2 Publication. (No Local Rule)

100.3 Library Fund. (No Local Rule) (See Local Rule 5.1)

RECORDS AND FILES

100.4 Storage of Records.

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

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's Notes. (No Local Rule)

100.4.5 Index. (No Local Rule)

100.4.6 Storage of Notes. (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 Notes. (No Local Rule)

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

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

100.5 Clerk's Duties.

Effective January 1, 2004, Clerks of the 30th Judicial Circuit are hereby directed to sign misdemeanor summons as allowed by new Supreme Court Rule 21.05 (d).

100.5.1 Monies Paid Into Court.

FUNDS IN INTEREST BEARING ACCOUNTS

Income derived in accordance with 483.310, V.A.M.S., from investments by any Circuit Clerk or by any Judge or Clerk of any Associate Division of funds which were paid into the registry of the court may be expended or designated to be expended only upon written authorization by the Presiding Circuit Judge. The balance of the accumulated income not designated to be expended may be paid into the general revenue funds of the respective counties by each Circuit Clerk or Associate Circuit Judge at any time with the written authorization of the Presiding Circuit Judge.

100.6 Selection of Veniremen. (No Local Rule)

103. Electronic Filing. **Adopted 10/30/15**
Effective 2/1/16

103.01 Electronic Filing.

This Thirtieth Circuit Local Rule 103, Supreme Court Rule 103 and Supreme Court Operating Rule 27 govern all matters subject to electronic filing.

103.02 Registration.

Registration for electronic filing shall be made as required by Supreme Court Operating Rule 27.

103.03 Files of the Court.

A. When a court accepts an electronic document for filing, the electronic document is the official court record.

B. If a court digitizes, records, scans, or otherwise reproduces a document that is filed in paper into an electronic record, document, or image, the electronic record, document or image is the official court record. The court may then destroy the paper document unless that document is required to be preserved by law or court order.

103.04 Format of Electronically Filed Documents.

A. An electronic document shall be filed in the PDF format as defined in Supreme Court Operating Rule 27 and shall be formatted in accordance with the applicable rules governing formatting of paper documents, including page and word limits. Color coding of electronic documents is not required.

B. Electronic documents that are part of the official court record shall be self-contained and shall not contain hyperlinks.

C. For the convenience of the court, in addition to any electronic document filed as the official court record, a party or amicus curiae may submit to the court a copy of an electronic document on a read-only disc (CD-R or DVD-R). A copy of any such disc also shall be provided to all other counsel and all self-represented parties. The electronic document shall be submitted in text searchable PDF that must be identical in content and format as the electronic document filed as the official court record, except that the document may also include hyperlinks to the complete text of any authorities cited therein and to any document or other material contained in the record on appeal. In order for the hyperlinks to function properly, the record (or the cited portions of the record) and authorities must be included on the same disc as the electronic document. An adhesive label shall be affixed to each disc legibly identifying:

(1)The caption of the case;
(2)The party filing the disc;
(3)The disc number (e.g., "Disc 1 of 2").

The filing party shall certify that the disc has been scanned for viruses and that it is virus-free.

D. An electronic document requiring a signature shall by signed by an original signature, stamped signature or an electronic graphic representation of a signature, or in the following manner: /s/Sally Q. Skunkerson.

103.05 Electronic Filing with the Court. **Amended 4/1/21**
Effective 1/1/22

A. Any filing shall be made with the clerk of the court through the electronic filing system. Attachments, including exhibits that are part of any filing shall be filed electronically at the same time.

B. An attachment or exhibit that exceeds the technical standards for the electronic filing system or is unable to be electronically filed must be filed with the court on approved media as defined in Supreme Court Operating Rule 27. When an attachment or exhibit is filed on approved media, a notice of exhibit attachment shall be filed through the electronic filing system.

C. Multiple pleadings shall not be filed as one document in the eFiling system. Clerks processing multiple pleadings filed as one document may only assign one pleading description to a document filed. Therefore, a single pleading description for multiple pleadings in one filing prevents an accurate docket history and causes confusion for the Clerk, attorneys and judges. Therefore, for example, a Motion and Notice submitted as one document will be coded as either a Motion or Notice, but not both. Accurate pleading descriptions assist the opposing attorneys who receive your filings via the eService Notification system, all those who view electronic documents in Case.net, Judges viewing the file electronically from the bench and Clerks whose intake efforts in reviewing your filings are reduced. Excepting Supreme Court Rules which conflict.

