

Instructions for Filing on Confidential Cases

At this point in time, documents in confidential cases are not viewable through Case.Net Therefore, until further notice, the electronic filing system should not be utilized to file documents in confidential cases. However, in confidential cases, the court does encourage parties to file documents by electronic mail attachment. The following instructions specifically relate to filing documents by electronic mail attachment.

Documents may be scanned and submitted as .pdf documents at wdcoa@courts.mo.gov and served on opposing parties as shown by proof of service filed pursuant to Rule 43.01. A scanned document may not exceed 7mbs. Multiple submissions may be done if necessary.

LEGAL FILE

Certified copies of the trial court documents must still be ordered from the circuit clerk. The circuit clerk will provide paper copies of those documents. The legal file must still contain a cover sheet, index, certificate of service, pagination and be chronologically arranged with the oldest pleading first. The paper legal file must then be scanned and converted into a .pdf document. A scanned document should not contain more than one volume of legal file. No later than five days after the legal file is filed electronically, a paper copy of the legal file shall be submitted to the Clerk's Office.

TRANSCRIPT

The court reporter will provide you with a paper copy in reduced page format and an electronic copy in .pdf and reduced page format. The electronic version must be signed by the court reporter pursuant to Rule 41.08(c). The transcript must contain a certificate of service. No later than five days after the transcript is filed electronically, a paper copy must be submitted to the Clerk's Office.

BRIEFS

All briefs must continue to comply with the formatting requirements of Rule 81.18, 84.04, 84.05 and 84.06. In addition, all briefs must comply with the word limits set out in Western District Special Rule XLI

The electronic version of the brief must be filed in .pdf format and must be signed. If the brief must be accompanied by an appendix, it should be filed as a separate document. The brief must include a certificate of service. No later than five days after the brief is filed electronically, three (3) copies of the brief must be delivered to the Clerk's Office.

EXHIBITS

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

1. Cover page that includes the WD number and Style of the case
2. Complete index of attached exhibits
3. 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
4. Name and telephone number of submitting attorney