

**LOCAL RULES OF COURT**

**19<sup>TH</sup> JUDICIAL CIRCUIT**

**COLE COUNTY, MISSOURI**

**EFFECTIVE APRIL 1, 1983**

(Revisions effective 11/16/83; 3/12/84; 3/30/84; 5/1/84; 7/24/84; 4/15/85; 7/11/85; 3/27/86; 6/1/86; 7/7/86; 10/1/87; 12/1/88; 10/1/90; 10/1/91; 12/1/91; 4/1/92; 5/1/92; 7/1/92; 8/28/93; 1/3/95; 1/10/95; 1/27/95; 4/25/96; 5/4/99; 9/19/99; 10/26/00; 01/01/03; 5/29/03; 8/28/03; 6/7/04; 8/16/04; 9/1/04; 2/28/05; 3/2/05; 6/1/05; 10/11/05; 5/1/06; 1/1/07; 7/23/07; 11/21/07; 4/01/08; 1/01/09; 8/28/09; 4/01/10; 4/28/14; 10/10/14; 8/3/2017; 8/28/2018; 2/27/19; 1/30/2020; 5/3/2021; 12/13/2022; 3/23/2023; 12/20/2024; 04/03/2025)

Honorable Brian K. Stumpe  
Circuit Judge, Division I  
Cole County Courthouse  
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Honorable Daniel R. Green  
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Honorable Cotton Walker  
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**RULES OF THE CIRCUIT COURT OF  
THE NINETEENTH JUDICIAL CIRCUIT  
(COLE COUNTY)**

Effective April 1, 1983

**Including Amendments Received Through  
December 20, 2024**

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## ADMINISTRATION

### **RULE 1. DIVISIONS OF COURT**

A. There shall be seven (7) divisions of Court which shall be divided and assigned classes of cases as follows:

Division I: Circuit

Division II: Circuit

Division III: Circuit

Division IV: Associate Circuit

Division V: Associate Circuit

Division VI: unused

Division VII: Municipal

B. If any municipality in Cole County elects to retain or establish its municipal court, the judge of such municipal court shall hear and determine municipal ordinance violations in a municipal division of the circuit court located in the municipality so electing to retain or establish its municipal court.

If any municipality in Cole County does not elect to retain or establish its municipal court, municipal ordinance violations shall be filed, heard and determined in Division IV or V.

(Adopted, eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Jan. 1, 2007; Amended Apr. 1, 2010. Amended May 3, 2021.)

**RULE 2. HOURS AND TERMS OF COURT****RULE 2.1 HOURS OF COURT**

- A. The Court is open five (5) days a week, Monday through Friday, between the hours of 8:00 A.M. and 4:30 P.M., legal holidays excepted or as otherwise directed by the Court.
- B. The following hours are established for the Office of the Circuit Clerk: 8:00 A.M. to 4:30 P.M. Monday through Friday for the purpose of filing papers, legal holidays excepted or as directed by the Court.
- C. The Court and the Office of the Circuit Clerk shall be closed in observance of the public holidays declared and established by § 9.010 of the Revised Statutes of the State of Missouri and as directed by the Missouri Supreme Court or by order of the Presiding Judge of this Court.
- D. All sessions of Court shall begin at 9:00 A.M. unless otherwise provided herein or ordered by the Court. Special appointments and settings for any other times shall be made with the judge of the division involved.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 2.2 TERMS OF COURT**

The Nineteenth Judicial Circuit shall be considered as being in continual session, and it shall not be necessary for a term to be convened to conduct the business of the Court with respect to any case or matter before the Court. To the extent that a term of circuit court may be specified or referred to by any provision of law, the terms of the Nineteenth Judicial Circuit Court shall be considered as commencing on the first Monday in April and October; provided further, however, that no Court shall be required to hold Court on the first day of any such term solely because of this rule. Should said term date fall on a holiday it will be observed the following business day.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 2.3 LAW DAYS**

All schedules/dockets will be posted on the court's website [www.colecounty.org/336/Circuit-Court](http://www.colecounty.org/336/Circuit-Court) under the "Calendars and Dockets" tab.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended June 1, 2005; Amended October 11, 2005; Amended Jan. 1, 2007; Amended July 23, 2007; Amended Apr. 1, 2008; Amended Apr. 1, 2010; Amended Apr. 28, 2014. Amended May 3, 2021; Amended Mar. 23, 2023.)

**RULE 3. PLEADINGS****RULE 3.1 CAPTION** (No Local Rule)**RULE 3.2 STYLE**

Any attorney filing must file pursuant to Electronic Filing Rule 101.01-101.11. All pro se litigants are required to follow this rule.

- A. All pleadings and motions intended for filing in any case shall be legibly written on one side of the paper, either typewritten or printed, double-spaced, on paper sized 8½” x 11”, or such other size as may be prescribed by Supreme Court Rule, with a top and left-hand margin of at least one inch. All pleadings and motions, shall be signed by the party offering the same for filing and shall bear the address and telephone number of the party.
- B. Said pleadings, and motions shall be captioned with the style and number of the case, the character of the pleadings and motions, and if a petition, the nature of the suit, and if consisting of more than one sheet, shall be securely bound at the top and with page numbers at the bottom. Paragraphs of pleadings shall be numbered consecutively. An attorney offering a paper for filing may sign it on behalf of a law firm or attorney when duly authorized to do so; but he/she must also subscribe his/her own signature on said paper. The attorney whose signature is affixed to the pleading or paper shall be deemed to be the trial attorney in the case. Where service of summons or other pleading is requested a copy of the pleading for each party to be served shall be filed and shall include the address for each party to be served. The name of an attorney shall be printed or typed under the attorney’s signature upon all documents and Court memoranda filed. The statement as to service of pleadings on opposing counsel shall designate by name the opposing counsel on whom such pleadings were served.

(Adopted eff. Jan. 1, 2003. Amended June 7, 2004; Amended Apr. 28, 2014; Amended Mar. 23, 2023.)

**RULE 3.3 PAPER SIZE** (Withdrawn eff. Jan. 1, 2003.)**RULE 3.4 SIGNATURE**

Civil and Criminal pleadings shall be signed as provided in Supreme Court Rule 55.03.

(Adopted eff. Apr. 25, 1996.)

**RULE 3.5 AMENDMENT BY INTERLINEATION**

Whenever leave is granted to amend a pleading by interlineation, the party to whom leave has been

granted shall interlineate the amendment to the pleading to be amended and place his/her initials after the interlineation. The amendment shall be deemed abandoned unless actually interlineated following the granting of leave to do so.

(Adopted eff. Jan. 1, 2003.)

## RULE 4. FILING OF CASES

### **RULE 4.1 CRIMINAL CASES**

- A. All indictments, informations, and complaints shall be filed in the designated office of the Circuit Clerk. 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) charges. It is the responsibility of the Prosecuting Attorney to determine the appropriate charge code(s).
  - B. Bonds in criminal cases may be set by any circuit or associate circuit judge of this circuit. Bond reductions or increases or change of condition thereafter shall be determined by the judge to whom the case is assigned or in his/her absence by any circuit or associate circuit judge of this circuit. Bond schedules may be approved.
  - C. All state traffic cases shall be filed in the designated office of the Circuit Clerk.
- (Adopted eff. Jan. 1, 2003; Amended Aug. 16, 2004.)

### **RULE 4.2 CIVIL CASES**

- A. The commencement of a civil case shall be upon the filing of the original pleading with the Circuit Clerk, the required filing fee and the appropriate confidential filing information sheet.
- (Adopted eff. Jan. 1, 2003. Amended June 9, 2003, Amended August 28, 2009.)
- B. All civil cases shall be filed in the designated office of the Circuit Clerk.
- (Adopted eff. Jan. 1, 2003. Amended June 9, 2003, Amended August 28, 2009.)
- C. If an individual's social security number must be included in a pleading or filing, only the last four digits of that number should be used. If financial account numbers are relevant and must be disclosed, only the last four digits of these numbers should be used. If a document is filed that includes full disclosure of the social security number, date of birth, or financial account numbers, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk will review each pleading for redaction and promptly notify parties.
- (Adopted eff. Aug. 28, 2009.)

**RULE 4.3 PROBATE CASES**

All cases over which the Probate Division has jurisdiction shall be filed in the designated office of the Circuit Clerk. By agreement of the Probate Judge, all minor guardianships shall be assigned to Division V for hearing on the juvenile court docket.

(Adopted eff. Jan. 1, 2003; Amended Mar. 23, 2023; Amended Dec. 20, 2024.)

**RULE 4.4 JUVENILE CASES**

The commencement of a juvenile case shall be upon the filing of the original pleading with the Circuit Clerk, payment of the required filing fee and the appropriate confidential filing information sheet. Adoptions, transfers of custody of juveniles and other juvenile matters will be filed in the designated office of the Circuit Clerk.

(Adopted eff. Jan. 1, 2003; Amended Apr. 28, 2014.)

**RULE 4.5 SMALL CLAIMS CASES**

All small claims cases shall be filed in the designated office of the Circuit Clerk.

(Adopted eff. Jan. 1, 2003.)

**RULE 4.6 MUNICIPAL CASES**

Cases that are heard by municipal judges shall be governed by the provisions of Section 478.245.2(3) RSMo. Municipal ordinance violations that are heard by an associate circuit judge, where the municipality has made provisions for local staff, shall be filed with the municipal division clerk. Other municipal ordinance violations that are heard by an associate circuit judge shall be filed in the designated office of the Circuit Clerk.

(Adopted eff. Jan. 1, 2003.)

**RULE 4.7 FILING BY ELECTRONIC TRANSMISSION**

Facsimile or electronic transmissions of petitions and other pleadings are authorized in accordance with Supreme Court Rules, provided that appropriate filing fees are received the same working day. If required fees have not been received, the transmission is not deemed filed.

Facsimile or electronically transmitted pleadings shall be deemed filed on the date and at the time the last page of the document is accepted at the Office of the Circuit Clerk. If the entire document is not received or if it is illegible, it is not deemed filed. Risk of loss in transmission, receipt, or illegibility is



upon the party transmitting and filing the transmission.

The facsimile or electronic transmission shall have the same effect as the filing of the original document. Any person using this method of filing shall keep the original in his or her possession, as well as documentation of the transmission, and shall provide the same upon order of the court for inspection.

(Adopted eff. Jan. 1, 2003.)

