LOCAL COURT RULES

FOURTH JUDICIAL CIRCUIT

Comprising the Counties of:
Atchison
Gentry
Holt
Nodaway
Worth

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P.O. Box 280
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Rock Port, MO 64482
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F – 660.744.6100

Gentry County
200 W Clay St.
Suite 101
Albany, MO 64402
P – 660.726.3618
F – 660.726.4102
AC – 660-726-3411

Holt County
102B W Nodaway St.
Oregon, MO 64473
P – 660.446.3301
F – 660.446.3328
AC – 660-446-3380

Nodaway County
305 N Main St.
Maryville, MO 64468
P – 660.582.5431
F – 660.582.2047

Worth County
11 W. 4th St.
P.O. Box 350
Grant City, MO 64456
P – 660.564.2210
F – 660.564.3394
AC – 660-564-2451

Presiding Judge
400 S Washington St.
Rock Port, MO 64482
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Mail: 305 N Main St., Suite 204
Maryville, MO 64468

COURT RULES
FOURTH JUDICIAL CIRCUIT OF MISSOURI
ATCHISON, GENTRY, HOLT, NODAWAY AND WORTH COUNTIES

The following rules shall be effective July 1, 2015, in the Circuit Courts of the Fourth Judicial Circuit, and in the Divisions of the Circuit Court of this Circuit, presided over by an Associate Circuit Judge, insofar, as they may be applicable and not in conflict with the Constitution, Statutes relating to said Courts and Supreme Court Rules.

ADMINISTRATION

RULE 1. DIVISIONS OF COURT

No Local Rule

RULE 2. HOURS AND TERMS OF COURT

2.1 HOURS OF COURT

Circuit Division - Court shall convene at 9:00 a.m. for non-jury cases, except as noted on Term and Law Days, and at 9:00 a.m. for jury cases.

The Court is open five days a week, Monday through Friday, for the purpose of filing papers in the Clerk's office. The Clerk's office is deemed always open.

Associate Division - No Local Rule

[Eff. Oct. 1, 1989. Amended eff. June 7, 1993; Sept. 1, 1998.]

2.2 TERMS OF COURT

Atchison County – Three terms commencing on the first Tuesday after the first Monday of the months of February, June and October.

Gentry County – Three terms commencing on the first day of the months of March, July and November.

Holt County – Three terms commencing on the first day of the months of February, June and October.

Nodaway County – Four terms commencing on the second Monday of the months of January, April, July and October.

Worth County – Three terms commencing on the first day of the months of March, July and November.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Oct. 1, 2002.]

2.3 LAW DAYS - CIRCUIT DIVISION

Atchison County – first Tuesday after the first Monday of each month – 9:00 a.m.

Gentry County – first Thursday after the first Monday of each month – 9:00 a.m.

Nodaway County Civil Law Day – third Monday of each month – 1:30 p.m.

Nodaway County Criminal Law Day – first and third Monday of each month – 9:00 a.m.

Holt County – first Wednesday after the first Monday of each month – Civil – 9:00 a.m./Criminal – 9:30 a.m.

Worth County – first Thursday after the first Monday of each month – 1:30 p.m.

NOTE: The Court may provide for such additional law days as the business of the Court may require. It is suggested that the Clerk of the Court be contacted concerning possible changes in law days.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Oct. 1, 2002; March 9, 2007, eff. April 1, 2007; Jan. 1, 2013; Jan. 1, 2018; Amended Feb. 28, 2022, eff. June 1, 2022; Amended Aug. 25, 2025, eff. Jan. 1, 2026.]

2.4 PARTICULAR MATTERS ON PARTICULAR DAYS

A. **Circuit Division** – See Rule 2.3.

B. **Associate Division -**

Atchison County

Criminal and Civil/Probate matters will be heard on specifically designated Thursdays. Generally, criminal non-evidentiary matters will be heard at 9:00 a.m., criminal evidentiary matters at 1:30 p.m., and civil-probate matters at 9:00 a.m. Contact the Circuit Clerk for specific dates for respective law days.

Gentry County

Probate Cases – 9:00 a.m. on first and third Fridays of each month

Assigned Circuit Civil and Small Claims – 10:00 a.m. on first and third Fridays of each month

Associate Civil Cases – 1:30 p.m. on first Friday of each month

Criminal and Traffic Cases – 9:00 a.m. on first and third Wednesdays of each month

All Municipal Cases – 1:30 p.m. on the third Wednesday of each month

Holt County

Civil Cases – 10:00 a.m. Tuesdays

Criminal Cases – 2:00 p.m. Tuesdays

Nodaway County

Evidentiary hearings may be as scheduled by the court. Otherwise, cases may be heard on the following days, unless changed from time to time, as ordered by the court:

Child Support & DOR Cases – 1:30 p.m. on first Monday of each month

Criminal Cases – 9:00 a.m. first, second and third Tuesdays of each month

Municipal Cases – 9:00 a.m. first and third Wednesdays of each month

Traffic Cases – 1:30 p.m. first and third Wednesdays of each month

Small Claims – 9:00 a.m. first and third Thursdays of each month

Probate Case – 10:00 a.m. first and third Thursdays of each month

Civil Cases – 11:00 a.m. first and third Thursdays of each month

Worth County

Assigned Circuit Civil Cases – 10:00 a.m. Mondays

Probate & Associate Civil Cases – 11:00 a.m. Mondays

Criminal and Traffic Cases – 1:30 p.m. Mondays

NOTE: Court shall be held as set forth above unless otherwise set by the Court.

[Eff. Oct. 1, 1989; Amended eff. Sept. 1, 1998; Oct. 1, 2002; Dec. 31, 2002, eff. Jan. 1, 2003; March 9, 2007, eff. April 1, 2007; Jan. 1, 2012; Dec. 21, 2020; Amended and eff. Feb. 28, 2022, Amended and eff. Jan. 1, 2023.]

RULE 3. PLEADINGS

3.1 CAPTION

No Local Rule

3.2 STYLE

No Local Rule

3.3 REDACTION REQUIREMENT FOR DOCUMENTS SUBMITTED FOR JUDICIAL SIGNATURE

Any attorney or party not represented by an attorney, submitting a proposed order or judgement for a judge's signature, that will be public once filed, shall also include a redacted version that removes confidential information required to be redacted by Supreme Court Operating Rule 2, or certify that no redaction is necessary.

[Eff. Aug. 28, 2023.]

3.4 USE OF ARTIFICIAL INTELLIGENCE (AI) DISCLOSURE

In all cases, in all divisions, any person who submits a pleading or filing with the Court using any generative artificial intelligence (AI) tool to: (a) conduct any legal research referenced in the pleading or filing; or (b) to draft a pleading, filing or document, in whole or in part, must disclose to the Court that AI was used. The AI disclosure shall identify the specific AI tool used and the manner in which it was used, and further certify to the Court, upon penalty of sanction, that all citations of authority are accurate and in full compliance with Supreme Court Rules including, but not limited to, Rules 55.03(b) and 4-3.3. Reliance on an AI will not alone be presumed to constitute reasonable inquiry to avoid sanctions provided by Supreme Court Rules, including Rules 55.03(c) and 4-3.3.

[Adopted Dec. 8, 2025, eff. Jan. 1, 2026.]

RULE 4. FILING OF CASES

The Circuit has adopted a decentralized filing system.

4.1 CRIMINAL CASES

(a) In order to facilitate the administration of case filings, all complaints, informations or indictments shall contain a notation of the applicable Missouri Charge Code Number(s) to be furnished by the Prosecuting Attorney at the time of filing, except in such limited instances as where the absence thereof may be

explained by a showing of good cause. In such latter event the Prosecuting Attorney shall provide said Missouri Charge Code Number(s) promptly thereafter, meaning not later than the end of the third business day following the initial filing.

(b) All complaints, informations or indictments shall contain the Offense Cycle Number (OCN) if available, and if not available, it shall be supplied as soon as possible thereafter.

(c) It shall not be the responsibility of the Circuit Clerk to determine the applicable Missouri Charge Code number or Offense Cycle Number (OCN), but only to update the file when the number is provided by the office of the Prosecuting Attorney.

(d) At the time of the filing for each criminal case filed, the prosecuting or circuit attorney shall file a filing information sheet, unless the new case is filed electronically and contains the information set forth below. The filing information sheet shall contain defendant's name, defendant's address, date of birth and charges. If reasonably available, the filing information sheet may contain defendant's social security number, height, weight, gender, race, hair color, eye color, and other information as needed by the court.

(e) Paper documents mailed and postmarked prior to July 27, 2015 shall be accepted for filing. Effective July 27, 2015, all pleadings, motions and other documents shall be filed electronically, as provided by Supreme Court Rule 103 and Court Operating Rule 27, except for the following documents which may be filed on paper:

(1) Documents prepared within courtroom during trials and hearings;

(2) Documents filed by pro se litigants.

(f) In response to Section 595.226, RSMo., for charges alleging sexual assault, domestic assault, stalking, rape in the first or second degree, or forcible rape, two probable cause statements will be filed with the court. One will be the complete statement and it will be sealed from public view, subject to court order.

Simultaneously a second statement will be filed, identical to the first, but having from it redacted identifying information including, but not limited to, the name, home or temporary address, telephone number, Social Security Number and physical characteristics of the alleged victim.

[Adopted Dec. 21, 2005, eff. Jan. 1, 2006. Amended eff. Aug. 22, 2014; July 27, 2015; Aug. 21, 2015; Aug. 28, 2018; Feb. 24, 2020.]

