

INDEX

LOCAL COURT RULES FOURTEENTH JUDICIAL CIRCUIT STATE OF MISSOURI

ADMINISTRATION

- RULE 1 DIVISIONS OF COURT
- RULE 2 HOURS AND TERMS OF COURT
- 2.1 Hours of Court
- 2.2 Terms of Court
- 2.3 Law Days
- 2.4 Particular Matters on Particular Days
- 2.5 Short Notice Consent Docket
- RULE 3 PLEADINGS
- 3.1 Caption
- 3.2 Style
- RULE 4 FILING OF CASES
- 4.1 Criminal Cases
- 4.2 Civil Cases (including Probate)
- 4.3 Municipal Cases
- 4.4 Facsimile Filing and Service
- RULE 5 FEES AND COSTS
- 5.1 Filing Fee and Cost Deposit
- 5.5 Motion For Security

RULE 6 ASSIGNMENT OF JUDGES, CASES AND TRANSFER OF CASES

- 6.1 Assignment to Associate Circuit Judges
 - 6.1.1 *By Local Court Rules or Order*
 - 6.1.2 *Special Assignment*
- 6.2 Assignment to Circuit Judges
- 6.3 Certification to Circuit Division
- 6.4 Trial de Novo
- 6.5 Disqualification of Judge
- 6.6 Absence of Judge - In Cases Where an Emergency Exists and Where the Ends of Justice Require
- 6.7 Absence of Presiding Judge

RULE 7 WITHDRAWAL OF PAPERS FROM CLERK'S OFFICE

- 7.1 When
- 7.2 Duplicating Policy

RULE 9 COURTROOMS (See Rule 21.8)

- 9.1 Assignment of Courtrooms
- 9.2 Place of Hearing
- 9.3 Use of Counsel Table
- 9.4 Courtroom Decorum and Dress
- 9.5 Who Is Permitted Within Bar

RULE 10. COURT REPORTERS AND COMPENSATION FOR SAME

RULE 11. RECORDING OF JUDICIAL PROCEEDINGS

RULE 12 MONIES PAID INTO COURT

- 12.1 Bond in Civil Cases

RULE 13 COMMUNICATIONS WITH COURT

- 13.1 Oral Communications With the Court
- 13.2 Written Communications With the Court

RULE 14 TRIAL COURT PERFORMANCE STANDARDS

- 14.1 Access to Justice
 - 14.1.1 *Public Proceedings.*
 - 14.1.2 *Safety, Accessibility and Convenience.*
 - 14.1.3 *Effective Participation.*
 - 14.1.4 *Courtesy, Responsiveness and Respect.*
 - 14.1.5 *Affordable Costs of Access.*
- 14.2 Expedition and Timeliness
 - 14.2.1 *Case Processing.*
 - 14.2.2 *Compliance with Schedules.*
 - 14.2.3 *Prompt Implementation of Law and Procedure.*
- 14.3 Equality, Fairness and Integrity
 - 14.3.1 *Fair and Reliable Judicial Process.*
 - 14.3.2 *Juries.*
 - 14.3.3 *Court Decisions and Actions.*
 - 14.3.4 *Clarity.*
 - 14.3.5 *Responsibility for Enforcement.*
 - 14.3.6 *Production and Preservation of Records.*
- 14.4 Independence and Accountability
 - 14.4.1 *Independence and Comity.*
 - 14.4.2 *Accountability for Public Resources.*
 - 14.4.3 *Personnel Practices and Decisions.*
 - 14.4.4 *Public Education. Response to Change.*
- 14.5 Public Trust and Confidence
 - 14.5.1 *Accessibility.*
 - 14.5.2 *Expeditious, Fair, and Reliable Court Functions.*
 - 14.5.3 *Judicial Independence and Accountability.*

RULE 17 SUPREME COURT TIME STANDARDS

RULE 20 CASE MANAGEMENT

GENERAL RULES

RULE 21 ATTORNEYS

- 21.1 Resolution of Conflicting Court Appearance or Trial Settings
- 21.2 Entries of Appearance
- 21.3 Conduct of Attorneys
- 21.4 Withdrawal of Attorneys
- 21.5 Failure of Attorney to Answer Docket Call
- 21.6 Appointment of Attorneys
- 21.7 Agreement of Attorneys
- 21.8 Advice to Client and Witnesses of Courtroom Procedure