#### **RULE 4.8 EMERGENCY FILINGS WITH ON-CALL JUDGES BY FACSIMILE OR ELECTRONIC COMMUNICATIONS**

Pursuant to Missouri Supreme Court Rule 20.04(h), search warrants and affidavits in support thereof, arrest warrants and informations, complaints and indictments 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 may be filed with any circuit or associate circuit judge of this circuit by facsimile or electronic transmission at any time when a judge is otherwise unavailable.

Any such paper 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.

(Adopted eff. Jan. 1, 2003.)

### **RULE 5. FEES AND COSTS**

#### **RULE 5.1 FILING FEES AND COST DEPOSIT**

The circuit court en banc shall set forth, by administrative order, the filing fees and cost deposits required for actions filed in divisions of the circuit court. Said administrative order shall be published in the attachments of the Local Court Rules.

The fees and costs, as established by rule, shall be paid by cash, personal check, certified check, business check, money order, debit or credit card by approved merchant accounts (merchant fees may apply), court debit accounts, or the equivalent. The appointing authority pursuant to statute may set more restrictive policies with respect to payments.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Apr. 10, 2014.)

#### **RULE 5.2 COSTS**

The circuit clerk shall be responsible for the collection of all costs after the initial filing fee except fees in a case pending in the municipal division having its own staff. In addition to other costs, the circuit clerk shall assess as costs in all criminal cases the cost of service by certified mail.  
(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

### **RULE 5.3 WITNESS FEES**

Witness fees shall not be allowed, unless claim therefore shall be made to the clerk. The attorney causing any witness to be subpoenaed shall be responsible for seeing that proper claim is made.  
(Adopted eff. Jan. 1, 2003.)

### **RULE 5.4 WAIVER OF FEES**

All persons desiring to file *informa pauperis* will be required to complete the statewide standardized "Affidavit in Support of Request to Proceed in Forma Pauperis" form, which can be found on the Missouri Courts webpage. No service of process shall issue until the standardized form is completed, filed with the Clerk and approved by the Court. All fees shall be waived in the case for all parties unless otherwise Ordered by the Court at the time of initial review.

Persons who are represented in a civil action by a legal aid society or legal services or other non-profit organization and private counsel working on the behalf of such agencies, upon presentation of a certificate of attesting to such status shall be permitted to file without payment of any advance fee or filing fee. Such persons may proceed as if they have been granted *informa pauperis* status, except that guardian ad litem fees are to be handled as set forth in 514.040.3 RSMo.

Persons in the custody of the Missouri Department of Corrections requesting permission to proceed in *forma pauperis* to file a civil lawsuit shall also complete and submit to the clerk the statewide standardized "Affidavit in Support of Request to Proceed in Forma Pauperis" form and provide a certified copy of their offender account statement for the six (6) month period immediately preceding the filing. All such persons shall comply with the terms of the Prisoner Litigation Reform Act as set forth in 506.360-390 RSMo except as provided by law.

A motion filed pursuant to Supreme Court Rules 24.035 and 29.15 shall be filed and presented to the Division which imposed sentence without prepayment of any filing or service fee.

Certain petitions for writ of habeas corpus shall be filed and presented to the Judge assigned as provided in Local Rule 6.2.1 without prepayment of any filing or service fee.

Nothing in this local rule shall preclude the taxing of costs, when provided for by law, at the conclusion of any proceeding initiated under the Prisoner Litigation Reform Act.

(Adopted eff. Apr. 25, 1996; Amended Feb 27, 2019.)

**RULE 5.5 MOTION FOR SECURITY (No Local Rule)****RULE 5.6 SPECIAL PROCESS SERVERS**

The Clerk of the Circuit Court is authorized to appoint special process servers as requested by the party, however, no cost for same shall be payable by the county.

(Adopted eff. Jan. 1, 2003.)

**RULE 5.7 FEES ASSESSED TO FUND DOMESTIC VIOLENCE SHELTER**

Per order of the County Commission of Cole County dated September 27, 2005, in addition to all other court costs, any county or city having a shelter for victims of domestic violence; or any municipality within a county which has a shelter; or any county or municipality whose residents may be admitted to a shelter may, by ordinance, provide for an additional surcharge in the amount of two dollars (\$2.00) per case for each civil and criminal case including county or municipal ordinance violations. The surcharge shall not be collected when court costs are waived or are to be paid by the state, county or municipality. No surcharge shall be collected in any proceeding when the criminal or county ordinance case has been dismissed by the court. The fee shall be payable to the city or county where the fees originated.

(Adopted January 1, 2003; Amended October 17, 2005.)

**RULE 6. ASSIGNMENT OF JUDGES, CASES AND TRANSFER OF CASES****RULE 6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGES**

**6.1.2 Special Assignment.** When the judge of the Jefferson City Municipal Division, Division VII, is unable to hear or is disqualified from hearing a case, said case shall be heard by an Associate Circuit Judge of Division V or VI as special judge.

(Adopted eff. Apr. 25, 1996; Amended May 3, 2021; Amended Dec. 20, 2024.)

**RULE 6.2 ASSIGNMENT TO CIRCUIT JUDGES**

**6.2.1 General Rule.** All civil cases shall be randomly assigned at the time of filing by the automated case-management system.

A. Transfer of Order of Protection Cases. When a party to an order of protection case is also a party to a family law case which is currently active and/or pending, the order of protection judge may transfer that case and related order of protection cases to the judge currently assigned to the family law case by reference to this rule.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Jan. 1, 2007; Amended Dec. 13, 2022.)

**6.2.2 Criminal Joinder:** Whenever an Information or Indictment is filed charging multiple defendants in the same charging document, the following rules shall apply:

- A. Each defendant will be assigned a separate case number.
- B. Irrespective of the separate case numbers, the defendants shall be tried together, subject to a defendant's rights for a severance as set forth in Supreme Court Rule 24.06 and Section 545. 140 RSMo.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**6.2.3 Assignment of Criminal Cases:** For additional guidance for assignment of criminal cases, see Rule 67.12.

(Adopted May 3, 2021.)

## **RULE 6.3      CERTIFICATION TO CIRCUIT DIVISION (No Local Rule)**

## **RULE 6.4      TRIAL DE NOVO (No Local Rule)**

## **RULE 6.5      DISQUALIFICATION OF JUDGE**

When a judge is disqualified, whether upon the court's own motion, or the motion of a party, the following procedures shall apply, unless otherwise provided for in these rules or by specific order:

1. If the judge disqualified is a Circuit Judge other than the Presiding Judge, the case shall automatically be transferred to the Presiding Judge for assignment;
2. If the judge disqualified is an Associate Circuit Judge, the case shall be assigned to the other Associate Circuit Judge by reference to this rule and placed on the next law day for that judge. If both Associate Circuit Judges are disqualified, the last judge disqualified shall certify the case to the Presiding Judge for reassignment;
3. If the judge disqualified is the Presiding Judge, the judge shall certify the case to a Circuit Judge of another Circuit Division for reassignment, or he may request the Missouri Supreme Court to transfer to a judge;
4. When a change of judge has been ordered, the trial setting, if any, will be maintained if possible.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Apr. 28, 2014; Amended Dec. 13,

2022.)

## **RULE 6.6 ABSENCE OF JUDGE**

In the absence of the Circuit Judge or Associate Circuit Judge of any division, any other judge may, sit as the judge of the division in which the judge is absent and perform all duties of the absent judge.

In the absence of a Municipal Judge, the Mayor or chief executive officer of the municipality shall appoint a judge to serve during the absence of the absent judge.

(Adopted eff. Apr. 25, 1996.)

## **RULE 6.7 ABSENCE OF PRESIDING JUDGE**

The Presiding Judge will appoint an acting Presiding Judge in his or her absence. The appointed temporary Presiding Judge shall perform the duties of the Presiding Judge.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

## **RULE 7. WITHDRAWAL OF PAPERS FROM CLERK'S OFFICE**

### **RULE 7.1 WHEN ALLOWED (No Local Rule)**

### **RULE 7.2 DUPLICATING POLICY**

Requests for copies of Court records should be directed to the Circuit Clerk. There will be a charge made for copies of documents which shall be established by the Circuit Clerk subject to the court's approval.

(Adopted eff. Apr. 25, 1996.)

## **RULE 8. PUBLICATION OF DOCKETS**

### **RULE 8.1 TRIAL DOCKET (No Local Rule)**

### **RULE 8.2 DISMISSAL DOCKET (No Local Rule)**

## **RULE 9. COURTROOMS**

### **RULE 9.1 ASSIGNMENT OF COURTROOM**

Courtroom assignments shall be determined by the Presiding Judge.

(Adopted eff. Jan. 1, 2003.)

**RULE 9.2 PLACE OF HEARING (No Local Rule)****RULE 9.3 USE OF COUNSEL TABLE**

Unless otherwise specifically permitted by the Court, only counsel of record and parties are to use counsel table. Unless the parties otherwise agree, Plaintiff shall occupy the counsel table or portion of counsel table closer to the jury box.

(Adopted eff. Apr. 25, 1996.)

**RULE 9.4 COURTROOM DECORUM AND DRESS**

Counsel shall be expected to dress appropriately and shall inform the parties and any prospective witness that appropriate dress shall be required.

(Adopted eff. Jan. 1, 2003.)

**RULE 9.5 WHO IS PERMITTED WITHIN THE BAR**

Unless otherwise specifically permitted by the Court, only litigants, licensed attorneys, court personnel and witnesses called to the stand are permitted within the bar.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 10. THE OFFICIAL RECORD OF PROCEEDINGS**

The official record of the proceedings is to be prepared by the official court reporter in attendance, if present, and the sound recording if no official court reporter is available. No other sound recording, even if with the permission of the court, may be used to supplement the record or to impeach it.

The record before all associate circuit judges (even if assigned as a circuit judge) and before any circuit judge whose court reporter is unavailable shall be created in accordance with Supreme Court Operating Rule 5 and shall be made on the FTR Gold sound recording system. Requests for transcripts shall be made in accordance of Supreme Court Operating Rule 5. Any party desiring a court reporter to create the record in lieu of using the FTR Gold system shall be responsible for employing a certified court reporter and paying for said services, including the cost of transcript preparation, if requested. The desire to employ a certified court reporter in lieu of using the FTR Gold system shall not be a basis for requesting a continuance if there is 5 days or more notice of the assignment.

(Adopted eff. Mar. 23, 2023.)