4.2 CIVIL CASES

(a) Civil cases shall be filed in the appropriate Division of the Circuit Court.

(b) Accompanying the initial filing, pleading or motion shall be a Party

Information Form. The form will list party type, name, address, Social Security Number and date of birth of the initiating party, responding and any additional parties, if available.

(c) Paper documents mailed and postmarked prior to July 27, 2015 shall be accepted for filing. Effective July 27, 2015, all pleadings, motions and other documents shall be filed electronically, as provided by Supreme Court Rule 103

and Court Operating Rule 27, except for the following documents which may be filed on paper:

(1) Documents filed by pro se litigants;

(2) Documents prepared within courtroom during trials and hearings;

(3) Documents requesting a Temporary Restraining Order without notice for cause and when entered done so at an elevated security clearance until served;

(4) Documents for in camera review;

(5) Documents the disclosure of which would violate HIPPA protections.

(d) Circuit Division cases shall be denominated as "CC" cases, to-wit: 17GE-CC00001.

(e) Associate Division cases shall be denominated as "AC" cases, to-wit: 17GE-AC00001.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Dec. 21, 2005, eff. Jan. 1, 2006; July 27, 2015; Dec. 22, 2017.]

4.3 PROBATE CASES

(a) Probate cases shall be filed in the appropriate division of the Circuit Court.

(b) Accompanying the initial filing, pleading or motion shall be a Party Information Form. The form will list party type, name, address, social security number and date of birth of the initiating party, responding party, the decedent, alleged disabled person or minor, as appropriate, and any additional parties, if available.

(c) Paper documents mailed and postmarked prior to July 27, 2015 shall be accepted for filing. Effective July 27, 2015, all pleadings, motions and other documents shall be filed electronically, as provided by Supreme Court Rule 103 and Court Operating Rule 27, except for the following documents which may be filed on paper:

(1) Certain original documents shall be filed physically with the probate division within 3 business days after being electronically submitted, as described in Local Rule 72;

(2) Documents filed by pro se litigants.

(d) All Probate Division cases, except mental health cases under Chapter 632, RSMo, shall be denominated as "PR" cases, to-wit: 17ND-PR00001.

(e) Probate Division cases under Chapter 632, RSMo, shall be denominated as "MH" cases, to-wit: 17AT-MH00001.

[Adopted March 17, 2006, eff. April 1, 2006. Amended eff. July 27, 2015; Dec. 22, 2017.]

4.4 JUVENILE CASES

(a) Paper documents mailed and postmarked prior to July 27, 2015 shall be accepted for filing. Effective July 27, 2015, all pleadings, motions and other documents shall be filed electronically, as provided by Supreme Court Rule 103

and Court Operating Rule 27, except for the following documents which may be filed on paper:

(1) Documents filed by pro se litigants;

(2) Documents for in camera review;

(3) Documents the disclosure of which would violate HIPPA protections.

[Adopted eff. July 27, 2015.]

4.5 SMALL CLAIMS CASES

(a) Small Claims Division cases shall be denominated as "SC" cases, to-wit: 17HO-SC00001.

[Adopted eff. Dec. 22, 2017.]

4.6 MUNICIPAL CASES

No Local Rule

4.7 ELECTRONIC TRANSMISSION FOR PURPOSES OF FILING AND COURT ORDERS

(1) Authority for Rule

This Rule 4.7 is promulgated under the authority conferred by Missouri Supreme Court Rule 103 and Court Operating Rule 27, the terms of which are incorporated herein by reference.

(2) Email Address to be Used for Filing

Atchison County Circuit Court: Atchison.county@courts.mo.gov

Holt County Circuit Court: holt.county@courts.mo.gov

Gentry County Circuit Court: gentry.county@courts.mo.gov

Nodaway County Circuit Court: nodaway.county@courts.mo.gov

Worth County Circuit Court: worth.county@courts.mo.gov

(3) Necessity of Proper Filing Fee—Service, Requesting Party's Responsibility

Unless specifically waived by order of the Court prior to attempted filing, the proper filing fee, as set forth in local Rule 5 below, in a form acceptable to the court, must be tendered to the court when the pleadings are filed or the same will be held until the proper fee is received and then processed.

None of the filing fees include service fees, except where noted. It is the obligation of the filing party to obtain proper service and be responsible for payment of all related fees.

It is the obligation of the party requesting a subpoena(s) to obtain proper service and be responsible for the payment of all related fees.

(4) WORD Format Required for Submission of Proposed

Orders/Judgments to the Court

When any party submits to the Court a document that may be executed by the Court, it shall be submitted in WORD editable format. If the party desires their proposed document to be also filed, it must also be submitted in PDF.

(5) No Single Caption/Multiple Purpose Pleadings, Exceptions

No pleading will be filed under a single caption for multiple purposes (i.e., motion and notice of hearing or motion and proposed order) other than a petition containing multiple counts or answer and counter/cross claim.

[Adopted eff. June 7, 1993. Amended eff. Oct. 1, 1989; Sept. 1, 1998; Dec. 13. 2007, eff. Jan. 1, 2008; Jan. 1, 2008, eff. Jan. 1, 2008; Feb. 22, 2013; Feb. 20, 2015; July 27, 2015.]

4.8 EMERGENCY FILINGS WITH ON-CALL JUDGES BY ELECTRONIC TRANSMISSION

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 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 electronic transmission shall also file the original with the court.

[Adopted eff. Feb. 22, 2013.]

4.9 FILING, HOLDING AND RETURN OF ELECTRONIC PLEADINGS

1. All electronic pleadings other than referenced in subparagraph 2 below accompanied by a filing deposit or a judicial waiver thereof will be promptly filed with the Court, subject to subparagraph 3 hereof.

2. All pleadings which have one or more of the following defects will not be filed, but shall be returned to the filer, with the defect noted so that it can be corrected:

a. No signature on document by attorney or filing party
b. Wrong case number
c. Filed in the wrong county
d. Document is unreadable
e. At attorney request
f. Paper filing required
g. Duplicate Filing
h. Garnishment form is incomplete or incorrect, garnishment is currently running garnishment form is incomplete or incorrect, garnishee not in Missouri, no underlying judgment, use of PO box address when not a federal agency, or pending garnishment bears same name as the Submission.

3. All electronic pleadings with incorrect filing deposit will be filed by the Clerk and notification of the filing fee defect will be sent to the filing party. If the defect is not corrected within three business days, a show cause hearing will be scheduled to allow all parties input as to why the filing should not be dismissed.

[Adopted eff. July 27, 2015.]

RULE 5. FEES AND COSTS

5.1 FILING FEE AND COST DEPOSIT/ABSOLUTE CONDITION OF FILING

The receipt by the Circuit Clerk of a filing fee in the correct amount, or a waiver, shall be a condition precedent to the completion of filing of any civil case in the Circuit. There shall be deposited with the appropriate Clerk (not to include any fee for service, which henceforth, will be handled directly between the litigants and the providers of service of process), for which s/he shall give a receipt, the following sums:

Circuit Division*:

All Holt, Gentry and Worth County civil cases: $98.50

All Holt, Gentry and Worth County domestic cases*: $100.50

All Atchison and Nodaway County civil cases: $100.50

All Atchison and Nodaway County domestic cases: $102.50

*if initiated by affidavit, an additional fee of $15.00 is to be added

Adoption cases for filing, guardian ad litem deposit/putative father registry/new birth certificate: $425.50

Associate Division:

Small claims*: $35.50

All civil matters: $48.50

All Probate Divisions:

The Probate Clerk will provide fee information.

[Eff. Oct. 1, 1989. Amended eff. June 7, 1993; Sept. 1, 1998; Dec. 31, 2002, eff. Jan. 1, 2003; Jan. 3, 2005; Dec. 21, 2005, eff. Jan 1, 2006; Jan 1, 2008, eff. Jan. 10, 2008; Feb. 2, 2010; July 27, 2015; Oct. 30, 2015; April 27, 2016; Aug. 28, 2018; June 30, 2021.]

5.2 COSTS

No Local Rule

5.3 WITNESS FEE

No Local Rule

5.4 WAIVER OF FEE

No Local Rule

5.5 MOTION FOR SECURITY

No Local Rule

5.7 FORMS OF PAYMENT

All deposits for the filing of non-pro se suits shall be by credit card, E-check or debit account established by a licensed attorney. All payments for court-ordered child support, maintenance payments, court costs, jail keep, fines and forfeitures in the Fourth Judicial Circuit shall be by cash or by negotiable instrument.

[Amended eff. July 1, 2015.]

5.8 DISTRIBUTION OF COSTS, FINES AND RESTITUTION

Court costs, fines, restitution and jail board which are to be collected will be distributed when collected in the order listed above.

[Adopted March 17, 2006, eff. April 1, 2006.]

RULE 6. ASSIGNMENT OF JUDGES, CASES AND TRANSFER OF CASES

6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGES

6.1.1 BY LOCAL COURT RULES OR ORDER

The following cases will be heard by an associate circuit judge under the procedure applicable under Chapter 517, RSMo.:

(1) Civil actions where the sum demanded, exclusive of interest costs, does not exceed $25,000.00;

(2) Actions against any railroad company to recover damages for killing or injuring animals;

(3) Replevin, attachment and mechanic's lien action where the recovery sought is less than $25,000.00;

(4) Actions for unlawful detainer authorized by Chapter 534, RSMo.;

(5) Actions for rent and possession authorized by Chapter 535, RSMo.;

(6) Petitions for review of driver's license revocations and hardship driving privileges;

(7) Such other cases that could be heard and determined by an associate circuit judge without assignment by the Presiding Judge, as provided by law.