RULE 22 APPOINTMENT OF GUARDIAN AD LITEM

RULE 23 TRANSCRIPTS

RULE 24 EXHIBITS

PRETRIAL MATTERS

RULE 31 APPOINTMENT OF SPECIAL PROCESS SERVER

RULE 32 DISCOVERY

32.2 Interrogatories

32.3 Depositions

32.4 Motion for Sanctions

32.5 Criminal Discovery

RULE 33 PRETRIAL MOTIONS

33.1 Hearing Dates

33.2 Briefs in Support of Motions, When Required

33.3 Oral Arguments, When Desired and How Requested

33.4 Motions in Limine

RULE 34 CONTINUANCES

34.1 Civil Cases

34.2 Criminal Cases

RULE 35 PRETRIAL CONFERENCE

RULE 36 SETTING CASES FOR TRIAL

36.1 Request For Trial

36.2 Date of Calendar Call

36.3 Preparation of Calendar

36.4 Calendar Call

36.5 Inactive Calendar

36.6 Revision and Removal From Prepared Calendar

36.7 Special Assignments

SETTLEMENT AND DEFAULT

RULE 41 SETTLEMENT

41.1 Notice of Settlement

RULE 42 DEFAULT

RULE 51 COURT-TRIED CASES

51.1 Default and Uncontested Matters

51.2 Contested Matters

51.3 Preparation of Findings of Fact and Conclusions of Law

RULE 52 SELECTION OF JURY

52.1 Jury Questionnaires

RULE 53 JURY TRIALS

53.1 Instructions

53.2 Closing Arguments

53.3 Jury Room

RULE 54 JUDGMENT ENTRY

54.1 Contested Cases

54.2 Default or Uncontested Cases

RULES RELATING TO PARTICULAR ACTIONS

RULE 61 ADOPTION

61.1 Filing Requirements

61.2 Home Study

RULE 62 DRIVERS' CASES (See Rule 71.)

62.1 Application for Hardship Driving Privileges

62.2 Petition for Review

62.3 Breathalyzer Test

RULE 63 ASSOCIATE DIVISION CASES - Preservation of Record

RULE 64 CASES ARISING UNDER CHAPTERS 207 AND 208, RSMo., 1978

(COMMONLY KNOWN AS TITLE IV-D AND H.B. 601 ACTIONS)

RULE 65 CIVIL COMMITMENT

RULE 66 CONDEMNATION

RULE 67 CRIMINAL CASES

67.1 Pretrial Release

67.1.1 *Presentation of Request for Warrant and Issuance of Criminal Summons*

67.1.2 *Motions to Set Bond and For Bond Reduction*

67.1.3 *Deposit of Operator's License*

67.2 Preliminary Hearing

67.3 Grand Jury

67.4 Attorneys

67.5 Arraignments

67.5.1 *Arraignment*

67.5.2 *Dates*

67.6 Discovery

67.7 Motions

67.8 Plea Bargaining

67.9 Guilty Plea

67.10 Calendar

67.11 Probation and Parole

67.12 Clerk's Procedure upon Filing of Pro Se Motion under Rule 24.035 or Rule 29.15

RULE 68 DISSOLUTION OF MARRIAGE

68.1 Filing Requirements

68.2 Separation Agreement

68.3 Forms of Decrees

68.4 Filing of Financial Statements

68.5 Modification of Decree

68.6 Presumed Child Support Amount

68.7 Parent Education Program

68.8 Parent Education Scheduling and Program Fee

68.9 Family Access Proceedings

68.10 Entry Of Judgment Upon Affidavit -- Requirements

FORMS -- AFFIDAVIT FOR JUDGMENT

68.11 Settlement Conference

RULE 69 MUNICIPAL DIVISION (See Rules 4, 5, 6 and 7)

- 69.01 Jurisdiction and Administrative Authority
- 69.02 Selection, Tenure and Compensation of a Municipal Judge

RULE 70 PARTITION

RULE 71 ADMINISTRATIVE REVIEWS

RULE 72 PROBATE

RULE 73 SMALL CLAIMS

RULE 74 TRUST ESTATES

74.1 Inventory

74.2 Reports

74.3 Record

74.4 Audit

POSTTRIAL

RULE 81 EXECUTION

RULE 82 GARNISHMENT

RULE 83 JUDICIAL SALES

RULE 88 DISSOLUTION, LEGAL SEPARATION AND CHILD SUPPORT

88.01 Presumed Child Support Amount

INTERNAL ORGANIZATION

RULE 100

100.1 Presiding Judge

100.1.1 *Election*

100.1.2 *Duties of Presiding Judge*

100.1.3 *Dispute Resolution, Procedure*

100.2 Local Court Rules

100.2.1 *Formulation*

100.2.2 *Publication*

100.3 Library Fund

100.4 Storage of Records

100.4.1 *Reproduction, Preservation, Archival Storage and Disposal of
Original Circuit Court Files (and Their Contents)*

- 100.4.2 *Reproduction and Preservation of Court Records Other than Files
(and Their Contents)*
- 100.4.3 *Responsibility For Indexing and Preserving Court Reporter Notes*
- 100.4.4 *Identification of Reporter's Notes*
- 100.4.5 *Index*
- 100.4.6 *Storage of Notes*
- 100.4.7 *Notes of Substitute Reporters*
- 100.4.8 *Storage of Notes Upon Retirement, Termination or Death of
Court Reporter*
- 100.4.9 *Boxing and Storing of Old Notes*
- 100.4.10 *Responsibility For Furnishing Materials and Space For Storage
of Court Reporter Notes*
- 100.4.11 *Procedure For Examination of Criminal Records*
- 100.4.12 *Procedure For Expunging and Closing Criminal Records*
- 100.5 Clerk's Duties
 - 100.5.1 *Monies Paid Into Court*
- 100.6 Selection of Veniremen