103.06 Electronic Filing Deadlines.

A. Electronic filing is permitted at all times when the electronic filing system is available. If the electronic filing system is unavailable at the time the user attempts to file a document, the registered user shall make reasonable efforts to file the document as soon as the unavailability ends.

B. If a registered user believes the unavailability of the electronic filing system prevented a timely filing to the party's prejudice, the registered user may submit a motion to the court within ten days of the user's first unsuccessful attempt to file the document. The motion shall state the date and time of the first unsuccessful attempt to file the document electronically and why the delay was prejudicial.

C. If the court determines that the unavailability of the electronic filing system prevented the court from receiving the filing, the court shall deem the document filed on the day that the user initially attempted to file the document.

D. The filing deadline for any document filed electronically is 11:59:59 p.m. central time unless a different time has been set by the court in a particular case.

E. A document is submitted for filing when the electronic filing system received the document and sends a confirmation receipt to the filer. The electronic filing system will issue a confirmation receipt that includes the date and time.

F. If the clerk accepts a document for filing, the date and time of filing entered in the case management system shall be the date and time the electronic filing system received the document. The electronic filing system will affix the date and time of filing on the document.

G. In order to be considered in any hearing or court proceeding, a document must be submitted to the electronic filing system at least three (3) full calendar days prior to the hearing or proceeding, calculated as provided in Supreme Court Rule 44.01(a), unless good cause for failing to do so is shown, which determination of good cause shall be in the sole discretion of the judge. This requirement is in addition to, and not instead of, the notice requirements set forth in Supreme Court Rule 44.01 and any other applicable laws.

103.07 Verified Documents and Affidavits; Retention of Documents.

A document required by law to be verified, to be signed under penalty of perjury, or to be signed by a notary public may be filed as an electronic document if the affiant, declarant, or notary public has signed a paper document. Until the entire case is finally disposed, the registered user shall be custodian of the paper document and shall retain same.

Attorneys and parties are admonished to retain original hard copies of all documents, particularly in cases such as will contests or other matters where original documents or exhibits may be required by law. In the event the electronic network provided by the office of State Courts Administrator fails for whatever period of time (which is the network the courts operate under),

all parties are admonished to have a back-up copy of all documents, exhibits, and evidence available for the courts and parties to use when such network is unavailable.

103.08 Service.

Service shall be made to registered users through the electronic filing system and to all others as provided in Rule 43.01(c). Service by the electronic filing system is complete upon transmission except that, for the purposes of calculating the time for filing a response, a transmission made on a Saturday, Sunday, or legal holiday, or after 5:00 p.m., shall be considered complete on the next day that is not a Saturday, Sunday or legal holiday. The registered user shall be responsible for promptly forwarding service documents to the appropriate sheriff or other process server appointed by the court. All costs of service shall be the responsibility of the registered user.

103.09 Electronic Filing Mandatory.

Paper documents mailed and postmarked prior to February 1, 2016, shall be accepted for filing. Effective February 1, 2016, all pleadings, motions and other documents shall be filed electronically, as provided by Supreme Court Rule 103 and Court Operating Rule 27, except for the following documents which may be filed on paper:

A. Documents filed by pro se litigants or other persons or agencies who are unable to become registered users of the electronic filing system.

B. Documents prepared within a courtroom during trials and hearings, but only if they cannot be electronically filed in a timely fashion.

C. Documents filed in the municipal division.

D. Any document excepted from electronic filing under Local Rule 72 (Probate).

E. Any document excepted from electronic filing under any applicable order, rule, statute or law.

DAVID C. REPLOGLE	Presiding Judge 30th Circuit
LISA C. HENDERSON	Associate Judge Dallas County
JUSTIN EVANS	Associate Judge Webster County Division II
CYNTHIA BLACK	Associate Judge Webster County Division III
JILL PORTER	Associate Judge Polk County Division II
RANDOLPH BLOSCH	Associate Judge Polk County Division III
JAMES A. HACKETT	Associate Judge Hickory County

Effective January 1, 2025