In addition to the above cases, an associate circuit judge shall hear and determine the following cases:

(1) Cases of misdemeanor or infraction, except as otherwise provided by law;

(2) Felony cases prior to the filing of an Information;

(3) Municipal ordinance violation cases when provision is not made for a municipal judge. When municipal violation cases are heard by an associate circuit judge, on request from the municipality, they may be determined individually or by means of a Municipal Traffic

Violations Bureau established on authority of this Rule and by order of the associate circuit judge;

(4) Small claims cases under Chapter 482, RSMo.;

(5) Cases that a circuit judge can hear in chambers when a circuit judge is absent from the county.

The associate circuit judges of this circuit shall hear and determine the following cases on the record under procedures applicable before circuit judges:

(1) Approval of settlements in actions involving claims by or on behalf of minors;

(2) Change of name proceedings;

(3) Appeals from the municipal division;

(4) All domestic relations matters, when filed, or if filed before September 1, 1998, were handled by a sitting Circuit Judge who is no longer available including but not limited to dissolutions of marriage, legal separations or separate maintenance, modification of child custody and child support, establishment of paternity of child, establishment or enforcement of child support including contempt proceedings in the counties of Atchison, Gentry, Holt and Worth. In Nodaway County the Associate Circuit Judge will hear every third domestic relations matter (as defined above) based upon the designation made by the clerk of the circuit court of Nodaway County at the time of the filing of the action;

(5) Uncontested actions involving the title of real estate;

(6) Adversary proceedings in the probate division;

(7) Preliminary hearings for violations of conditions of probation. If it appears that there is probable cause to believe probationer has violated a condition of probation, or if said hearing is waived by probationer, the judge shall order the probationer held for further proceedings in the sentencing court, and fix bail, with such conditions as may insure the appearance of probationer in the sentencing court and approve said bond;

(8) Adult abuse cases and child protection orders under Chapter 455, RSMo and family access orders under Chapter 452, RSMo;

(9) Trust estates after trustees are appointed and authorized to begin administration of trust;

(10) Cases assigned to associate circuit judge by order of the presiding judge.

6.1.2 SPECIAL ASSIGNMENT

No Local Rule

6.1.3 ASSOCIATE CIRCUIT PROCEDURE

(a) In the event a plaintiff files an original claim in the associate division wherein the prayer for relief seeks monetary damages in excess of $25,000, unless the plaintiff expressly waives any claim to any amount in excess of $25,000 and therefore subjects the claim to the procedures set forth in Chapter 517 RSMo, then as a condition precedent to said filing the party shall pay the required filing fee for matters filed in the circuit division of the county wherein the filing is made as required by Rule 5.1 of the Fourth Judicial Circuit instead of the filing fee for the associate division of that county.

(b) The Missouri Rules of Civil Procedure shall apply to all proceedings in associate division rather than the provisions of Chapter 517 RSMo where any claim independently seeks recovery of a monetary amount in excess of $25,000, unless the claimant expressly waives recovery for any amount in excess of $25,000.

(c) In the event a plaintiff files an amended claim or any party files a counter-claim, cross-claim or third party claim, whether as an original filing or amended filing, that independently asserts a monetary claim in excess of $25,000 in the associate division, the filing party shall as a condition precedent to such filing pay the difference between the associate division filing fee and the filing fee for matters filed in the circuit division of the county where such claim is filed as required by Rule 5.1 of the Fourth Judicial Circuit unless; however, the filing party shall in said claim expressly waive any claim for recovery of all amounts in excess of $25,000 and thus subject their claim to the procedures provided by Chapter 517 RSMo.

(d) In the event a filed claim, counter-claim, cross-claim, third party claim, or any amendment of any claim, counter-claim, cross-claim or third party claim brought in the associate division independently exceeds $25,000, pursuant to Section 517.081 RSMo, the case shall remain assigned to the associate division wherein the claim is filed and shall remain assigned to the associate circuit judge for the county where the claim was filed or the judge assigned to the case at the time of the filing or amended filing independently seeking recovery for a monetary amount in excess of $25,000.

(e) If a filing party fails to specify whether their claim is to be governed by Chapter 517 procedure sufficient to determine the applicability of Chapter 517 procedure and submits the filing fee for associate division cases in the county wherein the filing is made as required by Rule 5.1 of the Fourth Judicial Circuit, and proceeds to trial the Court will assume the applicability and award limitations of Chapter 517 RSMo and consider the filing party to have waived any claim for an award in excess of $25,000.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Jan. 1, 2005, eff. Jan. 3, 2005; Aug. 22, 2014; Amended and eff. Feb. 28, 2022.]

6.2 ASSIGNMENT TO CIRCUIT JUDGES

No Local Rule

6.3 CERTIFICATION TO CIRCUIT DIVISION

No Local Rule

6.4 TRIAL DE NOVO

No Local Rule

6.5 DISQUALIFICATION OF JUDGE

No Local Rule

6.6 ABSENCE OF JUDGE

In the absence of the associate circuit judge within any county of this circuit, any other associate circuit judge or the circuit judge may sit as the judge of the division in which the judge is absent and perform all the duties of the absent judge.

[Adopted eff. Sept. 1, 1998.]

6.7 ABSENCE OF PRESIDING JUDGE

No Local Rule

6.8 DESIGNATION OF JUDGE ON FILE

Repealed Oct. 27, 2025

RULE 7. WITHDRAWAL OF PAPERS FROM CLERK'S OFFICE

7.1 WHEN

No official files of any division shall be removed from the office of the Clerk except in the custody of employees of the Court.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998.]

7.2 DUPLICATING POLICY

(a) All requests for copies, whether paper or PDF, will be made in person during regular business hours, or electronically by a form approved by the Court and provided by the Circuit Clerks.

(b) Fees charged will be as provided by statute for probate matters. All other court documents will be billed at the discretion of the person placing the order, at the time of the order, $1.00 per copied page, including all research time, OR $0.10 per page, not exceeding 9x14 inches, in addition to hourly research and duplicating fee, cost of medium used for duplication and actual postage. As provided in Section 610.026 RSMo, electronic PDF copies will not include the $0.10 charge, but will include all other costs incurred. If the document is certified or authenticated, the charge is $1.00 per page, plus $1.50 for the authentication/certification.

(c) Estimates of the cost of copying and transmission will be provided upon request after the requesting party has specified the method of billing. Unless the requested document quantity is small and made in person, a deposit may be required prior to providing the copied document(s). If the deposit exceeds the actual costs as described above, the difference will be refunded on a timely basis. Time will be billed at $15.00 per hour in 6-minute increments.

(d) All copy work will be processed, as received, along with other duties of the court staff, but all efforts will be made to respond within ten (10) working days.

(e) All fees received will be remitted to the Treasurer of the county in which the Court is located.

(f) Any person requesting a copy of an electronically recorded hearing or trial not otherwise closed to them by law shall specify the date and case number of the hearing or trial on the form approved by the Court and provided by the Circuit Clerks as referenced in Rule 7.2(a). The Circuit Clerk shall then respond as provided by Administrative Order of the 4th Judicial Circuit.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Oct. 30, 2015. Amended eff. Aug. 25, 2025.]

RULE 8. PUBLICATION OF DOCKETS

8.1 TRIAL DOCKET

No Local Rule

8.2 DISMISSAL DOCKET

No Local Rule

RULE 9. COURTROOMS

9.1 ASSIGNMENT OF COURTROOM

No Local Rule

9.2 PLACE OF HEARING

No Local Rule

9.3 USE OF COUNSEL TABLE

No Local Rule

9.4 COURTROOM DECORUM AND DRESS

No Local Rule

9.5 WHO IS PERMITTED WITHIN BAR

No Local Rule

RULE 10. COURT REPORTERS AND COMPENSATION FOR SAME

No Local Rule

RULE 11. RECORDING OF JUDICIAL PROCEEDINGS

11.1 PRELIMINARY HEARINGS

No record will be made of preliminary hearings other than by a certified or provisionally certified court reporter, or by Court operated recording system, subject to 10-day notice to the parties, and at the discretion of the Court.

[Eff. Dec. 14, 2009. Amended eff. June 12, 2015.]

RULE 12. MONIES PAID INTO COURT

12.1 BOND IN CIVIL CASES

No Local Rule

RULE 13. COMMUNICATIONS WITH COURT

13.1 ORAL COMMUNICATIONS WITH THE COURT

No Local Rule

13.2 WRITTEN COMMUNICATIONS WITH THE COURT

Original written communications to the Judge shall be sent to the appropriate Clerk for filing with a copy to the Judge of the case at his/her mailing address shown herein with a copy to opposing counsel.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998.]

GENERAL RULES

RULE 21. ATTORNEYS

21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS

No Local Rule

21.2 ENTRIES OF APPEARANCE

Attorneys retained in pending causes shall file a written Entry of Appearance or a written pleading promptly after their employment. Said Entry of Appearance shall contain the attorney's current address, telephone number, facsimile number

and email address and shall be kept updated by the attorney at all times.

Thereafter, an attorney shall withdraw only by leave of court, in full compliance with Supreme Court Rule 4B6.16.

