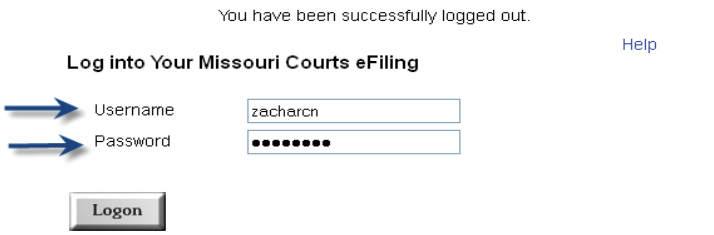
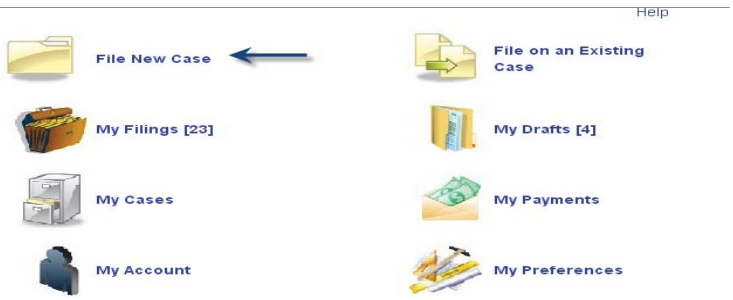
Missouri eFiling System
How to eFile a Writ in the Missouri Court of Appeals, Southern District

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/
Enter Username:
Enter Password:
Click Logon



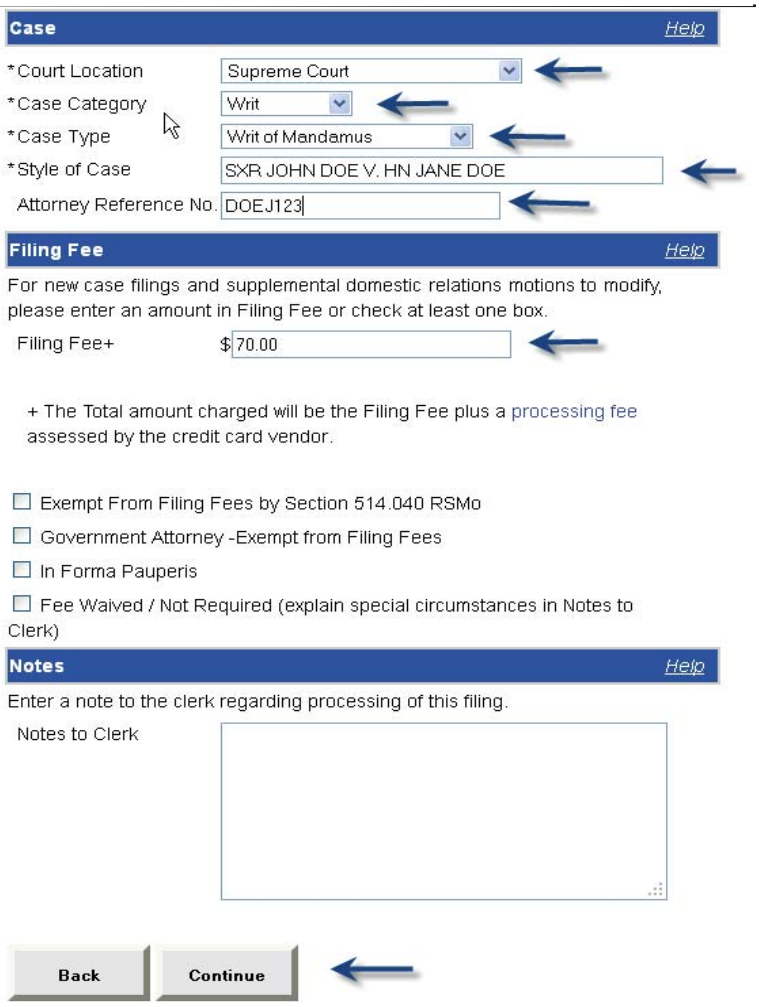
To File a New Case
Click File New Case



Enter Case Information
Enter Court Location: Southern Appellate
Enter Case Category: Writ
Enter appropriate Case Type: Writ of Mandamus
Enter Style of Case: STATE EX REL JOHN DOE V. HON JANE DOE
Enter Attorney Reference: DOEJ123
- Field is optional