## RULE 11. RECORDING OF JUDICIAL OPERATIONS

### A. Courtrooms.

Any broadcasting (including real time blogging), televising, recording (audio and/or video), or taking photographs in the courtrooms of the courthouse or through the windows of the courtrooms during sessions of court or recesses between sessions, shall be prohibited except as authorized and in compliance with Missouri Supreme Court Operating Rule (COR) 16.

### B. Hallways and Corridors.

The prohibitions of paragraph A above apply to the hallways and corridors when occupied by potential jurors.

### C. Clerk's Offices.

The prohibitions of paragraph A above apply to any broadcasting, televising, recording, or taking photographs of the documents in the clerk's office. Access to public court documents is made via the public access terminals in the courthouse.

### D. Weddings and Adoptions.

While the prohibitions of paragraph A above apply to the actual court proceedings, with the consent of the supervising judge, recording and photographs in the courtroom may be allowed after the actual court proceedings are concluded.

### E. Video Court.

The recording of video court (i.e. WEBEX, ZOOM and the like) is prohibited unless same is accomplished in accordance with COR 16.

(Adopted eff. Jan. 1, 2003; Amended Dec. 13, 2022.)

## RULE 12. MONIES PAID INTO COURT

### **RULE 12.1 BOND IN CIVIL CASES (No Local Rule)**

**RULE 13. COMMUNICATIONS WITH THE COURT****RULE 13.1 ORAL COMMUNICATIONS WITH THE COURT (No Local Rule)****RULE 13.2 WRITTEN COMMUNICATIONS WITH THE COURT**

An attorney or party sending written communications to the Court is responsible for sending a copy of the communication to all other parties, and verifying same on the copy of the communication sent to the Court.

(Adopted eff. Sep. 19, 1999; Amended Jan. 1, 2003.)

**GENERAL RULES****RULE 21. ATTORNEYS****RULE 21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS (No Local Rule)****RULE 21.2 ENTRIES OF APPEARANCE**

Attorneys retained in pending cases shall file a written entry of appearance promptly after their employment.

(Adopted eff. Jan. 1, 2003.)

**RULE 21.3 CONDUCT OF ATTORNEYS (No Local Rule)****RULE 21.4 WITHDRAWAL OF ATTORNEYS**

An attorney of record may withdraw with permission of the Court after an application and notice to the client and other counsel in the cause has been provided. In criminal cases, counsel will automatically be withdrawn after final disposition unless otherwise requested.

(Adopted eff. Apr. 25, 1996; Amended Apr. 28, 2014.)

**RULE 21.5 FAILURE OF ATTORNEY TO ANSWER DOCKET CALL (No Local Rule)****RULE 21.6 APPOINTMENT OF ATTORNEYS (No Local Rule)****RULE 21.7 AGREEMENT OF ATTORNEYS (No Local Rule)****RULE 21.8 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM PROCEDURES**

The attorney is to advise the client and witnesses as to the formality of the court, including proper



dress, and seek their cooperation therewith, thereby avoiding embarrassment.

The attorney is to advise the client not to discuss any phase of the case with the court.

When the “rule excluding witnesses from the courtroom” is invoked, each attorney is charged with the duty of seeing that the witnesses comply with that rule. If any witness violates the rule, whether willfully or otherwise, such witness shall not be permitted to testify, except by consent of opposing counsel or unless under all of the circumstances justice would be better served by receiving such testimony, rather than excluding such testimony.

(Adopted eff. Jan. 1, 2003.)

## RULE 22. APPOINTMENT OF GUARDIAN AD LITEM

(No Local Rule)

## RULE 23. TRANSCRIPTS

(No Local Rule)

## RULE 24. EXHIBITS

All exhibits shall be marked for identification prior to trial or hearing. At the conclusion of the proceedings, each party shall collect and be responsible for his or her exhibits, and, on appeal, they shall be tendered to the court reporter for preparation of the transcript.

(Adopted eff. Apr. 25, 1996.)

## RULE 25. PROPOSED DOCKET ENTRIES, ORDERS AND JUDGMENTS

If directed by the Court, attorneys shall prepare a Form 1 which may consist of a proposed docket entry, order, judgment, or stipulation.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

## PRETRIAL MATTERS

### RULE 32. DISCOVERY

**RULE 32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION** (No Local Rule)

### **RULE 32.2 INTERROGATORIES**

A. The original of the interrogatories shall be served upon adverse counsel. The interrogatories are not to be filed with the Court except as provided hereafter. The interrogating party shall show on the

interrogatories the Certificate of Mailing and shall file with the Court at the time they are mailed a Certificate of Mailing of the interrogatories which shall include the following:

1. The party to whom mailed;
  2. The date of mailing;
  3. Designation of pleading as first interrogatories, second interrogatories, etc.;
  4. The signature of attorney or party mailing the interrogatories.
- B. The interrogated party shall retype the interrogatory before each answer, using the same interrogatory number as in the interrogatories propounded by the opponent.
- C. The interrogated party shall prepare the affidavit to be signed by the appropriate party and attach it as a last page of the interrogatories and then mail the completed original containing both interrogatories and answers thereto to the interrogating party and a copy thereof to each other party in the litigation.
- D. Where a party files objections to any interrogatories, the interrogatory objected to shall be set out in full before the stated objection.

(Adopted eff. Apr. 25, 1996.)

### **RULE 32.3 DEPOSITIONS (No Local Rule)**

### **RULE 32.4 MOTIONS FOR SANCTIONS (No Local Rule)**

### **RULE 32.5 CRIMINAL DISCOVERY**

**32.5.1 Production of Surveillance Records** When responding to a defendant's request for disclosure pursuant to Supreme Court Rule 25.03(A)(8), the State, by reference to this local rule, may produce a copy of said surveillance records, subject to the following terms and conditions. For the purposes of this rule, the term "defense counsel" shall include counsel of record, affiliated attorneys and investigators.

- A. Acceptance and retention of surveillance records constitutes an agreement to comply with the terms and conditions set forth below and an order of this court pursuant to Supreme Court Rule 25.11.
1. The State of Missouri is ordered to disclose to the defense counsel, during this litigation or proceeding for which the information is requested, all audio and or video recordings in this case, limited to legal matters relevant to this litigation.
  2. One copy shall be provided to defense counsel and it shall remain in the possession of defense counsel during the period of litigation or proceeding for which the information has been requested.

3. Defense counsel is prohibited from making any copies of the requested information without approval from this Court prior to making such copy.
  4. Defense counsel is prohibited from using or disclosing the protected information for any purpose other than the litigation or proceeding for which the information has been requested; and
  5. Defense shall return the copy of the protected information disclosed pursuant to this order to the State at the conclusion of this litigation or proceeding.
- B. Failure to offer the surveillance records pursuant to this local rule may result in the exclusion of the records at trial or reference thereto.
- C. Nothing in this local rule should be construed to prevent a request, for good cause shown, to excuse the above conditions on the part of the State or defense counsel or to excuse production such records within the time frames established by Supreme Court Rule 25.03.

(Adopted eff. Apr. 28, 2014.)

## RULE 33. PRETRIAL MOTIONS

### **RULE 33.1 HEARING DATES**

All non-evidentiary motions and other non-evidentiary pretrial matters may be heard on Law Day upon notice pursuant to Supreme Court Rules, by consent of the parties, or by order of the Court.

All pretrial motions must be heard no later than five (5) days before trial. All motions not heard shall be deemed overruled or denied.

No pretrial motion in civil or criminal cases may be filed less than five (5) days before trial except on a showing that, despite the exercise of due diligence, such filing was not possible. No pretrial motions may be filed on the date of trial.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

### **RULE 33.2 BRIEF IN SUPPORT OF CRIMINAL MOTIONS, WHEN REQUIRED**

All motions in criminal cases shall be in writing and may be accompanied by a written memorandum setting forth reasons in support thereof with citations and points relied upon. Either party thereafter upon notice pursuant to Supreme Court Rules may call up said motion for hearing. If no memorandum is filed, then upon notice by either party, the Court will consider the motion without argument. After submission the Court may require such memoranda or briefs as the Court may deem advisable. Time to file a written memorandum may be extended by the Court for good cause shown.

(Adopted eff. Apr. 25, 1996.)

**RULE 33.3 ORAL ARGUMENTS - WHEN DESIRED AND HOW REQUESTED**

When it is agreed between the parties that a matter may be decided on the briefs or suggestions without evidence or further argument, it shall be the responsibility of the parties to advise the Court that the briefs or suggestions have been filed and the matter is ripe for decision.

(Adopted eff. Apr. 25, 1996.)

**RULE 33.4 MOTIONS IN LIMINE** (Withdrawn eff. Jan. 1, 2003.)**RULE 33.5 TIME STANDARDS** (Withdrawn eff. Jan. 1, 2003.)**RULE 34. CONTINUANCES****RULE 34.1 CIVIL CASES**

An application for continuance shall be made by a written motion accompanied by the affidavit of the applicant or some other credible person, setting forth the facts upon which the application is based, unless the adverse party consents that the application for continuance may be made orally. For good cause shown, the Court may continue a civil action to a fixed day, or to a day for trial to be set thereafter. Every continuance granted on the application of a party may be at the cost of such party, if so ordered by the Court. All applications for continuances shall conform to Supreme Court Rule 65.

(Adopted eff. Jan. 1, 2003.)

**RULE 34.2 CRIMINAL CASES**

An application for continuance shall be made by a written motion accompanied by the affidavit of the applicant or some other credible person, setting forth the facts upon which the application is based, unless the adverse party consents that the application for continuance may be made orally. A continuance will be granted in criminal cases only if the court finds the ends of justice served by taking such an action outweighs the benefits of a speedy trial. For good cause shown, the Court may continue a criminal proceeding to a fixed day, or to a date to be set thereafter. Every continuance granted on the application of a party may be at the cost of such party, if so ordered by the Court. All applications for continuances shall conform to Supreme Court Rule 24.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 35. PRETRIAL CONFERENCES** (Withdrawn eff. Jan. 1, 2003.)**RULE 36. SETTING CASES FOR TRIAL**

**RULE 36.1 REQUEST FOR TRIAL**

The Judge of each Division will keep his or her own trial docket. Trial settings and settings for other evidentiary matters may be obtained on any Law Day upon proper notice to adverse counsel or any time by agreement of counsel and approved by the Court.

In Divisions I, II, and III trial settings may also be obtained by contacting the Judge's clerk directly or by facsimile or e-mail. In such instances, counsel shall complete Form No. 2 and provide same to the clerk.

In any civil action to be tried to a jury, a pre-trial conference will be set and held, pursuant to the same notice procedure as is required for the obtaining of a trial setting.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 36.2 DATE OF CALENDAR CALL (No Local Rule)****RULE 36.3 PREPARATION OF CALENDAR (No Local Rule)****RULE 36.4 CALENDAR CALL (No Local Rule)****RULE 36.5 REMOVAL AND INACTIVE CALENDAR (No Local Rule)****RULE 36.6 REVISION OF AND REMOVAL FROM PREPARED CALENDAR (No Local Rule)****RULE 36.7 SPECIAL ASSIGNMENTS (No Local Rule)****RULE 37. DISMISSALS****RULE 37.1 DISMISSAL DOCKET (No Local Rule)****RULE 37.2 REINSTATEMENT OF CAUSE (No Local Rule)****SETTLEMENT AND DEFAULT****RULE 41. SETTLEMENT****RULE 41.1 NOTICE OF SETTLEMENT (No Local Rule)****RULE 42. DEFAULT**

(No Local Rule)

**TRIALS****RULE 51. COURT-TRIED CASES****RULE 51.1 DEFAULT AND UNCONTESTED MATTERS (No Local Rule)****RULE 51.2 CONTESTED MATTERS (No Local Rule)****RULE 51.3 PREPARATION OF FINDINGS OF FACT AND CONCLUSIONS OF LAW**

In all court-tried cases in which findings of fact and conclusions of law are required or properly requested or as directed by the court, the parties, through their attorneys, shall submit proposed findings of fact and conclusions of law at the conclusion of the trial or within a reasonable time as directed by the Court.

(Adopted eff. Jan. 1, 2003.)

**RULE 52. SELECTION OF JURY****RULE 52.1 JURY QUESTIONNAIRES**

All jurors shall complete and execute a jury questionnaire which shall be filed in the Clerk's office. Jury questionnaires shall be available on the day of any jury trial by contacting the Court Administrator or Circuit Marshal.

Upon request the Court Administrator or Circuit Marshall shall furnish a copy of the questionnaires to counsel for each of the parties. At the completion of the voir dire examination, it shall be the responsibility of the attorneys to return the questionnaires to the Court Administrator or Circuit Marshall. The jury questionnaire may be inspected and copied by the attorney at any time that the Court is in session for the purpose of assisting the attorneys in the selection of a jury. Copies thereof may be obtained by counsel upon payment of the established cost of photocopying the questionnaires. Such questionnaires and the information contained therein are confidential and are to be treated as such by attorneys given access. Any dissemination of such information to persons not directly involved in the litigation at issue shall be deemed as a violation of these rules and subject to appropriate sanction.

(Adopted eff. Apr. 25, 1996; Amended Nov. 21, 2007.)

**RULE 53. JURY TRIALS****RULE 53.1 INSTRUCTION**

Prior to the commencement of civil and criminal jury trials, parties shall submit to the Court those instructions they anticipate will be offered at the close of all of the evidence.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 53.2 CLOSING ARGUMENTS (No Local Rule)****RULE 53.3 COUNSEL CONTACT WITH JURORS**

Neither counsel nor anyone at the direction or behest of counsel may discuss with a venireperson any case upon which the venireperson deliberated as a juror until after the term of the panel upon which the venireperson served has expired without approval of the Court, nor shall counsel make available to any person, other than a party, information regarding jurors obtained from jury questionnaires without specific approval of the Court.

(Adopted eff. Apr. 25, 1996.)

**RULE 54. JUDGMENT ENTRY**

Proposed judgment entries shall be prepared as directed by the Court.

(Adopted eff. Apr. 25, 1996.)

**RULE 54.1 CONTESTED CASES (No Local Rule)****RULE 54.2 DEFAULT OR UNCONTESTED CASES (No Local Rule)****RULES RELATING TO PARTICULAR ACTIONS****RULE 61. ADOPTION****RULE 61.1 FILING REQUIREMENTS**

No petition for adoption will be accepted by the circuit clerk, unless the information required by section 193.125, RSMo for the Bureau of Vital Statistics accompanies such petition.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 61.2 HOME STUDY**

Upon the filing of a petition for adoption or for transfer of custody prior thereto, and upon application to the court, the court will order the statutory investigation and report.

(Adopted eff. Jan. 1, 2003.)

### **RULE 61.3 GUARDIAN AD LITEM**

Upon the filing of a petition for adoption or for transfer of custody prior thereto, and upon application to the court, the court will appoint a guardian ad litem for the child sought to be adopted, said guardian ad litem shall be a member of the Missouri Bar. Counsel for petitioner(s) shall submit a proposed order appointing the guardian ad litem which shall contain the name of the petitioner's nominee for appointment.

(Adopted eff. Jan. 1, 2003.)

## **RULE 62. DRIVERS' CASES**

### **RULE 62.1 APPLICATIONS FOR HARDSHIP DRIVING PRIVILEGES (No Local Rule)**

### **RULE 62.2 PETITIONS FOR REVIEW (No Local Rule)**

### **RULE 62.3 BREATHALYZER TEST (No Local Rule)**

## **RULE 63. ASSOCIATE DIVISION CASES**

### **RULE 63.1 EFFECT OF OTHER CIRCUIT COURT RULES ON DIVISION III**

All other rules apply except as provided herein.

(Adopted eff. Apr. 25, 1996.)

### **RULE 63.2 MOTIONS**

Notice of Hearing shall be filed at the time the motion is filed. Failure to appear and present such motion will result in the motion being overruled.

(Adopted eff. Apr. 25, 1996.)

## **RULE 64. CASES ARISING UNDER CHAPTERS 207 AND 208, RSMo 1978 (COMMONLY KNOWN AS TITLE IV-D AND H.B. 601 ACTIONS)**

(No Local Rule)



## RULE 65. CIVIL COMMITMENT (No Local Rule)

## RULE 66. CONDEMNATION (No Local Rule)

## RULE 67. CRIMINAL CASES

### **RULE 67.1 PRETRIAL RELEASE**

#### **67.1.1 Motion to Set Bond and for Bond Reduction.** (No Local Rule)

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

**67.1.3 Cash Bond.** When a cash bond is posted, the receipt shall be made in the name of the defendant. Any money deposited shall be considered by the court as belonging to the defendant. If the defendant is found guilty, all assessments against the defendant, such as fines, court costs, and any other related court costs ordered by the judge may be deducted from the cash bond before any money is refunded to the defendant. A third party may claim any refundable money at the conclusion of the charges only if the defendant has properly assigned the defendant's bond receipt to that third party. (Adopted eff. Jan. 1, 2003.)

#### **67.1.4 Determination of Bonding Capacity.**

- A. Any person, firm, corporation or other business entity ("Bonding Agent" or "Bonding Agents") desiring to write bail bonds for persons charged with crimes in the 19<sup>th</sup> Judicial Circuit shall be licensed to write bail bonds by the State of Missouri.
- B. The maximum bonding capacity for authorized Bonding Agents, which shall not be exceeded, shall be determined by the presiding judge or presiding judge's designee as provided for below.
- C. Bonding Agents shall annually file in completed form with the Court, a General Affidavit of Qualifications and a General Affidavit of Qualifications – Questionnaire. The information provided in the Questionnaire shall be legible and shall be presented in such a fashion so that qualifying assets (as hereinafter described) may be quickly identified.

The qualifying assets as disclosed in said affidavit shall be used to determine the bonding capacity of the Bonding Agent. The bonding capacity of the Bonding Agent shall be an amount equal to 15 times the qualifying assets of the Bonding Agent. The bonding capacity of the Bonding Agent on any single bond shall be no more than 50% of the qualifying assets of the Bonding Agent.

D. Qualifying assets shall consist of the following:

1. The reasonable equity value of real estate located in Missouri. The reasonable equity value of real estate shall be based upon current appraisals by certified Missouri appraisers and/or current tax assessments after reduction by all liens and encumbrances, as verified by the appraiser, current title policy or certified bank letter;
2. Certificates of deposit issued by an FDIC-insured or NCUA-insured financial institution located in the State of Missouri or cash held on deposit by such institutions;
3. Monies deposited with the State of Missouri Department of Insurance, Financial Institutions and Professional Registration pursuant to Chapter 374 of the Revised Statutes of Missouri; and
4. Any asset that has been specifically approved by the presiding judge or the presiding judge's designee; however, the Court generally will not accept such assets as jewelry, antiques, etc.
5. Any asset presented to the Court as a qualifying asset must not be exempt from execution and must be in the name of the Bonding Agent only or accompanied by an irrevocable guaranty to the Court by any other owners of record.

E. Prior to 9 a.m. on the last working day of each month, each Bonding Agent shall certify on the Monthly Affidavit of Qualifications form provided by the court that there have been no changes in the qualifications or qualifying assets of the Bonding Agent, as they appeared on the last filed Annual General Affidavit of Qualifications and General Affidavit of Qualifications – Questionnaire. Further, each agent shall file a list of all outstanding Missouri bonds reflecting the amount of each bond and total of all bonds. If there are changes, a new Annual General Affidavit of Qualifications and General Affidavit of Qualifications – Questionnaire shall be filed.

F. If it is determined that the available bonding capacity of the Bonding Agent has dropped below \$10,000, the presiding judge or presiding judge's designee shall endeavor to notify the Bonding Agent, sheriff and all other interested parties of such fact and, thereafter, the Bonding Agent shall have no authority to write additional bonds until such time as the presiding judge or presiding judge's designee shall ascertain that the Bonding Agent has bonding capacity greater than \$10,000. If the Bonding Agent requests to demonstrate to the presiding judge or presiding judge's designee that its available bonding capacity has increased over \$10,000, the presiding judge or presiding judge's designee shall endeavor to recertify the bonding authority on a time available basis.

G. Any unsatisfied judgment against a Bonding Agent, entered upon any bail bond in any court of this state or of the United States, shall forthwith disqualify such Bonding Agent from writing bonds in the 19<sup>th</sup> Judicial Circuit. Such disqualification shall continue for so long as a judgment remains unsatisfied and until the disqualified agent is re-qualified pursuant to state law and this rule.

H. Notwithstanding the foregoing, all unresolved issues regarding the interpretation and application of this rule shall be resolved by the presiding judge or the presiding judge or presiding judge's designee in accordance with Supreme Court Rules.