[Eff. May 13, 2011]

21.3 CONDUCT OF ATTORNEYS

No Local Rule

21.4 WITHDRAWAL OF ATTORNEYS

No Local Rule

21.5 FAILURE OF ATTORNEYS TO ANSWER DOCKET CALL

No Local Rule

21.6 APPOINTMENT OF ATTORNEYS

No Local Rule

21.7 AGREEMENT OF ATTORNEYS

No Local Rule

21.8 ADVICE TO CLIENT AND WITNESSES OF COURTROOM PROCEDURE

No Local Rule

RULE 22. APPOINTMENT OF GUARDIAN AD LITEM

No Local Rule

RULE 23. TRANSCRIPTS

23.1 COPIES OF TRANSCRIPTS AND OTHER COURT PROCEEDINGS

Transcripts and copies of all recorded hearings and other Court proceedings will be prepared only by a Certified Court Reporter or the holder of a Temporary Court Reporter Certification at the expense of the requesting party, whether the commemoration of the event be made by the reporter him/herself or by electronic recording device, unless directed by statute or Supreme Court Rule.

[Adopted July 1, 2007, eff. July 3, 2007.]

23.2 READING OF DEPOSITIONS, TRANSCRIPTS AS SOURCES OR DOCUMENTS AT TRIAL

a. Except for purposes of impeachment or cross-examination as permitted by the rules of evidence, prior to reading any deposition, transcript, document or other writing or designated portion thereof, at trial or hearing on motion, said deposition, transcript, document or other writing or designated portion thereof, shall be designated, properly redacted and admitted into evidence. What is read is presumed to be what is printed in the deposition, transcript or other writing, subject to objection by opposing party.

b. Prior to reading any deposition, transcript, document or other writing or designated portion thereof at trial or hearing on motion, a copy of what is to be read shall be provided to opposing party.

c. Text from cell phones, web sites or other electronic source must be preserved by photographic, printed or other permanent method prior to being admitted into evidence to insure preservation for purposes of appeal.

[Adopted eff. Dec. 16, 2013. Amended eff. Oct. 30, 2015.]

RULE 24. EXHIBITS

24.1 EXHIBITS

(1) All exhibits must be individually marked.

(2) If an exhibit consists of multiple sheets, it will be stapled or otherwise bound.

(3) Litigants should pre-mark all exhibits, have copies made of all documentary/pictorial exhibits for each party, and prepare an index for the court, court reporter and all parties, identifying each exhibit, leaving space for recording the offering and admission of each exhibit. Blanks will be left on this index to allow for the offering of unanticipated evidence.

(4) Petitioner/Plaintiff exhibits are to be numbered, consecutively, from 101 through 299. Defendant/Respondent exhibits are to be numbered, consecutively, 301 through 499. GAL exhibits are to be numbered, consecutively, 501 through 699. Joint exhibits, and exhibits of the court, are to be numbered 1 through 99.

[Amended eff. Oct. 12, 2012; Dec. 16, 2013; Oct. 24, 2022.]

24.2 READING OF DEPOSITIONS, TRANSCRIPTS AND OTHER SOURCES OR DOCUMENTS AT TRIAL

(1) Prior to reading any deposition, or designated portion thereof, at trial, that deposition, or designated and properly redacted portion thereof, will first be

admitted into evidence. What is read is presumed to be what is printed in the deposition, subject to objection by opposing counsel.

(2) When used for purposes of cross examination or impeachment, the portions of a deposition read will first be identified as to source, page and line and presumed to be accurately read, subject to objection by opposing counsel.

(3) Prior to reading any other transcript, document, other source or designated portion thereof, at trial, that transcript, document or other source, or designated and properly redacted portion thereof, will first be admitted into evidence. A copy will be provided to opposing counsel. What is read is presumed to be what is printed, subject to objection by opposing counsel.

(4) When used for purposes of cross examination or impeachment, the portions of a transcript, document or other source to be read will be provided to opposing counsel, identified as to the location of the text to be read and presumed to be accurately read, subject to objection by opposing counsel.

(5) Text from cell phones, web sites or other electronic sources must be preserved by photographic, printed or other permanent method prior to being admitted into evidence to insure its preservation for purposes of appeal.

[Adopted eff. Dec. 16, 2013.]

24.3 PUBLISHING VIDEOS, INCLUDING VIDEO DEPOSITIONS AT TRIAL

(1) Prior to publishing any type of video or video deposition at trial, that video/video deposition must first be admitted into evidence.

(2) The party seeking to publish, must twenty-one (21) days before trial, or other date set by Order of the Court, designate on a transcript of the video/video deposition what portion of each specified video/video deposition s/he is proposing to publish to the jury. The other parties within seven (7) days will file objections to these designations, setting out in writing their legal objections and file counter designations. Within five (5) days the propounding party will file legal objections to counter designations. The propounding party will incorporate all designations, subject to the rulings of the Court, in redacting the video for purpose of publication at trial.

(3) Any video for which a transcript is not available, by motion prior to trial will be presented, properly redacted, to the court for admission into evidence and publication. The court will admit or reject it in its entirety.

[Adopted eff. Dec. 16, 2013; Amended Oct. 23, 2023, eff. Jan. 1, 2024.]

PRE-TRIAL MATTERS

RULE 32. DISCOVERY

32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION

No Local Rule

32.2 INTERROGATORIES

No Local Rule

32.3 DEPOSITIONS

No Local Rule

32.4 MOTION FOR SANCTIONS

In any civil action where answers to discovery are more than three days late, the attorney who propounds the discovery shall mail a "golden rule" letter to opposing counsel. The "golden rule" letter shall notify opposing counsel of exactly what discovery has not been answered, the date the discovery was due, and shall provide opposing counsel with a date no fewer than ten (10) days in the future when discovery must be received by the propounding attorney.

In the event discovery is not received within the period specified in the "golden rule" letter, then the propounding attorney may file a motion to compel, accompanied by a proposed order, with the court, which will be summarily ruled on by the court without hearing, requiring all discovery to be provided within ten (10) days of the order.

In the event the order to compel is not complied with, sanctions may be imposed, after a hearing has been held, on the party who has failed to respond when requested by the propounding party.

[Eff. Aug. 19, 2011.]

32.5 CRIMINAL DISCOVERY

No Local Rule

RULE 33. PRE-TRIAL MOTIONS

33.1 HEARING DATES, ORDERS TO ACCOMPANY AND NO ACTION TAKEN UNLESS PROPERLY NOTICED UP FOR HEARING

1. Proposed Orders, Notice of Hearings and No Action Taken: All motions except those for which a hearing is requested shall be accompanied by a proposed order, in compliance with Local Court Rule 3.3. Motions shall also be accompanied by a proper notice of hearing if a hearing is requested. Otherwise, unless the Court rules on the motion in chambers in accordance with Local Rule 33.2, there may be no action taken on the motion.

2. Pretrial Motions: All pre-trial motions, including Motions in Limine, made by either party shall be filed, noticed and heard no later than seven (7) days prior to the date set for trial unless otherwise set by the court. 3. Untimely Pretrial Motions: Except for good cause shown, no motion shall be filed later than seven (7) days before the trial date, unless otherwise set by the Court. Any motion filed later than seven (7) days before the trial date shall be subject to automatic denial.

[Adopted Oct. 23, 2023, eff. Jan. 1, 2024.]

33.2 BRIEFS IN SUPPORT OF MOTIONS – WHEN REQUIRED

The original motion and supporting suggestions, if any, and opposing suggestions shall be filed with the Circuit Clerk. A copy of the motion and any suggestions is to be mailed to or delivered to the judge assigned to hear the cause. A copy of the pleadings to which the motion or suggestions is directed shall be attached. Motions filed without suggestions may be ruled on summarily in chambers without prior notice to any attorney or party. When suggestions are filed with a motion, opposing parties or attorneys shall have ten (10) days to file opposing suggestions.

If any party submits an affidavit signed by the party or attorney, stating that it is necessary to support or oppose the motion by testimony and exhibits, and that the request is not being made for vexation or delay, the Court may in its discretion set the motion for evidentiary hearing. Motions for temporary relief in dissolution of marriage cases or for change of judge need not be accompanied by suggestions.

[Adopted Oct. 23, 2023, eff. Jan. 1, 2024.]

33.3 ORAL ARGUMENTS – WHEN DESIRED AND HOW REQUESTED

Oral argument on any motion shall be allowed if requested in writing by either party within ten (10) days of service of the motion or if set for oral argument by the Court. If no party requests oral argument, motions may be ruled on in chambers without prior notice to any attorney or party.

[Adopted Oct. 23, 2023, eff. Jan. 1, 2024.]

33.4 MOTION IN LIMINE

No Local Rule

RULE 34. CONTINUANCES

A matter will only be continued by order of the judge responsible for the case except as provided in Local Rule 34.2. The party requesting the continuance will be responsible for seeing that a copy of the request is delivered to the judge's chambers. No general continuances will be granted in any case. No continuance will be automatically granted, even if application be made by agreement or stipulation of all parties.

An application for continuance shall be made by written motion accompanied by the affidavit of the applicant or some other credible person setting forth the facts upon which the application for continuance is based, unless the adverse party consents that the application for continuance may be made orally. Any application for continuance and written consents thereto shall contain a current list of attorney scheduling conflicts for the next 45 days. Failure to provide scheduling conflicts will be automatically treated as a request for continuance to a regularly scheduled law day applicable to the type of case in which the application for continuance is made at the discretion of the judge to whom the case is assigned.

No continuances shall be granted otherwise unless request is accompanied by a proposed order, unless previously waived by the trial judge, and, except as provided in Local Rules 34.1 and 34.2 below.

[Amended eff. Feb. 22, 2013; June 24, 2019.]

34.1 CIVIL CASES

All applications for continuances in civil cases shall conform to the provisions of Supreme Court Rules 65.03, 65.04 and 65.05.

