



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: [St. Charles County - Circuit Court](#)

Enter appropriate Case Category: [Civil Associate / Chapter 516](#)

Enter appropriate Case Type: [Breach of Contract](#)

Enter Style of Case: [Bank v. John Madison](#)

Enter Attorney Reference: [Bank-001](#)

- Field is optional

Enter Filing Fees

Enter the [\\$125.00](#) 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: [Petitioner](#)

Enter Last Name: [Bank](#)

Enter First Name:

Enter Middle Name/Initial:

- Field is optional

Enter Suffix

- Field is optional

Enter SSN/EIN:

- Field is optional if not reasonably available

Enter Date of Birth:

- Field is optional

Enter Gender:

- Field is optional

Enter Address: [123 Main Street](#)

Enter City: [Jefferson City](#)

Enter State: [Missouri](#)

Enter Zip: [651009](#)

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 reasonable 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](#)

This address is the same address as previous party address.

* Address 1: ←

Address 2:

* City: ←

* State: ←

* Zip: ←

Phone Number: () -

Email:

←

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

Enter party information.

Continue to add all parties.

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 [\(remove all\)](#)

Petitioner - BANK [\(remove\)](#)

Add Documents

Enter Document Category: [Petition/Initial Pleading](#)

Enter Document Type: [Associate](#)

Browse to the location where the document is stored on the computer or network.

Enter the Document Title: [Petition for Breach of Contract](#)

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: [Exhibit 1](#)

Click [Add](#).

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


Document and Attachments [Help](#)


Document Category 

* Document Type 


Upload Document


Document must be in PDF format and 5.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location [Browse...](#) 

* Document Title [ADD](#) 


Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location [Browse...](#) 

Attachment Title [ADD](#) 

Document Title/Attachment	Size	
Petition for Breach of Contract	1.13 MB	(remove)
Exhibit 1	0.85 MB	(remove)
Total Size: 1.98MB		

ALL Documents and Attachments Size: 1.98MB of 20.0MB limit

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

Review Case Filing

If case information is correct:

Click [Continue](#).

If case information is not correct make corrections

Case [Help](#)

BANK V. JOHN MADISON [\(update\)](#)
Breach of Contract filed in St Charles County - Circuit Court
Attorney Reference Number: BANK-001
Filing Fee: \$125.00
Notes to Clerk:
None entered by filer

Party [Help](#)

BANK - Petitioner [\(update\)](#) [\(remove\)](#)
represented by: Catherine N Zacharias
123 MAIN STREET
JEFFERSON CITY, MO 65201
SSN/EIN: None entered by filer
Phone Number: None entered by filer
Email: None entered by filer

JAMES MADISON - Defendant [\(update\)](#) [\(remove\)](#)
111 MAPLE
ST. CHARLE, MO 63301
SSN/EIN: None entered by filer
Gender: MALE
Phone Number: None entered by filer
Email: None entered by filer

Document [Help](#)

Click on a title below to view your documents and/or attachments.

Petition/Initial Pleading - Associate Court
[Petition for Breach of Contract](#) [\(update\)](#) [\(remove\)](#)

Attachments
[Exhibit 1](#) [\(remove\)](#)

Filed on behalf of: BANK

[Back](#) [Continue](#) 

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: **10 2011**

Review Filing Fee amount. Update if necessary.

Click [Continue](#).

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 112 Jadewood Ct (update)
Arpelar, OK 74346

* 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.

[Back](#)

[Continue](#)

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.

<u>Court Location</u>	<u>Item Description</u>	<u>Amount</u>
St Charles County - Circuit Court	Filing Fee	\$125.00
	Processing Fee+	\$3.69
	Total	\$128.69

+ 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.

[Back](#)

[Submit](#)

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 9/6/11 at 11:43 AM. 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.

eFiling Confirmation Number: EF2154

The following information and documents were submitted with this filing.

Attorney Reference Number: BAHK-001

Payment confirmation number: 10000270

<u>Court Location</u>	<u>Item Description</u>	<u>Amount</u>
St Charles County - Circuit Court	Filing Fee	\$125.00
	Processing Fee+	\$3.69
	Total	\$128.69

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

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

Case
BAHK V. JOHN MADISON