(Adopted eff. Aug. 3, 2017.)

## **RULE 67.2 PRELIMINARY HEARING (No Local Rule)**

## **RULE 67.3 GRAND JURY INDICTMENTS**

**67.3.1** When an indictment is filed, the prosecuting attorney will advise the judge in charge of the grand jury whether the defendant named in the indictment has a complaint pending at the associate circuit court level based on the same course of conduct which is the subject matter of the indictment. At the time of the filing of an indictment, the prosecuting attorney shall provide to the circuit clerk the offense cycle number (OCN), if one exists, necessary for criminal history reporting purposes. Such OCN shall be displayed on the face of the indictment.

**67.3.2** If there is no complaint pending against the defendant based on the same course of conduct which is the subject matter of the indictment, except as provided in subparagraph (4), the indictment shall be denominated as a suppressed indictment and the judge shall order a *capias* to issue for the arrest of the defendant. Upon the arrest of the defendant, the prosecuting attorney shall notify the circuit clerk of the OCN.

**67.3.3** In cases where there is a complaint pending against the defendant based on the same course of conduct which is the subject matter of the indictment, the judge in charge of the grand jury shall cause a copy of the indictment to be delivered to the associate circuit division having jurisdiction over said complaint, and the associate circuit judge of said division shall in turn order that the cause be transferred to the appropriate circuit division. In such cases, no *capias* shall issue, the circuit clerk shall keep the same cause number assigned to the complaint for the indictment, and unless otherwise ordered, the pending bond and its conditions on the complaint shall remain the same for the indictment.

**67.3.4** In cases in which the defendant is incarcerated within an institution operated by the department of corrections, a warrant shall be issued, the indictment shall remain unsealed, and the prosecuting attorney shall prepare a writ of habeas corpus ad prosequendum for the judge's signature

ordering the defendant to appear in circuit court at the next appropriate law day. The prosecuting attorney shall provide the OCN to the circuit clerk for such defendants at the time of the filing of the indictment. Such OCN shall be displayed on the face of the indictment.

(Adopted eff. May 4, 1999.)

#### **RULE 67.4 ATTORNEYS (No Local Rule)**

#### **RULE 67.5 ARRAIGNMENTS**

**67.5.1 In General.** (Withdrawn eff. Jan. 1, 2003.)

**67.5.2 Dates.** If the plea at arraignment is not guilty the cause may be set for trial or continued until the next Law Day for trial setting.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

#### **RULE 67.6 DISCOVERY (No Local Rule)**

#### **RULE 67.7 MOTIONS**

The Clerk shall return, by return mail, any motion or other pleading presented for filing by a criminal defendant who has an attorney of record other than himself to which is not subscribed the signature of the attorney of record, except in the case of motion for substitution of counsel.

(Adopted eff. Apr. 25, 1996.)

#### **RULE 67.8 PLEA BARGAINING (No Local Rule)**

#### **RULE 67.9 GUILTY PLEA**

#### **RULE 67.10 CALENDAR (No Local Rule)**

#### **RULE 67.11 PROBATION AND PAROLE (No Local Rule)**

#### **RULE 67.12 ASSIGNMENT OF CRIMINAL CASES**

1. When a felony case is bound over to circuit court, the assignment shall be random as among Divisions I, II, III and IV unless the defendant has pending cases (felony or misdemeanor or probation) in another circuit division in which the case shall be assigned to the division where the defendant's other cases are pending in the following priority: 1) pending probation cases; 2) pending felony cases.

2. When a felony case comes to circuit via an indictment, it shall be assigned in the following order: 1) division with pending probation cases for the same defendant; 2) division with pending felony cases for the same defendant; 3) other divisions in an attempt to equalize the assignment of new felony cases taking into account the other assignments in that group of indictments.
3. When a defendant desires to enter a plea, all pending (non-probation) cases (felony and misdemeanor) from other divisions may be assigned by administrative transfer to the division taking the plea. The cases should be transferred to the division with the lowest case number, except when most cases are already in another division.
4. With the consent of the probation judge, felony probation cases may be transferred as a part of the aggregation and may then be resolved by the transferee division.
5. Either associate division (V or VI) may conduct preliminary hearings, regardless of the case assignment, in order to expedite the cases and to comply with the rules for timely preliminary hearings. The judge actually conducting the preliminary hearing or accepting the waiver shall be listed as the disposition judge.
6. Active misdemeanor cases may be transferred to the circuit division with other felonies for the same defendant by administrative transfer referencing this rule. This transfer shall take place at the time that or after the defendant waives preliminary hearing or is bound over in circuit court. The exceptions would be those cases for which the defendant desires a trial; those cases awaiting other events such as reinstatement of the defendant's operator's license and any other case wherein the misdemeanors are not to be resolved with the felony dispositions.
7. Cases resolved in circuit without a felony probation disposition but providing for misdemeanor probation disposition shall be reassigned to an associate division for probation supervision based on the lowest case number, with odd cases to Division V and even cases to Division VI unless there are other pending associate cases in which case they are to be transferred to that division.
8. Associate circuit criminal cases will be originally assigned as determined by the presiding judge.
9. Associate division criminal cases may be aggregated in one division by agreement of

- the parties and is to be transferred by administrative transfer.
10. Jail dockets may be conducted by the scheduled judge without respect to the original case assignment.
  11. All disqualifications (*sua sponte*, by right or for cause) shall sent to the presiding judge for re-assignment so that a record of the disqualification is made. Request for a disqualification hearing is to be made to the presiding judge.
  12. For the purposes of this rule, administrative transfer as provided for this rule does not require the presiding judges order, does not operate as a disqualification and may be done division to division. All such transfers shall also set the case in the new division with other cases or on that division's next law day.
  13. Nothing in this rule shall be interpreted to prevent the defendant's exercise of the right to a change of judge to which they are entitled from the newly assigned judge in any criminal case.

(Adopted May 3, 2021: Amended Dec. 20, 2024.)

### **RULE 67.13 TREATMENT COURT DIVISION**

67.13.1. When a defendant is considered for treatment court, a referral form shall be completed by the defendant, his counsel or officer of the court and the referral form shall be submitted to the division where the charge(s) are pending. The judge assigned to the case(s) may agree to the referral and will sign the referral form. The case shall remain docketed and the defendant's referral shall be directed to the treatment court administrator for review of eligibility.

67.13.2. To enter treatment court, the defendant's case(s) must be bound over to a circuit division and that circuit division shall become the referring court.

67.13.3. If the defendant is eligible for treatment court, notice shall be sent to the referring division where the case is docketed. The referring division shall then take the plea and may transfer the cause to the treatment court division as set forth in Local Rule 67.13.5

67.13.4. If the defendant is not eligible for treatment court, notice shall be sent to the referring division where the case is docketed. The case(s) shall then proceed to disposition in the same manner as any other criminal case.

67.13.5. When a defendant enters a plea for purposes of entering the treatment court, the referring division shall take the plea, place the defendant on supervised probation with participation and successful completion of a treatment court program as a specific condition of probation. A treatment court division file shall be created and the defendant is then transferred to the treatment court division for the purposes of monitoring and managing the probation. If the defendant fails the condition of treatment court, the defendant [case] shall then be transferred back to the referring division for disposition.

(Adopted eff. Aug 28.11; Amended Aug. 3, 2017; Amended May 3, 2021)

## **RULE 67.14 ELECTRONIC MONITORING**

Electronic monitoring may be used as an alternative to confinement. An individual may be placed on electronic monitoring when: the person is charged with an offense where bail is applicable and has been ordered to be released on his personal recognizance; or the person has been sentenced to serve all or a portion of his sentence on electronic monitoring. The person shall pay all costs associated with the electronic monitoring. The court is not authorized to place an individual on electronic monitoring unless enrolled in the Pretrial Release Program or if the individual is unable to pay the costs associated with the electronic monitoring or if the individual was sentenced as a prior, persistent, aggravated, or chronic intoxication related traffic offender per Section 577.023 RSMo.

(Adopted eff. Aug 28.11; Amended Aug. 3, 2017; Amended only to re-number to 67.14 May 3, 2021.)

## **RULE 68. DISSOLUTION OF MARRIAGE (FAMILY COURT)**

### **RULE 68.1 FILING REQUIREMENTS**

A. The commencement of a family law case shall be upon the filing of the original pleading with the Circuit Clerk, the required filing fee, service fees and the appropriate confidential filing information sheet (OSCA F1-10).

(Adopted eff. Aug. 28, 2009; Amended Aug. 3, 2017.)

B. Parties filing responsive pleadings in family law cases shall also file the completed confidential filing information sheet (OSCA F1-10).

(Adopted eff. Aug. 28, 2009; Amended Aug. 3, 2017.)

C. If an individual's social security number must be included in a pleading or filing, only the last four digits of that number should be used. If financial account numbers are relevant and must be disclosed, only the last four digits of these numbers should be used. If a document is filed that includes full disclosure of the social security number, date of birth, or financial account numbers, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk will review each pleading for redaction and promptly notify parties.  
(Adopted eff. Aug. 28, 2009; Amended Aug. 3, 2017.)

## **RULE 68.2 SEPARATION AGREEMENT (No Local Rule)**

## **RULE 68.3 FORMS OF JUDGMENT**

- A. Local Rule 54 shall apply to all judgment entries in domestic relations cases.
- B. Judgment entries of dissolution of marriage or legal separation shall contain the following findings where appropriate:
  - 1. Recitation of jurisdictional requirements;
  - 2. The last four digits of the Social Security numbers of the parties; and employers' names and addresses, if disclosed in the pleadings;
  - 3. Date, place and recordation of marriage;
  - 4. Names and ages of minor, unemancipated children, proper custodian of the minor children, ability of parents to provide support; and whether a party is released by the Court from income withholding under Section 452.350 RSMo;
  - 5. Requirements of maintenance and ability to provide same;
  - 6. Finding of non-marital property including the value of the property unless set out in the property settlement agreement;
  - 7. Finding and division of marital property including the value of the property unless set out in the property settlement agreement;
  - 8. Approval of property settlement agreement;
  - 9. Irretrievable breakdown of the marriage or necessity of separation.
- C. The order in the judgment shall contain the following where appropriate:
  - 1. Dissolution of the marriage or legal separation;
  - 2. Award of custody and visitation;
  - 3. Support of children;
  - 4. Award of maintenance;
  - 5. Division of property;



6. Award of attorney's fees;
7. Modifiability of judgment;
8. Payment of costs.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

#### **RULE 68.4 FILING OF FINANCIAL STATEMENTS**

In all dissolution-of-marriage and legal-separation actions, a statement of marital and non-marital property, under oath of the party making the same, shall be furnished to the Court with the first pleadings filed by either party to the action. Copies of the same shall be attached to the service copies of such pleadings.

In all dissolution of marriage, legal separation or paternity actions involving maintenance and/or child support, and in all motions to modify child support or maintenance, a statement of income and expense and a Form 14 presumed child support calculation worksheet (if applicable), shall be filed under oath of the party making the same and furnished to the Court with the first pleadings filed by either party to the action. Copies of the same shall be attached to the service pleadings. The statement shall, to the best of the ability of the party, list the income of that party from all sources and the anticipated separate expenses of the party making the statement, together with the expenses of dependent children.

If the above filings are not appropriately filed by a party, then the party's pleadings are subject to being stricken by the Court unless good cause is otherwise shown.

Any modification of such statement of property, income and expense of Form 14 shall be supplied to the opposing attorney not less than three (3) days prior to the date of the hearing.

Upon motion by either party and order of the Court, financial statements and Form 14 may be sealed and be made available only to the Court and the parties and their attorneys.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Mar. 23, 2023.)

#### **RULE 68.5 MODIFICATION OF DECREE (No Local Rule)**

#### **RULE 68.6 APPLICABILITY OF RULE**

Rule 68 shall apply to all cases involving dissolution of marriage; legal separation; annulment; URESA, contested actions involving administrative support orders of the Department of Social Services; separate maintenance; adult abuse; motions to modify; motions for contempt in domestic relations cases; child protection orders; paternity; writs of habeas corpus in child custody cases; and

registration of foreign domestic relations judgments.

Nothing in this rule will cause automatic dismissal of a case. The intent of this rule is to comply with Supreme Court Operating Rule 17 to establish case-processing time standards to ensure the prompt and fair disposition of cases in order to provide litigants with some time frame to resolve their cases and in order to assist the judiciary in managing case loads.

(Adopted eff. Apr. 25, 1996; Amended Feb. 22, 2000; Amended Jan. 1, 2003.)

## **RULE 68.7 STATUS CONFERENCE**

A. A status conference shall be set as soon as possible under the following guidelines:

1. Where there is no return of service and Respondent/Defendant has not filed an Entry of Appearance within thirty (30) days, Petitioner/Plaintiff will send a Notice to the Court asking that the Court place the matter on the docket for the next available law day or Family Law Motion Docket. At that time the Court will expect a status report on the ability of the Petitioner/Plaintiff to serve the Respondent/Defendant. A summons shall be issued and served in every case unless Plaintiff/Petitioner files a request that the summons not be served because the Defendant/Respondent is expected to enter an appearance no later than thirty (30) days after filing.
2. Where the return of service indicates Respondent/Defendant has been served and there is no responsive pleading in the file on the thirtieth (30th) day, Petitioner shall send a Notice to the Court asking that the Court place the matter on the docket for the next available law day or Family Law Motion Docket for the Court to conduct an evidentiary hearing and enter judgment. Where required, any Notice to the Respondent/Defendant will be sent by Petitioner.
3. Where there is filing of an Entry of Appearance or other pleading by Respondent/Defendant within thirty (30) days, Petitioner will send a Notice to the Court asking that the Court place the matter on the docket for the next available law day or Family Law Motion Docket for the Court to be advised of the status of the case and the time needed for discovery. Notice will be sent to Respondent/Defendant by the Petitioner.

B. The status conference shall be conducted within this time frame unless the Court finds reason to grant a continuance. A continuance may be requested in writing and shall be date certain.

C. Failure of an attorney, or pro se litigant, to be prepared for, appear at, or cooperate in the status conference may subject the attorney or litigant to sanctions, including an award of attorney's fees and expenses to any attorney or litigant prejudiced or inconvenienced by such conduct. The Court may excuse an attorney or a litigant's failure to appear upon good cause shown.

(Adopted eff. Apr. 25, 1996; Amended Oct. 26, 2000; Amended Jan. 1, 2003.)

## **RULE 68.8 SETTLEMENT CONFERENCE**

- A. A settlement conference shall be held in all contested cases to which this Rule applies.
- B. The parties shall be present in the Courthouse at the time of such conference, unless other arrangements have been made.
- C. Counsel shall file and furnish to opposing counsel at the time of the conference a proposal to settle the issues in dispute. If property division is in dispute, counsel shall file and furnish to opposing counsel at the time of the conference a proposal on the division of property setting forth the value of said property. If the issue is child custody and visitation, a proposal on custody and visitation shall be filed.
- D. A settlement conference shall be held at least thirty (30) days prior to the date scheduled for trial. If there is no trial date scheduled, the Court may schedule the matter for trial at the conclusion of the settlement conference for a date in the future. It will be the responsibility of the Petitioner/Plaintiff to schedule this settlement conference.
- E. The settlement conference shall be conducted within this time frame unless the Court finds reason to waive the time. A waiver shall be requested in writing and be date certain.
- F. Failure of an attorney, or pro se litigant, to be prepared for, appear at, or cooperate in the settlement conference may subject the attorney or litigant to sanctions, including an award of attorney's fees and expenses to any attorney or litigant prejudiced or inconvenienced by such conduct. The court may excuse an attorney's, or a litigant's failure to appear upon good cause shown.
- G. The settlement conference shall be conducted by the Court as a strong settlement tool. The discovery required by Rule 68.07 will be provided to the Court at the time of the settlement conference, unless previously waived by the Court in a status or pre-trial conference. There will be no change of judge granted after the pre-trial conference, except as provided by Supreme Court Rules.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

## **RULE 68.9 PRE-TRIAL CONFERENCE**

- A. A pre-trial conference shall be held in all contested cases to which this Rule applies.
- B. A pre-trial conference shall be held between seven and ten days prior to the date set for trial. It will be the responsibility of the Plaintiff/Petitioner to set this pre-trial conference.
- C. The pre-trial conference will be held with the judge assigned to conduct the trial and will be held

for the purpose of deciding on the amount of time needed for the proper conduct of the trial.

- D. At the conclusion of the pre-trial conference, the Court shall determine which case(s) will actually be heard. All cases which the Court believes will not be heard on the day scheduled will be released from the schedule and set to a date certain.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

#### **RULE 68.10 EX PARTE REQUESTS**

Upon the ex parte request of any litigant, the Court may, at any time, enter an order under which, during the pendency of the proceeding, all litigants are prohibited from transferring, concealing, encumbering or in any way disposing of any property, marital or separate, except in the usual course of business or for the necessities of life, and if so enjoined, are required to notify all parties of any proposed extraordinary expenditures and account to the Court and the parties for all such expenditures after the date of issuance of the order. Any order entered hereunder shall remain in full force and effect until further order the Court or final judgment. A bond is not required unless ordered by the Court.

If there are medical and dental policies covering one party and/or the minor children and under the control of the other party, the ex parte request may include a request that the status quo as of the date of the request be ordered to be maintained until further Court order or final judgment.

If there are life insurance policies in effect with beneficiary designations naming the other party or minor children of the litigants, the ex parte request may include a request that the status quo, as of the date of the request, be ordered to be maintained until further Court order or final judgment.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

#### **RULE 68.11 STANDARD INTERROGATORIES FOR FAMILY LAW CASES**

- A. Court en banc approved standard sets of opening discovery interrogatories, Form No. 6, shall be used first (or portions thereof as applicable) if either party elects to propound interrogatories in contested actions for dissolution of marriage or legal separation only.
- B. Interrogatories shall be issued, served and responded to in accordance with Supreme Court Rule 57.01(b) and (c).
- C. The limitations of SB224 (2019) and/or Sct Rule 57.01 as to the number of interrogatories are waived by this rule.

- D. Interrogatories other than 1-7, 10, 12-14, 16-17, 19, 22, 39, and 51-54 are not required to be answered for child support modification cases.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003, Amended May 3, 2021.)

#### **RULE 68.12 PENDENTE LITE ORDERS (REPEALED)**

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Repealed Aug. 3, 2017.)

#### **RULE 68.13 FAMILY LAW MOTION DOCKET**

- A. Family Law Motion Docket is where matters of a summary nature in any action described in Rule 68, including uncontested dissolutions, and family access motions may be taken up. Division I, II, III and IV schedules/dockets will be posted on the court's website [www.colecountycourts.com](http://www.colecountycourts.com) under the law day/calendar tab.
- B. Any party or counsel who files a notice regarding any motion being called up for a Family Law Motion Docket shall file a notice and a proposed order which are separate and apart from the corresponding motion.
- C. All parties, or counsel for parties to any action described in Rule 68, shall have an obligation to file a notice requesting a settlement conference, pretrial conference and trial setting at the earliest possible date.
- D. If a party files a motion to dismiss any action described in Rule 68, then that party shall call the motion up for hearing on the next available Family Law Motion Docket.

(Adopted eff. Jan. 1, 2003; Amended Jan. 1, 2007; Amended Apr. 1, 2010.)

#### **RULE 68.14 COMPLEX CASES (WITHDRAWN)**

(Adopted eff. Apr. 25, 1996; Withdrawn Oct. 26, 2000.)

#### **RULE 68.15 GUARDIAN AD LITEM**

In contested custody cases, in which child abuse or neglect is raised in the pleadings, a guardian ad litem for the minor children shall be appointed. In all other contested custody cases, the Court may, within its discretion, appoint a guardian ad litem. The Court may require a bond be posted by either party or both parties for the guardian ad litem fee.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 68.16 HOME STUDIES**

In all proceedings pursuant to Chapters 210, 452, 453, 454 and 455 RSMo, the Court, unless otherwise required by statute, may order the Division of Family Services, the County Juvenile Officer or some other competent person to conduct a home study as to the parties. Unless otherwise required by statute, the completion and delivery to counsel or to a party not represented by counsel of a home study shall not be a condition precedent to a hearing on the merits. All orders directing that home study be conducted shall contain the complete name(s) of the parties, their home address and phone number; their employers' name(s) and work telephone number(s) and name and address of each party's attorney. Upon completion of a home study(ies), the Division of Family Services shall retain the original home study and promptly mail or deliver copies of it to the attorney for each party or a party not represented by counsel.

