



# 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/ecf](http://www.courts.mo.gov/ecf)

Enter Username:

Enter Password:

Click [Logon](#)

You have been successfully logged out.

[Help](#)

#### Log into Your Missouri Courts eFiling

Username  
 Password

### To File a New Case

Click [File New Case](#)

[File New Case](#) ← | [File on an Existing Case](#)  
[My Filings \[23\]](#) | [My Drafts \[4\]](#)  
[My Cases](#) | [My Payments](#)  
[My Account](#) | [My Preferences](#)

### Enter Case Information

Enter Court Location: [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](#)

**Case** [Help](#)

\* Court Location: Supreme Court ←

\* Case Category: Writ ←

\* Case Type: Writ of Mandamus ←

\* Style of Case: SXR JOHN DOE V. HN JANE DOE ←

Attorney Reference No.: DOEJ123 ←

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**Filing Fee** [Help](#)

For new case filings and supplemental domestic relations motions to modify, please enter an amount in Filing Fee or check at least one box.

Filing Fee+ \$70.00 ←

+ The Total amount charged will be the Filing Fee plus a processing fee assessed by the credit card vendor.

Exempt From Filing Fees by Section 514.040 RSMo  
 Government Attorney -Exempt from Filing Fees  
 In Forma Pauperis  
 Fee Waived / Not Required (explain special circumstances in Notes to Clerk)

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**Notes** [Help](#)

Enter a note to the clerk regarding processing of this filing.

Notes to Clerk

←

## 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](#)

**Party** [Help](#)

The **full** Social Security Number (SSN) is *required* pursuant to Section 509.520 RSMo and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonable available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index).

\* Party Type  ←

This party is NOT a person

\* Last Name/Organization  ←

\* First Name  ←

Middle Name/Initial

Suffix  ←

SSN/EIN  ←

Date of Birth

Gender  ←

**Address** [Help](#)

\* Address 1  ←

Address 2  ←

\* City  ←

\* State  ←

\* Zip  ←

Phone Number  ←

Email  ←

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](#)

Required fields are denoted by an asterisk(\*).

**Filing On Behalf Of** [Help](#)

\* Filing on Behalf of ←

All Named Petitioners/Plaintiffs

All Named Respondents/Defendants

All Named Parties

And/Or Selected Parties:

←

Filing on Behalf of (remove all)

Relator - JOHN DOE (remove)

## 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](#)


### Document and Attachments [Help](#)


Document Category  

\*Document Type  

#### Upload Document

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

\*Document Location   

\*Document Title   

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

Attachment Location

Attachment Title

<u>Document Title/Attachment</u>	<u>Size</u>
Total Size: 0MB	

**ALL Documents and Attachments Size: 0MB of 20.0MB limit**



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 information is correct:

Click [Continue](#)

If case information is not correct make corrections

→  →  →

Please review all information entered. If you need to make any changes to the information, click the **update** link next to the appropriate item. If you need to remove or delete any information, please click the **remove** link next to the appropriate item.

### Case [Help](#)

**SXR JOHN DOE V. THE HONORABLE JANE DOE** (update)  
Writ of Mandamus filed in Supreme Court  
**Attorney Reference Number:** None entered by filer  
**Filing Fee:** \$70.00  
**Notes to Clerk:**  
None entered by filer

### Party [Help](#)

JOHN DOE - Relator (update) (remove)

## 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](#)

Required fields are denoted by an asterisk(\*).

### Payment Information [Help](#)

Select one radio button - Court Debit Account or Credit Card:

**Court Debit Account**

\*Court Debit Account Number

\*Filing Fee \$


**Credit Card**

\*Cardholder Name  

Credit Card Billing Address  (update)  
Arpelar, OK 74346

\*Credit Card Type  

\*Credit Card Number  

\*CVV/CVC Code  

\*Credit Card Expiration Month  Year  

\*Filing Fee+ \$

+ The Total amount charged will be the Filing Fee plus a [processing fee](#) assessed by the credit card vendor.



## Payment Verification/Submission

Review.

Click [Submit](#)

Filing is complete and submitted to the court.

### Payment Verification / Submission [Help](#)

This is your last chance to edit or remove any information you have entered or any documents you have attached. Select the appropriate link(s) on the left navigation pane to make any changes or deletions.

<u>Court Location</u>	<u>Item Description</u>	<u>Amount</u>
Supreme Court	Filing Fee	\$70.00
	Processing Fee+	\$2.10
<b>Total</b>		<b>\$72.10</b>

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

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

Press **Submit** to process payment and complete your filing.  
Press **Cancel** to cancel the payment and return to the Payment Information screen.



## New Case Filing Confirmation

Filing confirmation screen.

Can be printed for records.

Filer will also receive a confirmation e-mail from the Missouri Courts eFiling System (mocourtseFiling@courts.mo.gov).

### New Case Filing Confirmation

Thank you for your submission on **8/19/11 at 4:00 PM**. Below is important information regarding this submission. You will receive emails from the eFiling System regarding the status of your submission. This page is printer friendly. If you need to contact the clerk about this submission or if you need to submit another filing and you do not have the case number, please use the following.

**eFiling Confirmation Number:** EF1031

The following information and documents were submitted with this filing.

**Attorney Reference Number:** DOEJ123

**Payment confirmation number:** 10000083

<u>Court Location</u>	<u>Item Description</u>	<u>Amount</u>
Supreme Court	Filing Fee	\$70.00
	Processing Fee+	\$2.10
<b>Total</b>		<b>\$72.10</b>