Enter Filing Fees
Enter the $70.00 filing fee or check the appropriate exemption.
Enter any Notes to Clerk
- Field is optional

Click Continue



Enter Party Information
Enter Party Type: Relator
Enter Last Name: DOE
Enter First Name: JOHN
Enter Middle Name/Initial:
- Field is optional

Enter Suffix
- Field is optional

Enter SSN/EIN: 123-12-1234
- Field is optional if not reasonably available

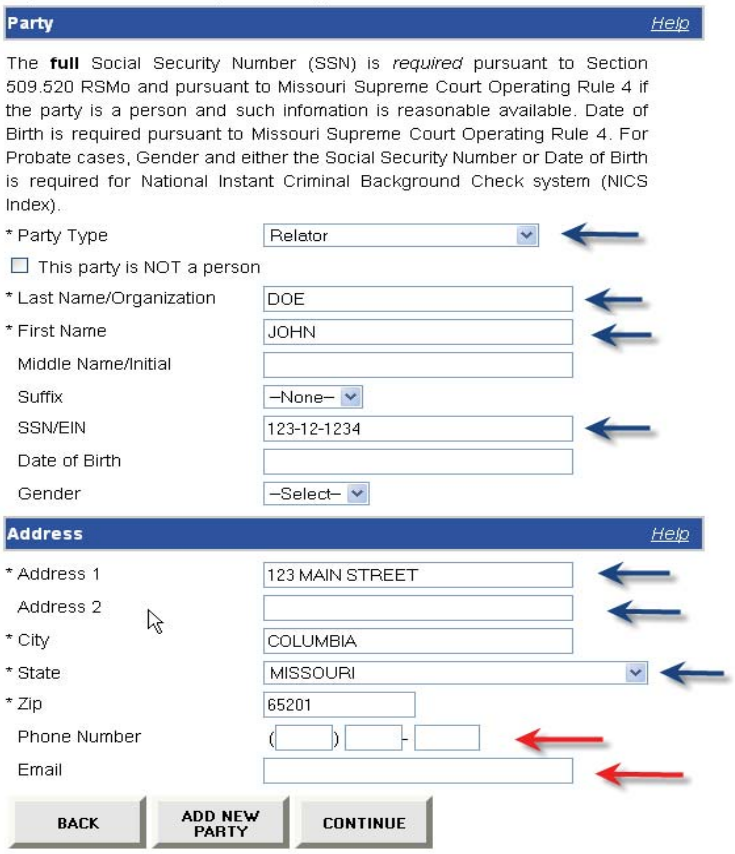
Enter Date of Birth:
- Field is optional

Enter Gender: MALE
- Field is optional

Enter Address: 123 Main Street
Enter City: Columbia
Enter State: Missouri
Enter Zip: 65201
Enter Phone Number:
- Field is optional

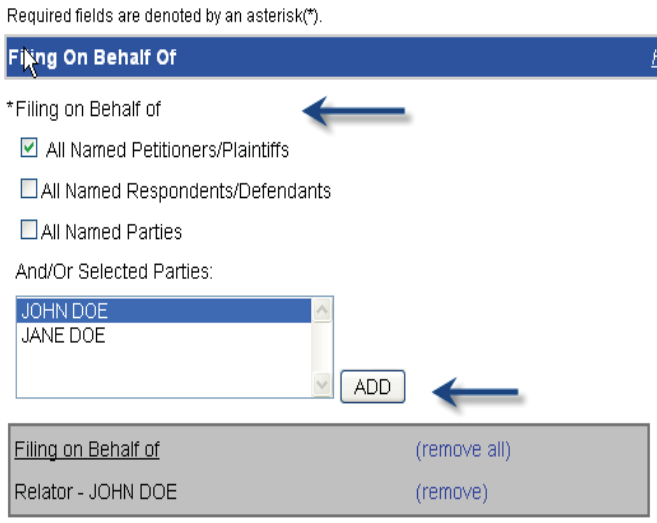
Enter Email:
- Field is optional

Click Add New Party



Add New Party to the Case as Party Type Respondent
Enter party information. Phone number of respondent is required if a judge.
Add New Party to the Case as Attorney for the Respondent
Enter party information. Phone number and email address is required for the attorney for the respondent.
Click Continue