34.2 CRIMINAL CASES

No clerk is authorized to grant a continuance by informal request, except for up to two weeks and then only for an initial appearance in Associate Division concerning pending traffic and/or misdemeanor charges. All applications for continuance in criminal cases shall conform to the provisions of Supreme Court Rules 24.09 and 24.10.

[Amended July 1, 2004, eff. Oct. 7, 2004.]

34.3 IF ALLEGING CONFLICTING DOCKET OBLIGATIONS

If the application for continuance is based on a conflicting court case in another court of this or another circuit, the accompanying affidavit shall specify when said case was scheduled and for what purpose. Generally, if the conflicting court hearing was scheduled subsequent to that in the pending case and subsequent to the moving party's attorney having entered in the case in which the application is made, such conflict shall not be considered grounds for continuance absent substantial good cause.

[Eff. Feb. 22, 2013.]

RULE 35. PRE-TRIAL CONFERENCES

No Local Rule

RULE 36. SETTING CASES FOR TRIAL

36.1 REQUEST FOR TRIAL

No Local Rule

36.2 DATE OF CALENDAR CALL

No Local Rule

36.3 PREPARATION OF CALENDAR

No Local Rule

36.4 CALENDAR CALL

No Local Rule

36.5 INACTIVE CALENDAR

No Local Rule

36.6 REVISION OF AND REMOVAL FROM PREPARED CALENDAR

No Local Rule

36.7 SPECIAL ASSIGNMENTS

No Local Rule

RULE 37. DISMISSALS

37.1 DISMISSAL DOCKET

No Local Rule

37.2 REINSTATEMENT OF CAUSE

No Local Rule

SETTLEMENT AND DEFAULT

RULE 41. SETTLEMENTS

41.1 NOTICE OF SETTLEMENT

No Local Rule

RULE 42. DEFAULT

No Local Rule

TRIALS

RULE 51. COURT TRIED CASES

51.1 DEFAULT

No Local Rule

51.2 CONTESTED MATTERS

No Local 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, 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.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998.]

RULE 52. SELECTION OF JURY

52.1 INCREASE CASE.NET SECURITY ACCESS LEVEL PRIOR TO JURY SELECTION

Should any party to an action desire to restrict, in anticipation of a jury trial, access to case records as provided by Supreme Court Operating Rule 2.04, they shall file a motion with timely notice for evidentiary hearing allowing this Court to make specific written findings supporting a compelling justification to restrict access.

[Eff. Aug. 19, 2011. Amended eff. Oct. 24, 2018.]

52.2 JURY QUESTIONNAIRES

The jury questionnaire shall be delivered with the summons with directions to complete and return it to the Board of Jury Commissioners within 10 days. The jury questionnaire may be inspected by the attorneys at any time that the Court is in session. Jury questionnaires shall be available prior to the day of any jury trial by contacting the Clerk. The Clerk shall redact the juror's phone number from copies of questionnaires being inspected. At the completion of the voir dire examination, it is the responsibility of the attorney to return his/her copy of the jury questionnaires to the Clerk.

[Adopted eff. Feb. 22, 2017.]

RULE 53. JURY TRIALS

53.1 INSTRUCTIONS

No Local Rule

53.2 CLOSING ARGUMENTS

No Local Rule

RULE 54. JUDGMENT ENTRY

54.1 CONTESTED CASES

No Local Rule

54.2 DEFAULT OR UNCONTESTED CASES

No Local Rule

RULES RELATING TO PARTICULAR ACTIONS

RULE 61. ADOPTION

61.1 FILING REQUIREMENTS

No Local Rule

61.2 HOME STUDY

No Local Rule

RULE 62. DRIVER'S CASES

62.1 APPLICATION FOR HARDSHIP DRIVING

No Local Rule

62.2 PETITIONS FOR REVIEW

No Local Rule

62.3 BREATHALYZER TEST

No Local Rule

RULE 63. ASSOCIATE DIVISION CASES

No Local Rule

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

67.1 PRE-TRIAL RELEASE

No Local Rule

67.1.1 MOTIONS TO SET BOND AND FOR BOND REDUCTION

No Local Rule

67.1.2 DEPOSIT OF OPERATOR'S LICENSE

No Local Rule

67.2 PRELIMINARY EXAMINATION

No Local Rule

67.3 GRAND JURY

No Local Rule

67.4 ATTORNEYS

No Local Rule

67.5 ARRAIGNMENT

No Local Rule

67.5.1 IN GENERAL

No Local Rule

67.5.2 DATES

No Local Rule

67.6 DISCOVERY

No Local Rule

67.7 MOTIONS

No Local Rule

67.8 PLEA BARGAINING

No Local Rule

67.9 GUILTY PLEA

No Local Rule

67.9.1 WHERE ENTERED

No Local Rule

67.9.2 PETITION TO ENTER A PLEA OF GUILTY

No Local Rule

67.10 CALENDAR

No Local Rule

67.11 PROBATION AND PAROLE

67.11.1 DISTRIBUTION OF FIELD VIOLATION REPORTS

In addition to filing all Field Violation Reports all places required by Department of Corrections Regulations, copies will be filed with the Judge, Circuit Clerk and Prosecuting Attorney's office that handled the underlying case.

[Adopted eff. Aug. 26, 2005.]

67.12 APPEAL BONDS

No Local Rule

RULE 68. DISSOLUTION OF MARRIAGE

68.1 FILING REQUIREMENTS

No Local Rule

68.1.1 COURT ORDERED MEDIATION

For good cause shown, any disputed custody or visitation matter filed hereafter may be submitted to a court approved mediator prior to an evidentiary hearing being held. Mediation will be governed by Mo. S. Ct. Rules 88.01-88.08.

68.1.2 PATERNITY COUNT

Due to issues of confidentiality, in any dissolution case in which paternity of one or more children must be established, a separate case shall be filed to establish paternity with no filing fee required. The paternity case and the dissolution case shall automatically be assigned to the same judge for disposition. In order to avoid a separate filing fee, the attorney filing the paternity case shall be responsible for advising the Clerk of the companion dissolution case and its case number.

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998; Feb. 19, 2010, eff. March 1, 2010.]

68.2 SEPARATION AGREEMENT

No Local Rule

68.3 MODIFICATION OF CHILD SUPPORT WHEN ONE OF MULTIPLE CHILDREN IS EMANCIPATED

Unless the amount of child support is to remain the same and without agreement of the parties in writing, a hearing to determine the amount of support for the remaining child or children shall be held.

[Amended July 1, 2004, eff. Oct. 7, 2004.]

68.4 FILING OF FINANCIAL STATEMENTS

No Local Rule

68.5 MODIFICATION OF DECREE

No Local Rule

68.6 ENTRY OF DOMESTIC RELATIONS JUDGMENT UPON AFFIDAVIT – REQUIREMENTS

1. Entry of Judgment Upon Affidavit - Requirements. Final orders or judgments in a proceeding for dissolution of marriage, legal separation, actions for declaration of paternity, or motions to modify may be entered upon the affidavit of either or both parties when:

(a) There is no genuine issue as to any material fact; and

(b) There are no minor children of the parties, or at least one of the parties is represented by counsel and both parties have entered into a written Parenting Plan

determining custody and child support and said agreement is signed by both parties and attorney(s); and

(c) There is no marital property or debt to be divided or allocated, or both parties have entered into a written agreement setting forth the value of property and debt signed by both parties and attorney(s) for the division of marital property and allocation of marital debt; and

(d) The adverse party has been served in a manner provided by Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance and waiver of service; and

(e) The female party is not pregnant; and

(f) In addition to the affidavit required by section 1, above, the parties file a proposed judgment; including any written agreement(s) as to the division of marital property and allocation of marital debt, to be incorporated into the judgment, a Parenting Plan, and a complete Form 14 if children are involved.

The aforementioned affidavit shall, at a minimum, set forth all statutory grounds required to establish the Court's jurisdiction over the parties, the marriage and any children concerned, including but not limited to those required by Chapter 452 RSMo.

2. Waiting Period. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for the entry of a judgment and decree of dissolution or legal separation.

3. Notice of Request. Notice of the intention of either party to request the entry of judgment upon affidavit must be given in writing not less than 20 days prior to the filing of the affidavit, unless the request for such relief is by agreement of the parties.

Notice shall be given to legal counsel for the opposing party or to the opposing party, personally, if not represented, with a copy of the notice being filed with the court. No notice shall be required to be given to a party who is in default, unless otherwise required by law.

4. Pro Se Litigants - Required Forms and Certification. All forms used by pro se litigants shall be in the form required by Supreme Court Rule 88.09 and the required affidavit shall include, as an attachment, proof of the completion of the required pro se litigant awareness class.

5. Hearing Required - When. The Court shall not be bound to enter a final judgment upon the affidavits of either or both parties, but may require that a formal hearing be held to determine any or all issues presented by the pleadings upon its own motion.

[Eff. Oct. 25, 2013; Revised Aug. 23, 2021]

68.7 MAINTENANCE AND CHILD SUPPORT

At the time a hearing is held when a party is requesting a judgment, including any judgment of modification of an existing judgment, decree or order, for an award of child support and/or maintenance, the party receiving or requesting child support

and/or maintenance shall file with the court a "child support/maintenance information sheet," Substantially in the form of OSCA CS15.

[Adopted eff. Feb. 22, 2017.]

