



Missouri eFiling System How to eFile an Application for Transfer in the Supreme Court of Missouri

Getting Started

Please have your documents converted or scanned to a PDF file and all of the necessary case filing information before you begin.

Go to the eFiling Log in page at: www.courts.mo.gov/ecf

Enter Username:

Enter Password:

Click [Logon](#)

You have been successfully logged out. [Help](#)

Log into Your Missouri Courts eFiling

Username

Password

To File a New Case

Click [File New Case](#)

[File New Case](#) ←

[File on an Existing Case](#)

[My Filings \[23\]](#)

[My Drafts \[4\]](#)

[My Cases](#)

[My Payments](#)

[My Account](#)

[My Preferences](#)

Enter Case Information

Enter Court Location: [Supreme Court](#)

Enter Case Category: [Transfer](#)

Enter appropriate Case Type: [Transfer to Supreme Court - Post Opinion](#)

Enter Style of Case:

Enter Attorney Reference: [DOE-123](#)

- Field is optional

Enter Filing Fees

Enter the [\\$70.00](#) filing fee or check the appropriate exemption.

Enter any [Notes to Clerk](#)

- Field is optional

Click [Continue](#)

Case [Help](#)

* Court Location ←

* Case Category ←

* Case Type ←

* Style of Case ←

Attorney Reference No.

Filing Fee [Help](#)

For new case filings and supplemental domestic relations motions to modify, please enter an amount in Filing Fee or check at least one box.

Filing Fee+ ←

+ The Total amount charged will be the Filing Fee plus a [processing fee](#) assessed by the credit card vendor.

Exempt From Filing Fees by Section 514.040 RSMo

Government Attorney -Exempt from Filing Fees

In Forma Pauperis

Fee Waived / Not Required (explain special circumstances in Notes to Clerk)

Notes [Help](#)

Enter a note to the clerk regarding processing of this filing.

Notes to Clerk

←

Enter Party Information

Enter Party Type: [Appellant](#)

Enter Last Name: [DOE](#)

Enter First Name: [JOHN](#)

Enter Middle Name/Initial:

- Field is optional

Enter Suffix

- Field is optional

Enter SSN/EIN: [123-12-1234](#)

- Field is optional if not reasonably available

Enter Date of Birth:

- Field is optional

Enter Gender: [MALE](#)

- Field is optional

Enter Address: [123 Main Street](#)

Enter City: [Jefferson City](#)

Enter State: [Missouri](#)

Enter Zip: [65109](#)

Enter Phone Number:

- Field is optional


Enter Email:

- Field is optional


Click [Add New Party](#)


Party [Help](#)

The **full** Social Security Number (SSN) is *required* pursuant to Section 509.520 RSMo and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonably available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index).


* Party Type 


This party is NOT a person

* Last Name/Organization 


* First Name 

Middle Name/Initial


Suffix 

SSN/EIN 


Date of Birth


Gender 


Address [Help](#)


* Address 1 


Address 2

* City 

* State 

* Zip 

Phone Number 

Email 

Add New Party to the Case as Party Type [Respondent](#)

Enter party information.

Add New Party to the Case as [Attorney for the Respondent](#)

Enter party information. **Address, phone number and email address is required for the attorney for the respondent.**

Click [Continue](#)

Filing on Behalf of

Check the appropriate party for filing on behalf of:

Click [add](#)

Filing on Behalf of [Help](#)


* Filing on Behalf of

All Named Petitioners/Plaintiffs

All Named Respondents/Defendants

All Named Parties

And/Or Selected Parties:



Filing on Behalf of [\(remove all\)](#)

Appellant - JOHN DOE [\(remove\)](#)

Add Documents

Enter Document Category: [Filing - Other](#)
Enter Document Type: [Transfer Summary - Form 15](#)
Browse to the location where the document is stored on the computer or network.
Enter the Document Title: [Transfer Summary - Form 15](#)
Click [Add](#)

If you have an attachment to the primary document then [Browse](#) to the location where the attachment is stored on the computer or network.

Enter the Document Title:
Click [Add](#)

Click either [Add New Document](#) or [Continue](#)

The screenshot shows a web interface for adding documents. At the top, there are two rows of information: 'Filing on Behalf of' with '(remove all)' and 'Appellant - JOHN DOE' with '(remove)'. Below this is a blue header 'Document and Attachments' with a 'Help' link. The 'Document Category' is set to 'Filing - Other' and '*Document Type' is 'Transfer Summary - Form 15'. The 'Upload Document' section includes a note about PDF format and size, a 'Browse...' button for the document location, and an 'ADD' button for the document title. Below that is an 'Add attachment(s) to this document' section with 'Attachment Location' (Browse...) and 'Attachment Title' (ADD). A table shows the uploaded document: 'Transfer Summary - Form 15' (0.65 MB) with a '(remove)' link. A status bar indicates 'ALL Documents and Attachments Size: 1.3MB of 20.0MB limit'. At the bottom are three buttons: 'Back', 'Add New Document', and 'Continue'. Blue arrows point to the 'Document Category', '*Document Type', 'Browse...' button, 'ADD' button, and 'Continue' button.