Filing on Behalf of
Check the appropriate party for filing on behalf of:
Click Add

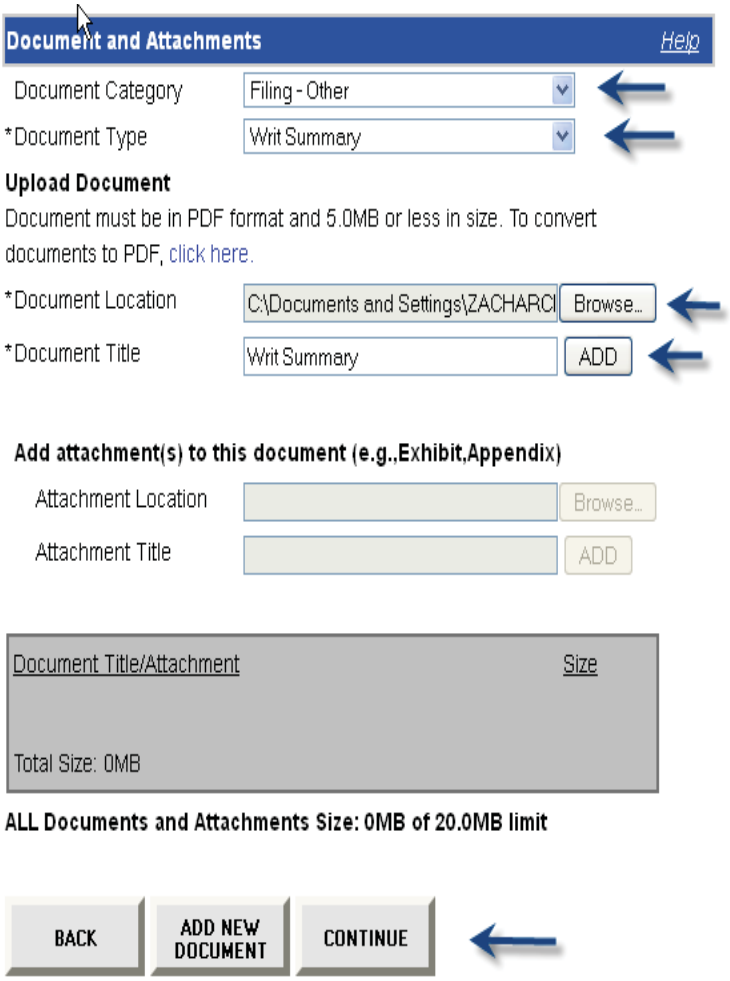


Add Documents
Enter Document Category: Filing - Other
Enter Document Type: Writ Summary
Browse to the location where the document is stored on the computer or network.
Enter the Document Title:
Writ Summary
Click Add

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

Enter the Document Title:
Click Add

Click either Add New Document or Continue



File the writ documents in the following order:
(1) Writ Summary (Form 16)
- Document Category: Filing - Other
- Document Type: Writ Summary

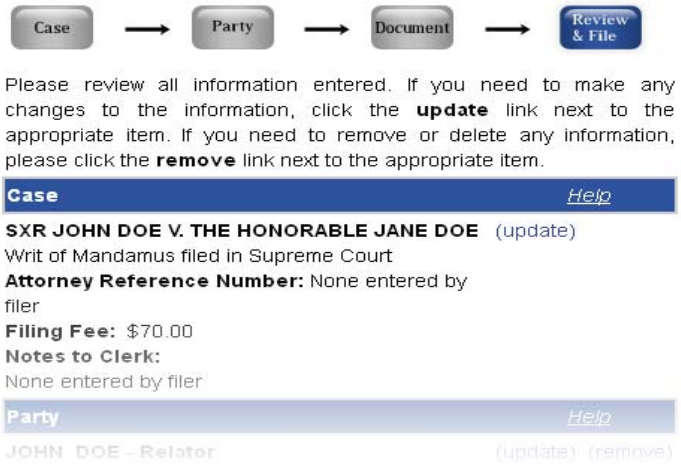
(2) Writ Petition
- Document Category: Writ Filed In
- Document Type: Missouri Supreme Court

