

Instructions for Depositing Exhibits in the Missouri Court of Appeals, Western District

Registered users are encouraged to deposit exhibits through the electronic filing system.

The documents that are being deposited must be prepared and/or scanned as .pdf documents. They should be attached in the following order:

1. Cover page that includes the following:
 - a. Number and Style of the case
 - b. Complete index of attached exhibits
 - c. Statement signed by submitting attorney certifying the exhibits are in fact the original exhibits submitted to the court or agency from which the appeal is taken
 - d. Name and telephone number of submitting attorney
2. Exhibits can be attached individually or grouped together as long as the group does not exceed 7mbs. The total submission may not exceed 21mbs. Multiple submissions may be done if necessary.