Instructions for Filing an Original Petition for Writ in the Missouri Court of Appeals, Western District

The filing fee for a petition for writ is $70.00, unless the party seeking the writ is filing a motion to proceed in forma pauperis or is otherwise exempt from paying the filing fee (e.g., a state agency).

The documents that are being filed must be prepared and/or scanned as separate .pdf documents. The Writ Petition, Answers and Returns to a Writ, and Suggestions shall be filed in text searchable PDF. Rule 81.18(c). They should be attached in the following order:

1. Form 16 Writ Summary (form is available under "Court Forms" on the Missouri Courts website: www.courts.mo.gov)
2. Petition for Writ
3. Suggestions in Support
4. Index of Exhibits
5. Exhibit documents (may be scanned separately or as one document if the file size does not exceed 7mbs). The party seeking the writ must include as an exhibit any legal memorandum filed in the court or agency below that advocates a position contrary to the relief sought in the writ petition. *See* Western District Special Rule 20.
6. Certificate of Service (if filing separately). Please note that the Certificate of Service must show service upon the named Respondent and, if applicable, all parties in the underlying action. See Rule 84.24(a)(4).

When entering the "Style of Case" section in the e-filing system, please note that petitions for writ of prohibition or mandamus should be styled "State of Missouri ex rel (filing party)" and filing party shall be designated as "Relator;" petitions for writ of habeas corpus or certiorari should be styled "In Re: (filing party)" and filing party shall be designated as "Petitioner."

If you have any technical questions about electronic filing, such as how to scan documents or attach documents to your filing, please contact the OSCA Help Desk at 1-888-541-4894.

If you have questions about the requirements for filing a writ petition or a response to a writ petition, please contact the Clerk's Office at 816-889-3600.