(3) Writ Suggestions in Support
- Document Category: Suggestions for/in/to/of
- Document Type: Support

(4) Exhibits (Exhibit index with each exhibit as a separate attachment)
- Document Category: Filing - Other
- Document Type: Exhibits Filed

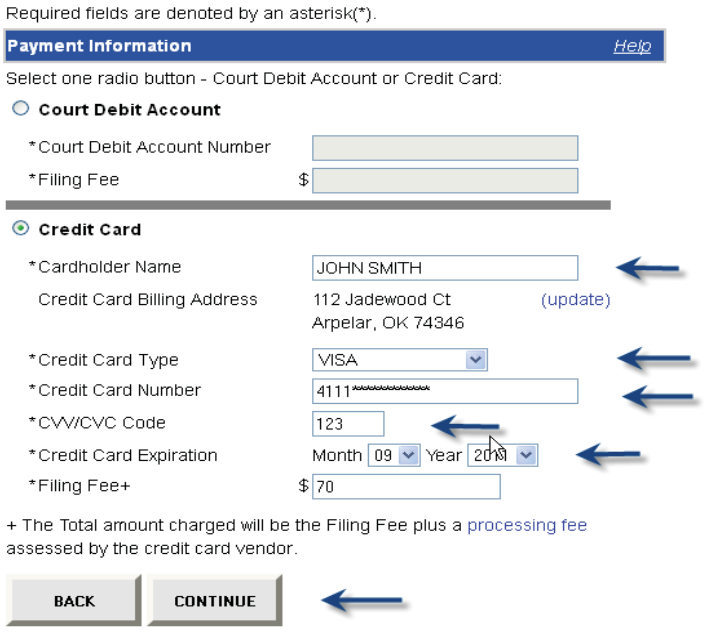
Review Case Filing
If case infomation is correct:
Click Continue

If case information is not correct make corrections



Payment Information

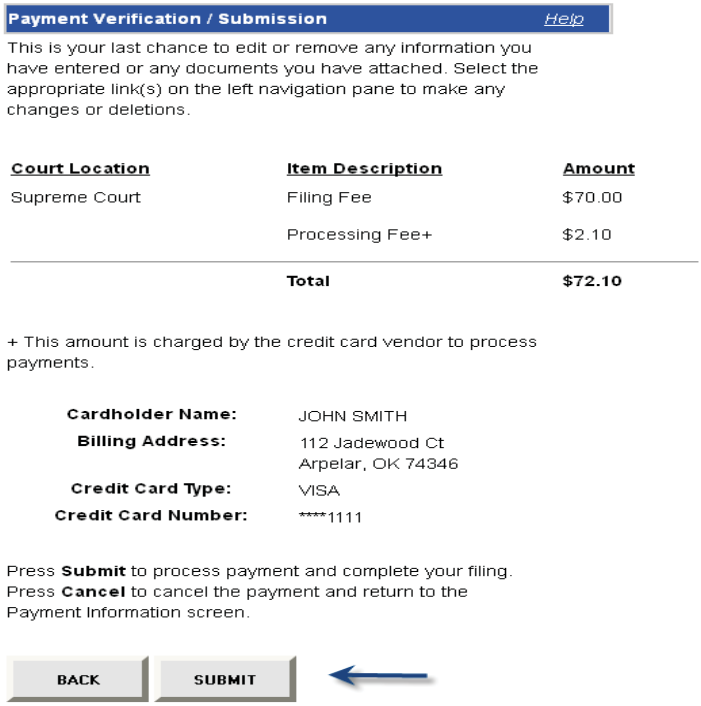
Pay by credit card.
Enter Cardholder Name: John Smith
Enter Credit Card Type: Visa
Enter Credit Card Number: 4111*********
Enter CVV/CVC Code: 123
Enter Credit Card Expiration: 09 2011
Review Filing Fee amount. Update if necessary.
Click Continue



Payment Verification / Submission

Review.
Click Submit

Filing is complete and submitted to the court.



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).