RULE 69. MUNICIPAL DIVISION

69.1 PROCEDURES

Municipal Courts of this Circuit which have not elected to be administered by their Associate/Circuit Clerk staff as provided by statute (currently 479.060 RSMo.) shall appoint a Court Administrator and shall be subject to the following local rules:

I. Court Administrator.

The Court Administrator, and all deputy court administrators, shall be responsible for the orders contained in Paragraphs II through X. The Court Administrator shall when applicable request the City Finance Department ("City") to assist the Court Administrator to effectuate applicable provisions of Sections II, III, IV, V, VII, VIII and IX herein.

II. General Administrative Procedures.

A. *Case Numbering.* All cases filed by the prosecutor shall be assigned a unique number and indexed. All forms used by the Court shall be numbered sequentially and accounted for, including receipt slips, bond forms, tickets, summons, complaint forms, and payment agreements. (Source: Supreme Court Operating Rule ("COR") 4.04.; payment agreement source State Auditor recommendation.)

B. *Violation Bureau Schedule.* Court Administrator is appointed Violation Bureau Clerk. The Violation Bureau Schedule which shall be established by the municipality shall be prominently displayed at the payment window so that defendants wishing to pay tickets out of court may view the Schedule. (Source: S. Ct. Rule 37.49.)

C. *Budget.* The Court Administrator shall communicate regularly with the Judge and the City regarding any budget issues involving the Court. Any budget disputes shall be resolved through a settlement conference with the Presiding Judge, if necessary. (Sources: Mo. Constitution, Article II; COR 13.)

III. Reporting Requirements.

A. *Reporting to the City.* Within the first ten (10) days of each month, the Court administrator shall submit to the City Clerk the dockets of all cases heard during the preceding month by the Court and those cases in which there was an application for a trial de novo. The City Clerk shall make a copy of the previous month's docket showing all case dispositions. If a record is closed under Chapter 610, RSMo, the Court Administrator shall not include the name of the defendant in the monthly report. For all cases that are nolle prossed, dismissed, or those in which the defendant is found not guilty, the Court Administrator shall supply all the required information, but black out the defendant's name. The Judge should receive a copy of the redacted docket. If requested by the City, the Court Administrator may substitute submission of the

dockets to the City Clerk with a report for the previous month's activities showing the detailed income of the Court and the number of cases handled by the Court. (Source: 479.080.3 RSMo.)

B. *Reporting to the Department of Revenue.*

1. Case Disposition. The Court Administrator shall report case disposition information on all moving traffic violations, alcohol and drug-related traffic offenses, including suspended imposition of sentence, all convictions while driving a commercial motor vehicle, including commercial driver's license holders driving a personal vehicle, to the Missouri Department of Revenue ("DOR") The Court Administrator shall complete the report by submitting a completed "Abstract of Court Record," portion of the Uniform Citation, or by completing a "Record of Conviction" form. The Court Administrator shall abide by the "Traffic Case Processing Procedures" found in Chapter III of the then current Missouri Municipal Clerk Manual ("Clerk Manual") published by the Office of State Court Administrator ("OSCA").

2. The above disposition reporting shall be sent by the Court Administrator to be received by the DOR within seven days of disposition. (Source: 302.225.1 RSMo; S. Ct. Rule 37.68.)

3. Crime Victims Compensation Fund. The Court Administrator shall cause a $7.50 Crime Victims Compensation Fund ("CVC") surcharge to be assessed on all nonmoving and moving traffic violations and all other non-traffic municipal ordinance violations, unless the case has been dismissed. The Court Administrator shall forthwith cause the CVC charge to be reported to DOR and disbursed as follows: 95% ($7.13 of each fee) shall be sent to the DOR no less than monthly and 5% ($.37 of each fee) to the general fund of City in accordance with IV.C, infra. (Source: 488.5339 & 595.045 RSMo.)

4. Abuse and Lose Procedures. In the event that the Judge shall enter an order suspending or revoking the defendant's driving privileges under the Abuse and Lose law, the Court Administrator shall send any Missouri license surrendered to the Court, along with the certified copy of the Order of Suspension on the official DOR form, to the DOR. The Court Administrator shall follow those procedures regarding Abuse and Lose reporting as set forth in Section 3.7 of the then current Clerk Manual. (Source: 577.500-577.505 RSMo.)

5. Failure to Appear or Pay - License Suspension. The Court Administrator shall notify defendants within ten (10) days of that defendant's failure to dispose of a moving traffic violation, that the Court will order the DOR to suspend that defendant's license in thirty (30) days, if the charges are not disposed of or fully paid. Such notification may not be sent until a summons has been sent to the defendant and there shall thereafter be no appearance. The Court Administrator shall send the F.A.C.T. form to the DOR when a defendant has failed to appear on a court date after a summons has been issued to the defendant, when the defendant fails to appear on a subsequent court date to which the case has been continued, or, when the defendant, without good cause, fails to pay any fine or costs assessed against him or her.

Upon payment of all fines and costs, or, if earlier ordered by the Judge, a compliance notice on forms approved by the DOR shall be issued to the

defendant, and the Court Administrator shall forthwith advise the DOR of such compliance. (Source: 302.341 RSMo.)

6. Withholding Renewal of License. In the event a driver shall fail to appear when ordered, and without being first granted a continuance, the Court Administrator shall notify the DOR within ten (10) days of the failure to appear, by using the "Lieu of Bail" form then supplied by the DOR except such notification shall not be required if the Court Administrator has utilized the notification procedures set forth in Paragraph 5, supra. When the case is disposed of, the Court Administrator shall report the disposition as on any other traffic case. (Source: 544.045.4 RSMo.)

7. Non-Resident Violator Program. In the event a defendant who is not a resident of Missouri fails to appear, the defendant shall be notified by regular mail and given a specific amount of time to dispose of the traffic ticket before notification is made to DOR. If defendant fails to comply, the Court Administrator shall forward the Non-Resident Violator Compact Form provided by DOR, to DOR. This provision shall be in effect for non-resident defendants from all other states in the United States which are members of the Non-Resident Violator Compact. (Source: 544.046 RSMo.)

8. Driver Improvement Programs. In the event that the Judge has ordered a defendant to complete the Driver Improvement Program, the Court Administrator shall send notice of its completion to the DOR within fifteen (15) days of Program completion. The Court Administrator shall not send any notice of the Driver Improvement Program if the moving traffic violation has been amended to a nonmoving violation by the Prosecutor. (Source: 302.302 RSMo.)

9. Ignition Interlock Device. When the Judge shall order the use of an ignition interlock device, the Court Administrator shall forthwith send the Order to install ignition interlock device to DOR properly executed, containing the requirements for the period of the use of the ignition interlock device. (Source: 577.600 through 577.614 RSMo.)

C. *Reporting to OSCA.* The Court Administrator shall complete and deliver the "Missouri Municipal Division Summary Reporting" form to OSCA no later than the 15th day of each month, with data completed from the previous month's court activity. This data shall be delivered by e-mail or fax to OSCA on the then current form provided by OSCA. The Court Administrator shall complete the form in accordance with the instructions submitted from time-to-time by OSCA, and as contained in the then current Clerk Manual. A copy of the OSCA form shall be submitted to the Judge each month, and if requested, to the City. (Source: COR 4.28.)

D. Reporting to the Highway Patrol. The Court Administrator shall report to the Missouri Highway Patrol any violations of municipal ordinances involving alcohol or drug related driving offenses by completing and sending to The Highway Patrol the State Criminal Fingerprint Card, which contains an Offense Cycle Number ("OCN"), within 15 days of case disposition. (Source: 43.503 RSMo.)

IV. Fines, Court Costs, Surcharges and Fidelity Bonds.

A. *Collection of Fines, Court Costs, and Surcharges.* The Court Administrator shall use his/her best efforts so that on each case, fines assessed and general court costs in the amount as set forth by ordinance, CVC surcharges, POST surcharges, Law Enforcement Training Fund ("LETF") surcharge, recoupment, domestic violence, and other surcharges as are set forth by City ordinance, are collected and remitted timely to City and to DOR, respectively, in accordance with this Order. In the event that there is an overpayment of $5.00 or less, the City may retain such funds on any case, and if there is an underpayment of $5.00 or less, the fine and court costs are not required to be collected. (Source: Court Cost: City Ordinance; CVC 488.5339 RSMo. and 595.045 RSMo.; POST: 488.5336 RSMo.; and LETF: 488.5336 RSMo.)

B. *Receipts for Payment of Fines, Court Costs and Surcharges.* The Court Administrator shall issue a pre-numbered receipt for all collections, and provide such a receipt to the payer if payment is made in person, and retain a duplicate copy of the receipt in the receipt book. If payment is made by mail, the Court Administrator shall file the original copy of the receipt with the case file information, or maintain the original receipt in a pre-numbered receipt book cross-referenced with the docket entry, unless the payer requests the receipt be returned by mail, and provides a self-addressed, stamped envelope.

C. *Deposit of Fines, Costs, Surcharges and Bonds to be Placed into Applicable Accounts.* The Court Administrator shall deposit all fines, costs, surcharges and bonds collected in the Court's or City's bank accounts on a daily basis, or when the amount on hand reaches $100.00, if not on a daily basis. The Court Administrator shall, to the extent possible, work jointly with the City to effectuate all deposits by delivery of same for deposit by police officers or other City personnel. The Court Administrator shall cause specific surcharges, including, but not limited to, CVC, POST, LETF, police recoupment, and, if applicable, domestic violence surcharges, to be placed as separate line items or in separate accounts and to be remitted to the proper entity or account no less than monthly.

D. *Fidelity Bonds.* In order to follow recommendations of the State Auditor, the Court Administrator shall request the City to maintain fidelity bonds covering the Court Administrator and other personnel who handle collection or deposit of fines, court costs and surcharges related to the Court. Court Administrator shall obtain a copy of the "dec. sheets" of any such bonds obtained by the City to keep in the Court permanent files.