Unless otherwise required by statute, home studies shall not be ordered simply because there are contested issues relating to custody and/or visitation.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 68.17 PHYSICAL AND MENTAL EXAMINATIONS**

In all proceedings pursuant to Chapters 210, 452, 453, 454, 455 RSMo, upon the motion of either party, or upon the Court's own motion, a physical and/or mental examination of the parties and/or of the children may be ordered. The Court's order sustaining a motion for physical and/or mental examination shall set out the name of the licensed health care provider who is to conduct the examination; the name, home address, home phone and business phone of each party to be examined; the party having the primary physical custody of the minor children, if any; the name(s) and age(s) of the child(ren) and the name and address of the parties' and/or other child(ren)'s attorney(s). The Court may require that a bond be posted by either party or order that the parties pay the licensed health care provider directly.

Upon the completion of a physical and/or mental examination, the licensed health care provider shall file an original report with the Court, mailing copies to counsel for all parties maintained under the seal of the court.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 68.18 PARENT EDUCATION PROGRAM**

All adult parties in a dissolution of marriage action, legal separation action, annulment action,

modification action, or where a pleading has been filed requesting custody or visitation rights (excepting adult abuse and child protection proceedings and paternity actions), shall attend a Court approved education program to educate parents as to the possible detrimental effects of custody litigation on children and how best to avoid these negative effects. In any other case or of cases where minor children are involved, the Court may require the parties to attend the Court-approved education program.

The petitioner/movant shall attend said program within thirty (30) days of filing the petition or motion. The respondent shall attend said program within thirty (30) days of the date of service of process or of receipt of the petition or motion if service is waived. If the petitioner/movant fails to attend said program within thirty (30) days of the date of filing, the Court may dismiss the pending case. If the respondent fails to attend said program within thirty (30) days from the date respondent was served, the Court may strike the responsive pleadings. The Court may impose any other appropriate sanctions provided by law.

No case shall proceed to a final hearing on the merits until both parties have attended a Court-approved education session. The Court, for good cause shown, may waive the requirements of this rule.

The fee for attending the program shall be paid by the petitioner or moving party and by the respondent or non-moving party, to the Court-approved education program provider, before attending the program. The fee may be waived upon application to the Court before the date of attendance at the program.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

#### **RULE 68.19 RETROACTIVE PAYMENT OF CHILD SUPPORT**

Any amounts paid by a party in excess of the then existing support obligation under the decree of dissolution or order of paternity after the date of filing the movant's Statement of Income and Expenses or the date of service of the movant's Motion to Modify, whichever is later, shall be credited against the amount of any retroactive award. Any support provided "in kind" as determined by the court may be credited against the amount of any retroactive award. When the Court reduces the child support retroactively, any amount paid by a party in excess of the support obligation as modified shall be credited toward any arrearage and the balance, if any, applied to future support.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Jan. 1, 2007.)

#### **RULE 68.20 ENTRY OF JUDGMENT UPON AFFIDAVIT - REQUIREMENTS**

**A. Final Orders Entered - When.** Final orders 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:

1. Have entered into a written agreement determining property division, maintenance, and child support;
2. 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
3. There is no genuine issue as to any material fact; and
4. There is no marital property to be divided or the parties have entered into a written agreement for the division of their marital property.

**B. Affidavit – Filing.** If one party desires to submit the matter for entry of final orders 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, together with a copy of the proposed decree or order, a copy of any written agreement proposed for adoption by the Court, and any other supporting evidence. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for entry of a decree of dissolution or decree of legal separation.

**C. Hearing Required – When.** The Court shall not be bound to enter a decree or order 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 eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended Aug. 3, 2017.)

## **RULE 68.22 MEDIATION**

- A. The Nineteenth Judicial Circuit hereby elects to establish a mediation program for child custody and visitation disputes as provided in Missouri Supreme Court Rule 88.
- B. **Mediation When Ordered.** The Court may order mediation of any contested issue of child custody or visitation upon its own motion at any time or upon the motion of both parties pursuant to the provisions of Supreme Court Rules 88.02, 88.03 and 88.04. The mediator shall be subject to the limitations imposed by Supreme Court Rules 88.05, 88.06, 88.07 and 88.08.
- C. **Qualifications of the Mediator.** In addition to the requirements of Supreme Court Rule 88.05, a



mediator must also submit to the Court a schedule of mediation fees which schedule may be amended from time to time, in accordance with the practices and charges of the mediator.

- D. Mediator Payment of Fees and Expenses.** The mediator shall be entitled to charge a reasonable fee in accordance with the schedule of fees and expenses filed with the Court. The fees shall be paid in advance to the extent that they can be determined in advance. The fees shall be paid in accordance with the agreement of the parties with the mediator or, in the discretion of the Court, taxed as costs in the case.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

## **RULE 68.23 COURT-APPOINTED EXPERTS**

- A. On its own motion or the motion of any party, the Court may appoint an expert witness on any issue which the Court must resolve in any proceeding for dissolution of marriage, legal separation, declaration of paternity, modification of a decree of dissolution of marriage, or modification of an order of paternity.
- B. An expert witness may be any individual agreed upon by the parties or, in the absence of their agreement, selected as follows: each party shall submit a list of qualified individuals to the other party, who shall, upon receipt, reduce the list to one nominee who shall be submitted to the Court, which shall, upon receipt of each party's nominee, select one individual to be the expert witness.
- C. No individual shall be appointed an expert witness hereunder unless he or she consents to act. The Court shall inform the expert witness of his or her duties in writing, a copy of which shall be filed with the Clerk, or at a conference in which all parties are represented and have an opportunity to participate.
- D. An expert witness appointed hereunder shall advise all parties of his or her findings and conclusions; may be deposed by any party, may be called to testify by the Court or any party, and may be cross-examined by the Court and all parties, including the party who calls him or her as a witness.
- E. An expert witness appointed hereunder is entitled to reasonable compensation for his or her services, which compensation shall be determined by the Court, and in its sole discretion, shall be paid by the parties in such proportions and at such times as the Court directs, and may be chargeable as Court costs.
- F. Nothing herein shall prohibit any party from retaining an expert witness of his or her own selection, but, except for good cause shown, such expert witnesses shall be compensated by said party.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

**RULE 68.24 ADULT ABUSE/CHILD PROTECTION – SANCTIONS**

If the Court finds that an action filed under the Adult Abuse Chapter (Section 455.010 - Section 455.085, RSMo) or Child Protection Orders Act (Section 455.500 - Section 455.538, RSMo) has been filed for the purpose of harassment of the respondent and without foundation or good cause, the Court may assess attorney's fees, costs, or other sanctions pursuant to Section 455.075, RSMo and Missouri Supreme Court Rule 55 in the case of an Adult Abuse action, or Rule 55 sanctions in the case of a Child Protection action.

(Adopted eff. Apr, 25, 1996; Amended Jan. 1, 2003.)

**RULE 68.25 CREATION OF FAMILY COURT**

There is hereby created within and for the 19th Judicial Circuit a Family Court as provides in Section 487.010 RSMo and Administrative Order 12/13/05 (1).

(Adopted eff. July 23, 2007)

**RULE 68.26 DESIGNATIONS OF DIVISIONS**

Divisions I, II, III, IV and V are designated as Family Court Divisions.

(Adopted July 23, 2007; Amended Mar. 23, 2023.)

**RULE 68.27 ASSIGNMENT OF FAMILY CASES**

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

(Adopted eff. July 23, 2007; Amended Mar. 23, 2023; Amended Apr. 3, 2025.)

**RULE 68.28 FAMILY SERVICES AND JUSTICE FUND**

As provided in Section 488.2300 RSMo and Administrative Rule 12/13/05 (4), 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.

(Adopted eff. July 23, 2007)

**RULE 69. MUNICIPAL DIVISION (No Local Rule)**

## RULE 70. PARTITION (No Local Rule)

## RULE 71. ADMINISTRATIVE REVIEWS

### A. CONTESTED CASE REVIEW

Petitions for judicial review of contested cases shall be served in accordance with § 536.110 RSMo unless a more specific manner is set forth in the statutes. No summons shall issue. The administrative decision for which judicial review is being sought should be attached to the petition as an exhibit and all relevant dates should be referred to in the petition.

On all contested case reviews, relators or plaintiffs must promptly request the preparation of the record from the administrative agency before which the cause was heard and determined. The agency may, but the relator or plaintiff shall see that the record is be filed with the Court. The relator or plaintiff then should file and serve their briefs, including a proposed judgment, within thirty (30) days following the filing of the record in this Court; thereafter, respondents or defendants are required to file and to serve their briefs and proposed judgment within thirty (30) days after compliance by relators or plaintiffs; thereafter, relators or plaintiffs are required to file and to serve their reply briefs within fifteen (15) days after compliance by respondents or defendants. No brief shall exceed twenty-five (25) pages in length without leave of court. All briefs filed shall designate the pages and lines of the transcript on which matters referred to are supported by the facts.

The last party to file a brief shall notice the matter before the division in which it is pending for scheduling argument and submission.

The failure of the relator or plaintiff to file a brief as set forth above may be grounds for dismissal for failure to prosecute.

Oral arguments will only be set after both parties have filed their briefs. Oral argument may be waived only by leave of Court when both parties agree. If the respondent or defendant fails to timely file its brief, the Court upon notice, may consider and rule the cause without argument.

No review except applications for a stay order will be entertained until all briefs and proposed judgment are on file in this Court. All stay orders must recite the legal authority for the stay and provide for a case review on the Court's next law day for all stay orders issued on an *ex parte* basis.

### B. NON-CONTESTED CASE REVIEWS

Petitions for judicial review of non-contested case reviews shall be served by summons when injunctive or other relief is requested. When a petition seeking relief under either mandamus and/or

prohibition is filed, the appropriate preliminary writ should be requested for service. If the petition seeks a writ of certiorari, then a proposed writ of certiorari should be submitted and requested. The administrative decision for which judicial review is being sought should be attached to the petition as an exhibit and all relevant dates should be referred to in the petition.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003; Amended May 3, 2021; Amended Dec. 13, 2022.)

## **RULE 72. PROBATE (No Local Rule)**

## **RULE 73. SMALL CLAIMS (No Local Rule)**

## **RULE 74. TRUST ESTATES**

### **RULE 74.1 INVENTORY (No Local Rule)**

### **RULE 74.2 REPORTS (No Local Rule)**

### **RULE 74.3 RECORD (No Local Rule)**

### **RULE 74.4 AUDIT (No Local Rule)**

## **POSTTRIAL**

## **RULE 81. EXECUTION**

Executions shall be issued by the clerk upon written request. A written request shall be on Form No. 7, copy attached. Forms may be obtained in the Office of the Circuit Clerk. The request shall be verified only in those instances required by statute.

(Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

## **RULE 82. GARNISHMENT (No Local Rule)**

## **RULE 83. JUDICIAL SALES (No Local Rule)**

## **INTERNAL ORGANIZATION**

## RULE 100. INTERNAL ORGANIZATION

### **RULE 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)

### **RULE 100.2 LOCAL COURT RULES**

**100.2.1 Formulation.** These rules are to become effective April 1, 1983. Amendments to these rules may be made from time to time by order of the Presiding Judge.

**100.2.2 Publications.** Rules will be published by the Court online at [www.colecountycourts.com](http://www.colecountycourts.com) and [www.courts.mo.gov](http://www.courts.mo.gov).

Rules will be available to pro se litigants upon request. A fee will be charged to cover the cost of mailing.

The clerk will notify the Missouri Bar and the Cole County Bar of any amendments to the rules. (Adopted eff. Apr. 25, 1996; Amended Jan. 1, 2003.)

### **RULE 100.3 LIBRARY FUND**

Pursuant to Section 488.426, RSMo, the sum of \$15.00 of the filing fee and cost deposit in civil cases, shall constitute the Law Library Fund. This fee shall not apply to actions received on a change of venue, cases within the probate division, cases in small claims court, applications for trial de novo, or to suits civil or criminal, filed by the county or state, or any city. Each clerk who is responsible for the collection of fees shall pay said fees as set out in Section 488.429 RSMo.

The Court Administrator for the Circuit Court of Cole County, Missouri, is designated as the treasurer of said fund which shall be used for the maintenance and upkeep of the law library and other purposes as set forth in the law. The presiding judge may authorize expenditure of these funds to acquire and update technology and books, but any other permitted uses of this fund shall be upon the majority vote of the court en banc.

(Adopted eff. Jan. 1, 2003; Amended Dec. 13, 2022.)

### **RULE 100.4 TIME PAYMENT FUND**

Pursuant to Section 488.5025, RSMo, \$10.00 of the \$25.00 which is assessed for time payment fees shall constitute the Time Payment Fund. This fee shall not apply to actions received on a change of venue case, cases within the probate division, cases in small claims court, applications for trial de novo, or to suits civil or criminal, filed by the county or state, or any city. Each clerk who is responsible for the collection of fees shall pay said fees as set out in Section 488.5025 RSMo. The Court Administrator for the Circuit Court of Cole County, Missouri, is designated as the treasurer of said fund which shall be utilized by the court to improve, maintain, and enhance the ability to collect and manage moneys assessed or received by the courts, to improve case processing, enhance court security, preservation of the record, or to improve the administration of justice. These funds may be expended by a majority vote of the court en banc.

(Adopted eff. Dec. 13, 2022.)

## **RULE 100.5 FAMILY SERVICES AND JUSTICE FUND**

Pursuant to Section 488.2300 RSMo, the \$ 30.00 fees assessed for the family court surcharge shall be collected by the clerk and deposited in said fund. Moneys collected in this fund may be used to compensate guardians ad Litem for orders of protection cases and those cases where no other funds are available to pay the guardian ad litem upon the order of the trial judge or of the Presiding Judge. Expenditures in excess of \$ 250.00 for guardians ad litem and any other expenses allowed by law must be approved by the Presiding Judge and/or the court en banc.

(Adopted eff. Dec. 13, 2022.)

## **RULE 101. ELECTRONIC FILING**

### **RULE 101.01 ELECTRONIC FILING**

Rule 101 and Court Operating Rule 27 govern all matters subject to electronic filing.

(Adopted eff. Apr.28, 2014.)

### **RULE 101.02 REGISTRATION**

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

(Adopted eff. Apr.28, 2014.)

### **RULE 101.03 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.

(Adopted eff. Apr.28, 2014.)

### **RULE 101.04 FORMAT OF ELECTRONICALLY FILED DOCUMENTS**

- A. An electronic document shall be filed in the PDF format as defined in Court Operating Rule 27 and shall be formatted in accordance with the applicable rules governing formatting of paper documents, including page and word limits. Any document, including exhibits, which exceeds 7 megabytes in size must be submitted in sections of no more than 7mb in size and labeled appropriately.
- 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 disk;
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 be signed by an original signature, stamped signature or an electronic graphic representation of a signature, or in the following manner: /s/ John or Jane Person.

(Adopted eff. Apr.28, 2014.)

#### **RULE 101.05 ELECTRONIC FILING WITH THE COURT**

- 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 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. Nothing in this rule shall be construed so as to excuse the 7mb limit and attachments or exhibits which exceed that size must be submitted in sections of no more than 7mb in size.
- C. Submission of the record on review in administrative cases shall be as set forth in Local Rule 101.11 below.
- D. Any party desiring to file a pleading either under seal (for in-camera review); for increased security (access limited only to counsel of record) or to seal the entire file (access only by the judge) shall first seek and obtain an order of the Judge assigned the cause. Counsel are directed to contact the clerk for the division assigned the cause for filing instructions.

(Adopted eff. Apr.28, 2014; Amended Mar. 23, 2023.)

#### **RULE 101.06 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.
- E. A document is submitted for filing when the electronic filing system receives 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.

(Adopted eff. Apr.28, 2014.)

#### **RULE 101.07 VERIFIED DOCUMENTS AND AFFIDAVITS**

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 the custodian of the paper document.

(Adopted eff. Apr.28, 2014.)

#### **RULE 101.08 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.

(Adopted eff. Apr.28, 2014.)

**RULE 101.09 NOTICE OF ENTRY OF ORDERS AND JUDGMENTS**

Any notice to the parties required by Rule 74.03 shall be made to the registered users through the electronic filing system and to all others as provided in Rule 43.01.

(Adopted eff. Apr.28, 2014.)

**RULE 101.10 ISSUANCE OF SUMMONS**

If the electronic filing system is used to file a document that must be served with a summons, the clerk shall transmit the summons electronically to the registered user.

(Adopted eff. Apr.28, 2014.)

**RULE 101.11 RECORD ON REVIEW - ADMINISTRATIVE PROCEEDINGS**

Whenever possible, the record on review should be submitted in electronic format, including exhibits where possible, in either PDF or Microsoft Word ® read only formats or transcript text formats. When possible, exhibits shall be scanned and included on the disc. Filing of the disc shall be accompanied by a certification of the agency as to its record. These submissions shall be 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.

In the event that a hearing exhibit cannot be scanned and submitted in an electronic format, the exhibit shall be submitted to the court in a sealed envelope labeled with the style of the case and the contents.

(Adopted eff. Apr.28, 2014.)

**ADMINISTRATIVE ORDER****COLE COUNTY 19<sup>TH</sup> JUDICIAL CIRCUIT COURT****FILING FEES AND COSTS**

Effective January 1, 2003; Amended Aug. 28, 2003; Amended August 16, 2004; Amended May 1, 2006; ended September 1, 2004; Amended August 28, 2006; Amended February 28, 2005; Amended December 13, 2005; Amended January 1, 2007; Amended January 1, 2009; Amended April 28, 2014; August 28, 2018; Amended January 4, 2022.

Effective August 28, 2018 thru August 28, 2024 the Juvenile Justice Preservation Fund Fee of \$3.50 is

included in fees below as statutorily required.

### **Circuit Civil Division**

Circuit Civil:	\$107.00
Dissolutions of Marriage Petition:	\$137.00
Motion to Modify:	\$137.00
Motion for Contempt:	No fee
Motion for Contempt Family Court:	No fee
Family Access Petition:	\$137.00
Foreign Judgment:	\$ 5.00
Mechanic's Lien Filing Fee	\$ 5.00
Transcript Judgment Fee	\$ 2.00

### **Juvenile Division**

Adoption Petition:	\$192.00
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### **Associate Division**

Associate Civil Cases	\$ 54.00
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### **Small Claims Division**

Small Claims Cases:	\$ 42.00
Service by registered mail:	\$ 11.00

### **Probate Division**

Decedent Estates w/o Will:	\$ 157.00
Decedent Estates with Will:	\$ 192.00
Minor Estates:	\$ 102.00
Adult Estates:	\$ 117.00
Small Estate Affidavit w/o Will:	\$ 77.00
Small Estate Affidavit with Will:	\$ 112.00
Refusal of Letters:	\$ 77.00
Miscellaneous:	\$ 77.00
Will Filed During Lifetime	\$ 5.00

### **Criminal Division**

Pursuant to Section 488.5030, RSMo Cole County Circuit Court has contracted with a private collection agency, to collect past-due court ordered penalties, fines, court costs, sanctions or judgments due to the court.

Unless exempted by the court, cases are automatically referred for collection when the balance becomes 90 days past due. Pursuant to section 488.5030 RSMo, a fee equaling 14.9% of the amount due will be added to the balance due on the case. The additional 14.9% covers the cost of collection and shall be retained by the agency from the funds received. The remaining portion will be forwarded to the Circuit Court and credited toward the balance due.

Criminal Costs will increase by \$1.50 effective January 1, 2019.

### **Additional Court Costs**

Trial De Novo for Small Claims:	\$ 45.00
Trial De Novo Application from Municipal:	\$ 50.00
Appeal Fee:	\$ 70.00
Copy Fee:	\$ .50 per page
Certification Fee:	\$ 1.00
Postage:	As Applicable
Copy Request Fee:	\$ 3.00 minimum
Cole County Sheriff Service Fees:	Responsibility of Filer
Publication Fees:	Responsibility of Filer

In addition to statutory fees and costs, in cases requiring appointment of counsel to represent minors, incompetents, absent parties, etc., the court may require an additional deposit of all or some parties reasonably to secure the costs of special counsel, the amount thereof is the discretion of the court.

A time payment fee of \$25.00 will be taxed to any party who fails to pay a court ordered judgment, penalty, fine, sanction, or court costs, including restitution and juvenile monetary assessments within thirty (30) days of date of the order. Time payment fee is to be assessed only on those cases disposed of after September 1, 2004.

Witness fees and mileage (in county/out of county) shall be allowed fees for their services in the amount of \$25.00 per day plus mileage.

Service fees are the responsibility of the filing party; if acting prose, costs may be included with filings but paid separately to the agency obtaining service.