

# IN THE 17<sup>TH</sup> CIRCUIT COURT OF CASS COUNTY, MISSOURI HARRISONVILLE, MISSOURI

## ADMINISTRATIVE ORDER REGARDING ELECTRONIC CASE FILING

The Cass County Circuit Court en Banc, together with the Missouri Court Automation Committee, has determined that pursuant to Court Operating Rule 27.01, effective June 16, 2014, the case types listed below **shall be filed electronically** in Cass County. In addition, all subsequent documents, pleadings and correspondence with the Court in these case types shall be filed electronically. An exception is authorized for self-represented parties who may file paper documents with the Circuit Clerk, which will be scanned into the electronic file.

### CASE TYPES

Small Claims (All)	Order of Protection (All, including Adult & Child)
Juvenile (All, including Adoption)	Municipal Ordinance (All)
Civil – Circuit (All)	Probate (All, including Estates, Guardianships, Trusts, Mental Health and SVP)
Child Support (All)	Department of Revenue (All)
Domestic Relations (All)	Criminal and Traffic (All)
Associate Circuit Civil (All)	Conservation (All, including Watercrafts)

In all cases initiated by the filing of a petition and issuance of summons, the Circuit Clerk will issue the summons electronically to the filing Attorney. It will be the responsibility of the filing attorney/party to secure service and return of process electronically as provided by Rule 43.

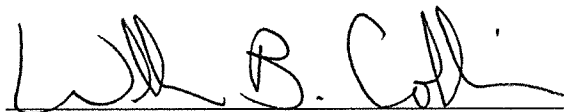
In regard to exhibits, the attorney is responsible for all exhibits before, during and after trial. Exhibits should be marked for identification prior to trial, using only white exhibit stickers. All exhibits offered during the trial shall remain in the custody of the attorney(s) offering the same and shall, at all reasonable times, be subject to examination by opposing counsel. At the conclusion of all trials, except as otherwise provided by the Court, attorneys are directed to collect their respective parties exhibits introduced during the trial. Exhibits are to be retained by the respective parties until the time for filing of a "Notice of Appeal" has expired or such appeal is taken.

The Circuit Clerk's Office shall notify by local bar association list serve to all members of the Cass County Bar Association and Missouri Bar members.

**SO ORDERED:**

Date:

6-5-14



William B. Collins, Presiding Judge