V. Surety Bonds and Warrants.

A. *Bond Qualifications.* The Court Administrator shall keep a list of those sureties who have qualified to post surety bonds in the courts within the 4th Circuit. No person shall be accepted as a surety on any bail bond unless he or she is licensed by the Department of Insurance. (Source: S. Ct. Rule 37.29; 374.710 RSMo.)

No lawyer, elected or appointed official or municipal or state employee shall be accepted as a surety on any bond unless related to the defendant.

B. *Surety Bond Receipts.* The Court Administrator shall use his or her best efforts to act in conjunction with the City Police Department, to establish guidelines on cash bonds. The Court Administrator shall post the bond amount to the

individual case and note the date and type of bond received. The Court Administrator shall, whenever possible, request that personnel of the City or other court administrators together with the Court Administrator count all bond money. The Court Administrator shall deposit said bond money according to the City's guidelines. The Court Administrator shall maintain said bond account and reconcile said account on a monthly basis. An open bond case report shall be submitted monthly to the City by the Court Administrator. (Source: Chapter 2.2, Clerk Manual).

C. *Unclaimed Bond Funds and other Funds.* The Court Administrator shall follow those procedures set forth in the then current Clerk Manual to pay to the State Treasurer's Office Unclaimed Property Division, all funds unclaimed for three years and cash bonds unclaimed for one year, from the date the bond was due back to a person. The Court Administrator shall send a letter of notification and otherwise reasonably attempt to contact the person and return the funds. Said report shall be sent to the State Treasurer's Office by November 1st of each year, and the Court Administrator shall remit said unclaimed funds with the report. The Court Administrator shall request the City assist in processing, reporting and remitting to the State Treasurer. (Source: 447.532 RSMo. and 447.595 RSMo.)

VI. Warrants.

The Court Administrator shall follow those procedures and guidelines concerning warrants as are set forth in Section 2.5 of the then current Clerk's Manual, unless otherwise directed by the Judge.

VII. Accounting Procedures.

The Court Administrator shall to the fullest extent possible abide those accounting procedures as are mandated by COR 4.51 and which procedures are set are mandated by COR 4.51 and which procedures are set forth in Section 4.44 of the then current edition of the Clerk Manual entitled "Recommended Accounting Procedures for Municipal Divisions." In particular, the Court Administrator shall:

A. Reconcile banks collections statements monthly and same shall be reviewed by a person independent of the Court.

B. Maintain all funds that are being held in trust by the Court and reconcile monthly. All unusual items or exceptions shall be investigated promptly.

C. Ensure all payments on accounts are receipted, recorded to the accounts, and deposited intact.

D. Work jointly with the Police Department to account for all traffic tickets in numerical sequence and maintain a record of the disposition of all tickets assigned and issued by the Police Department.

E. Maintain all the Court's records except for those permitted to be destroyed or transferred in accordance with Supreme Court Operating Rule 8.

F. Not waive any fine, court costs or surcharge, or agree to collect different amount of fine, court costs or surcharge than that amount listed in the

Violation Bureau Schedule or what has been assessed by a Court Order, except as discussed in IV.A supra.

G. Develop a system for independent monitoring, receiving and depositing monies as an independent task segregated from the recording and disbursement of collections. In the event that such duties cannot be segregated, at a minimum, the Court Administrator shall request the City develop a documented independent comparison of receipt slips issued in the amount and composition of deposits, and independent review of the bank statements and month-end reconciliations.

VIII. Confidential and Closed Records.

A. *Identify Records.* The Court Administrator shall identify all court records that contain confidential information and maintain all confidential records in accordance with those procedures set forth in Section 5.1 of the then current Clerk Manual. The Court Administrator shall permit closed records to be inspected by the defendants, courts, and those agencies as are set forth in 610.120 RSMo. The Court Administrator shall identify all Court records (including docket entries for cases that have been nolle prossed, dismissed, SATOP, or the defendant found not guilty) that contain confidential information. The Court Administrator on behalf of the Judge shall request the City provide adequate and secure file cabinets for the retention of confidential records and closed files. (Source: 610.120 RSMo.)

B. *Confidentiality of SATOP Programs.* If the Court orders the defendant to participate in a SATOP program, the Court Administrator shall file all documents received from the program provider in the case file, and all documents relating to the program assessment, assignments and completion shall remain confidential, in accordance with 42 CFR Part 2, (42 U.S.C. 290 dd-3).

IX. Record Retention and Destruction.

The Court Administrator shall retain all court records unless there shall be an order signed by the Presiding Judge to destroy same. The Court Administrator shall follow Missouri Supreme Court Operating Rule 8 and the City shall cooperate with the Court Administrator to follow a regular schedule to destroy and/or transfer cases eligible for transfer or destruction in accordance with Supreme Court Operation Rule 8. The Court Administrator shall abide by those recommended procedures set forth in Section 5.2 of the then current Clerk Manual. All requests to destroy or transfer records shall be signed by the Presiding Judge. (Source: COR 8.03.)

X. Marriage Records.

If the Judge performs marriages, the Court Administrator shall communicate with parties desiring to have a marriage solemnized by the Judge. The Court Administrator shall require that the parties provide a marriage license and a Certificate of Marriage blank form to the Court at least 24 hours before a scheduled wedding to ensure adequate review of such license.

The Court Administrator shall assist the Judge in completing the license and the Certificate of Marriage. The Court Administrator shall retain a full record of the

solemnization performed by making a copy of the completed marriage license and a copy of the executed Certificate of Marriage, and keeping both documents in a permanent binder or folder. The Court Administrator shall cause the executed marriage license return to be sent to the appropriate licensing official as soon as possible, but not later than 10 days after the marriage is performed. (Source: 451.110–451.130 RSMo.

[Adopted Sept. 1, 2007, eff. Sept. 4, 2007.]

69.2 Presiding Judge GENERAL ADMINISTRATIVE AUTHORITY

I. Supervision. The Presiding Judge of the 4th Circuit shall have general and administrative authority over the judges and court personnel of all divisions of the circuit court hearing and determining ordinance violations within the circuit.

II. Minimum Standards. The municipal divisions shall operate in substantial compliance with the minimum operating standards set out in Appendix A and code of conduct set out in Appendix B of Missouri Supreme Court Rule 37.04. The judges of all such divisions shall be subject to the rules of the circuit court that are not inconsistent with this Rule 37.

III. Assisting in Compliance. At least once a year the presiding judge will meet with municipal court staff and view the court in session for the purpose of assisting the court in complying with the standings set out in Appendix A and B above. Additionally, the presiding judge will be available to assist with and answer any questions that may arise through the year to facilitate the proper functioning of the municipal courts. If deficiencies are identified, the presiding judge, utilizing all reasonable resources, shall assist the court in coming into compliance with Appendix A and B above as well as all statutory and constitutional requirements.

IV. Failure to Correct. Only after a substantial and ongoing violation of Appendix A and B above or violation of statutory and constitutional requirements have been identified and the municipal court, after notice, has failed to reasonably rectify the deficiency, unless the violation is clearly criminal or outrageous, will the presiding judge report or take steps to appropriately deal with said violation.

[Adopted eff. Aug. 23, 2017.]

RULE 70. PARTITION

No Local Rule

RULE 71. ADMINISTRATIVE REVIEWS

No Local Rule

RULE 72. PROBATE

72.1 PROBATE FILINGS/ATTACHMENTS

(a) *In General.* Except as otherwise provided herein, all probate matters shall be filed in accordance with Supreme Court Rule 103 and Supreme Court Operating Rule 27. Attachments, including exhibits, that are part of any filing shall be filed electronically at the same time. The probate division has designated documents that should be filed as separate documents and documents that should be filed as attachments to documents, as described herein.

(b) *Original Documents to be Filed within 3 Business Days.* The original of the following documents shall be filed physically with the probate division within 3 business days after it is electronically submitted:

a. Original Wills and Original Codicils. Upon electronic filing, the will or codicil will be conditionally accepted. Final acceptance of a will or codicil will not occur until the original has been filed physically in the probate division;

b. Original Surety Bonds, whether corporate, personal or otherwise;

c. Original Agreements, with depository instructions and verification letters for limited access or restricted account(s);

d. Original Commissions.

(c) *Original Document, Necessity for Order.* A filing with the Court which requires the filing of an original document shall not be taken up for hearing nor shall an Order be entered on such filing until after such time as the original document has been filed.

(d) *Medical Interrogatories.* If filing is desired, medical interrogatories shall be electronically filed with guardianship, conservatorship and/or mental health petitions. Originals of those interrogatories shall be presented in court for the purpose of evidentiary stipulations or offers at the time of the subject hearing.

(e) *Self-Represented Parties.* Self-represented parties, except those who are attorneys licensed to practice in the State of Missouri and subject to the Missouri Electronic Filing System rules, shall file all original pleadings and documents with the clerk of the probate division.

(f) *Size–Type–Font.* Any pleading, writing, or document created for the purpose of filing in the probate division, including settlements, shall:

a. Be on paper of size 8.5 x 11 inches;

b. Have portrait orientation;

c. Have side, top and bottom margins of not less than one inch each where no text other than page numbers may appear;

d. Have all pages consecutively numbered;

e. Use type characters not smaller than 12 point;

f. Be double-spaced, except that settlement, certificate of service and signature block may be single-spaced.