Document Title/Attachment	Size
Transfer Summary - Form 15	0.65 MB (remove)
Total Size: 0.65MB	

ALL Documents and Attachments Size: 1.3MB of 20.0MB limit

[Back](#) [Add New Document](#) [Continue](#)

File the application for transfer documents in the following order:

*If filing In Forma Pauperis, please file the Motion to Proceed In Forma Pauperis as the first document.

Form 15

- Document Category: [Filing - Other](#)
- Document Type: [Transfer Summary - Form 15](#)

Application for Transfer

- Document Category: [Petition/Application Filed](#)
- Document Type: [Application for Transfer to Supreme Ct - Filed in SC](#)

Attachments: **Each document listed below must be a separate PDF file.**

- Opinion, Memorandum Decision, Written Order, or Order of Dismissal issued by Court of Appeals
- Motion for Rehearing and any Suggestions in Support
- Application for Transfer filed in Court of Appeals and any Suggestions in Support
- Notice from Court of Appeals denying the Motion for Rehearing and/or Application for Transfer
- Proof of Notice to the clerk of the Court of Appeals and each opposing party
- Appellant's Brief with Appendix, if required under Rule 83.05(g)
- Respondent's Brief with Appendix, if required under Rule 83.05(g)
- Appellant's Reply Brief with Appendix, if required under Rule 83.05(g)

Review Case Filing

If case information is correct:
Click [Continue](#).

If case information is not correct make corrections

Case → Party → Document → Review & File

Please review all information entered. If you need to make any changes to the information, click the **update** link next to the appropriate item. If you need to remove or delete any information, please click the **remove** link next to the appropriate item.

Case [Help](#)
JOHN DOE, APP V. GEORGE WASHINGTON, RES (update)
Transfer to Supreme Court - Post Opinion filed in Supreme Court
Attorney Reference Number: DOE-123
Filing Fee: \$70.00
Notes to Clerk:
None entered by filer

Party [Help](#)
JOHN DOE - Appellant (update) (remove)

Payment Information

Pay by credit card.
Enter Cardholder Name: [John Smith](#)
Enter Credit Card Type: [Visa](#)
Enter Credit Card Number: [4111*****](#)
Enter CVV/CVC Code: [123](#)
Enter Credit Card Expiration: [09 2011](#)
Review Filing Fee amount. Update if necessary.
Click [Continue](#).

Required fields are denoted by an asterisk(*).

Payment Information [Help](#)

Select one radio button - Court Debit Account or Credit Card:

Court Debit Account

*Court Debit Account Number
*Filing Fee \$

Credit Card

*Cardholder Name ←
Credit Card Billing Address (update)
*Credit Card Type ←
*Credit Card Number ←
*CVV/CVC Code ←
*Credit Card Expiration Month Year ←
*Filing Fee+ \$

+ The Total amount charged will be the Filing Fee plus a [processing fee](#) assessed by the credit card vendor.

←

Payment Verification/Submission

Review.
Click [Submit](#).

Filing is complete and submitted to the court.

Payment Verification / Submission [Help](#)

This is your last chance to edit or remove any information you have entered or any documents you have attached. Select the appropriate link(s) on the left navigation pane to make any changes or deletions.

Court Location	Item Description	Amount
Supreme Court	Filing Fee	\$70.00
	Processing Fee+	\$2.10
	Total	\$72.10

+ This amount is charged by the credit card vendor to process payments.

Cardholder Name: JOHN SMITH
Billing Address: 112 Jadewood Ct Arpelar, OK 74346
Credit Card Type: VISA
Credit Card Number: ****1111

Press **Submit** to process payment and complete your filing.
Press **Cancel** to cancel the payment and return to the Payment Information screen.

←

New Case Filing Confirmation

Filing confirmation screen.
Can be printed for records.

Filer will also receive a confirmation e-mail from the Missouri Courts eFiling System (mocourtseFiling@courts.mo.gov).

New Case Filing Confirmation

Thank you for your submission on **8/26/11 at 1:09 PM**. Below is important information regarding this submission. You will receive emails from the eFiling System regarding the status of your submission. This page is printer friendly. If you need to contact the clerk about this submission or if you need to submit another filing and you do not have the case number, please use the following.

• **Filing Confirmation Number:** EF1932
The following information and documents were submitted with this filing.
Attorney Reference Number: DOE-123
Payment confirmation number: 10000140

Court Location	Item Description	Amount
Supreme Court	Filing Fee	\$70.00
	Processing Fee+	\$2.10
	Total	\$72.10

+ This amount is charged by the credit card vendor to process payments.
Cardholder Name: JOHN SMITH
Billing Address: