IN THE 15th JUDICIAL CIRCUIT OF THE STATE OF MISSOURI

IN RE: E-FILING REJECT AND HOLD PROCEDURES

ADMINISTRATIVE ORDER

WHEREAS, the 15th Judicial Circuit is implementing the Missouri eFiling System on or about October 1, 2014.

WHEREAS, it is necessary to establish a procedure for the circuit clerks and deputy clerks to use in handling documents that are received and which lack required information, documentation, or fees.

IT IS THEREFORE ORDERED that all documents received by the circuit clerk's office will be rejected and returned if they are insufficient for the following reasons:

Filer requested return if not already deemed filed.
Filed in the incorrect county as reflected by the case number.
Case number inconsistent with case style.
Insufficient information provided for processing.
Bad image such that case number or body of the document is illegible.

IT IS FURTHER ORDERED that any document received by the circuit clerk's office without sufficient fees will be placed on HOLD and the filing party will be notified by e-mail and given ten (10) business days to provide the correct payment and if the filing party fails to provide the correct payment within ten (10) days the document shall be rejected and returned.

Dated: September 16, 2014

Dennis A. Rolf, Presiding Judge