(g) *Exception to Size–Type–Font.* A writing or document that has not been created for the purpose of filing in the probate division and is attached to a pleading or settlement at the time it is filed shall not be subject to the size-type-font requirements.

(h) *Entry of Parties.* Attorneys shall be responsible for entering all parties into the e-filing system. Pursuant to Missouri Supreme Court Operating Rule 4.07, if the party is a person and the information is reasonably available, the full Social Security number for each party shall be provided on the Confidential Filing Sheet. Parties shall include:

a. Petitioner(s);

b. Decedent;

c. Minor(s);

d. Respondent(s);

e. Spouse;

f. All Heirs;

g. All Legatees, Devisees and/or Distributees, as the case may be;

h. Plaintiff(s);

i. Defendant(s).

(i) *Payment of Accrued Costs on Existing Cases.* Payment of accrued costs on existing cases and annual charges shall be paid for by US currency or any accepted means of conveyance of the same.

(j) *Verified Documents and Affidavits.* All documents filed in the probate division, unless otherwise provided by law or Supreme Court Rule, shall comply with Section 472.080, RSMo, regarding the signing under oath or affirmation.

a. The documents may be filed as an electronic document only if the declarant, affiant, and notary public (as the case may be) has signed a paper document.

b. Any document subject to the requirements of Section 472.080, RSMo, shall bear an original signature and be converted to a PDF format in order to be electronically filed. A document bearing a facsimile electronic signature, or typed name of declarant or notary, is not permissible.

c. Until the entire case is finally disposed, the registered user shall be the custodian of all original signed paper documents, in case the court requires its production.

(k) *Documents to Open New Estates–Correction of Deficiencies–Time.* The division will review documents filed to open a new estate and, if necessary, respond by itemizing deficiencies in the filing and providing a due date for same - such response to be available on Case.net. If corrections are not filed by the due date or on any date as otherwise ordered by the probate division, the matter will be dismissed for failure to prosecute.

(l) *MOHealthNet Disclosure at Initiation of Full Estates, Release Prior to Closing Estate.* When opening a new, full estate, a MOHealthNet Disclosure shall be filed as a separate document indicating whether decedent was enrolled in MOHealthNet at the time of death, or not. Such document shall be signed by the personal representative and dated. Prior to closure of the estate of a decedent who was enrolled in MOHealthNet at the time of death, pleadings shall be filed evidencing the personal representative's compliance with Section 473.398.6, RSMo.

[Adopted eff. July 27, 2015. Amended eff. Aug. 21, 2015.]

72.2 ELECTRONIC FILING OF SETTLEMENTS IN THE PROBATE DIVISION

(a) *Electronic Filing.* In accordance with Supreme Court Rule 103 and Court Operating Rule 27, all interim, annual and final settlements including statement of

accounts, along with vouchers and required verification of accounts shall be filed electronically.

(b) *Vouchers.* All vouchers shall be e-filed as an attachment to the settlement.

They must be numbered and submitted in consecutive order consistent with the listing of disbursements on the settlement. The court may request presentment of the original voucher or any other supporting documentation if deemed necessary.

(c) *Verification of Accounts.* All verification of accounts (bank statements, brokerage statements, etc.) shall be e-filed as a separate document and not as an attachment to the settlement on the same day as the corresponding statement. The court may request presentment of the original verification of account or any other supporting documentation if deemed necessary.

(d) *Documents to be Filed as Additional Documents / Not Attachments.*

Petitions to Approve the Settlement, Notices or Waivers from all interested persons, the Final Settlement, and the proposed Findings and Order of Distribution shall each be submitted as additional documents and not as attachments to the Final Settlement.

(e) *Settlements–Correction of Deficiencies–Time.* The division will review final settlements and, if necessary, itemize deficiencies in the filing and provide a due date for same. Such response to be available on Case.net. If corrections are not completed by the due date or on any date as otherwise ordered by the probate division, an order to show cause will be issued.

(f) *Corrected Settlement.* No amended or corrected settlement shall be filed unless requested by the division. Corrections or changes to an entry on a settlement shall be included on supplemental pages only which correct and/or explain the prior submission, and shall be submitted as an attachment to same.

[Adopted eff. July 27, 2015.]

RULE 73. SMALL CLAIMS

No Local Rule

RULE 74. TRUST ESTATES

74.1 INVENTORY

No Local Rule

74.2 REPORTS

No Local Rule

74.3 RECORD

No Local Rule

74.4 AUDIT

No Local Rule

POST TRIAL COLLECTION REMEDIES

RULE 81. EXECUTION

No Local Rule

RULE 82. GARNISHMENT

82.1 TERMINATION OF CONTINUOUS WAGE GARNISHMENT

In addition to as otherwise provided by law, a continuous wage garnishment shall terminate if garnishor fails to file a statement of garnishment balance as provided by Supreme Court Rule 90.19(b).

[Adopted eff. Dec. 19, 2016.]

RULE 83. JUDICIAL SALES

No Local Rule

INTERNAL ORGANIZATION

RULE 100. INTERNAL ORGANIZATION

100.1 PRESIDING JUDGE

100.1.1 ELECTION AND ABSENCE

There being only one Circuit Judge in this Circuit, the Circuit Judge shall be the Presiding Judge. When the Presiding Judge is absent from the circuit the Chief Justice of the Supreme Court will appoint a Judge to serve as the Presiding Judge.

100.1.2 DUTIES OF PRESIDING JUDGE

No Local Rule

100.1.3 DISPUTE RESOLUTION

No Local Rule

100.2 LOCAL RULES

100.2.1 FORMULATION

No Local Rule

100.2.2 PUBLICATION

No Local Rule

100.3 LIBRARY FUND

See Rule No. 5

[Eff. Oct. 1, 1989. Amended eff. Sept. 1, 1998.]

100.4 RECORDS

100.4.1 REPRODUCTION, PRESERVATION, ARCHIVAL STORAGE AND DISPOSAL OF ORIGINAL CIRCUIT COURT FILES (AND THEIR CONTENTS)

No Local Rule

100.4.2 REPRODUCTION AND PRESERVATION OF COURT RECORDS OTHER THAN FILES (AND THEIR CONTENTS)

No Local Rule

100.4.3 RESPONSIBILITY FOR INDEXING AND PRESERVING COURT REPORTER NOTES

No Local Rule

100.4.4 IDENTIFICATION OF REPORTERS' NOTES

No Local Rule

100.4.5 INDEX

No Local Rule

100.4.6 STORAGE OF NOTES

No Local Rule

100.4.7 NOTES OF SUBSTITUTE REPORTERS

No Local Rule

100.4.8 STORAGE OF NOTES UPON RETIREMENT, TERMINATION OR DEATH OF COURT REPORTER

No Local Rule

100.4.9 BOXING AND STORAGE OF OLD NOTES

No Local Rule

100.4.10 RESPONSIBILITY FOR FURNISHING MATERIAL AND SPACE FOR STORAGE OF COURT REPORTER NOTES

No Local Rule

100.4.11 PROCEDURE FOR EXAMINATION OF CRIMINAL RECORDS

No Local Rule

100.1.12 PROCEDURE FOR EXPUNGING AND CLOSING CRIMINAL RECORDS

No Local Rule

100.4.13 PROCEDURE FOR EXAMINATION OF JUVENILE RECORDS

All pleadings and orders, except as limited by 211.319.3 RSMo, of Juvenile proceedings initially filed after June 30, 2005 under section 211.031(1) RSMo dealing with abuse or neglect or 211.442 to 211.487 RSMo dealing with termination of parental rights shall be made available to the general public upon written request identifying the parent(s) or custodian of the involved child(ren) and related time period(s). The request will be for all pleadings and orders or for all pleadings and orders filed between specified time periods. The Circuit Clerk shall be allowed 3 business days to assemble the requested material. The identity and any references to the identity of the child involved, unless a perpetrator, and any information regarding or leading to the identity of the reporter of child abuse will not be disclosed. A charge of ten cents per page plus, at the discretion of the Circuit Clerk, an hourly fee for duplicating time not to exceed the average

hourly pay of the clerical staff shall be paid prior to viewing the documents as copied, whether or not the requesting party retains the copies.

[Amended eff. Aug. 26, 2005; Dec. 13, 2007, eff. Jan. 10, 2008.]

100.5 CLERK'S DUTIES

No Local Rule

100.5.1 MONIES PAID INTO COURT

No Local Rule

100.6 SELECTION OF VENIREMEN

100.6.1 BOARD OF JURY COMMISSIONERS

Nodaway County will have a board of jury commissioners consisting of the circuit judge, the clerk of the circuit court and the county clerk. The counties of Atchison, Gentry, Holt and Worth will each have a board of jury commissioners consisting of the associate circuit judge, the clerk of the circuit court and the county clerk.

100.6.2 DUTIES OF THE BOARD OF JURY COMMISSIONERS

Each board of jury commissioners will select veniremen to serve in accordance with the provisions of Chapter 494 of the Revised Statutes of Missouri.

100.7 COURT EN BANC

100.7.1 REGULAR MEETING

The Circuit Court of the Fourth Judicial Circuit shall meet en Banc on the fourth Monday of the months of February, April, June, August, October and December in the Office of the Presiding Judge of the Circuit unless an alternate location and time is legally posted 24 hours before said meeting or adjourned to an alternate location by a majority vote of those in attendance. The meeting will be at 1:30 p.m. The meeting will be open to the public unless closed pursuant to the provisions of Section 610.021 RSMo.

[Amended March 9, 2007, eff. April 1, 2007; Oct. 30, 2015. Effective 8-23-2021 & ratifying practice since February 2019.]