

ADMINISTRATION

1. Divisions of Court
2. Hours and Terms of Court
 - 2.1 Hours of Court
 - 2.2 Terms of Court
 - 2.3 Law Days
 - 2.4 Particular Matters on Particular Days
 - 2.5 Availability of Judges to Issue Warrants and Set Conditions of Release
 - 2.6 Filings with On-Call Judges by Facsimile
3. Pleadings
 - 3.1 Caption
 - 3.2 Style
 - 3.3 Confidential Case Filing Information Sheet – Non-Domestic Relations Cases
 - 3.4 Confidential Case Filing Information Sheet – Domestic Relations Cases
4. Filing of Cases
 - 4.1 Electronic Filing
 - 4.1.1 Electronic Filing in PDF Format Required
 - 4.2 Criminal Cases
 - 4.2.1 Traffic Cases
 - 4.2.2 Search Warrants
 - 4.3 Civil Cases
 - 4.3.1 Assignment of Civil Cases to Tracks

- 4.4 Probate Cases
- 4.5 Small Claims Cases
- 4.6 Juvenile Cases
- 4.7 Municipal Cases
- 4.8 Special Process Servers
- 4.9 Service by Sheriff or Other Qualified Person
- 5. Fees and Costs
 - 5.1 Filing Fee and Cost Deposit
 - 5.2 Costs
 - 5.3 Witness Fee
 - 5.4 Waiver of Fees
 - 5.5 Motion for Security
- 6. Assignment of Judges, Cases and Transfer of Cases
 - 6.1 Assignment to Associate Circuit Judges
 - 6.1.1 By Local Court Rule or Order
 - 6.1.2 Special Assignment
 - 6.1.3 Assignment When Circuit Judge Not Available
 - 6.2 Assignment to Circuit Judges and Associate Circuit Judge
 - 6.2.1 Andrew County
 - 6.2.2 Buchanan County
 - 6.2.3 Buchanan County – Circuit and Associate Divisions Assignment Procedures
 - 6.2.4 St. Joseph Municipal Court - Assignment Procedures

- 6.3 Certification to Circuit Division
- 6.4 Trial de Novo
- 6.5 Disqualification of Judge
- 6.6 Absence of Judge
- 6.7 Absence of Presiding Judge
- 6.8 Applications for Detention – Juveniles
- 7. Withdrawals of Papers from Clerks' Offices
 - 7.1 When Allowed
 - 7.2 Duplicating Policy
- 8. Publication of Dockets
 - 8.1 Trial Docket
 - 8.2 Dismissal Docket
- 9. Courtrooms
 - 9.1 Assignment of Courtroom
 - 9.2 Place of Hearing
 - 9.3 Use of Counsel Table
 - 9.4 Courtroom Decorum and Dress
 - 9.5 Who is Permitted within Bar
- 10. Court Reporters and Compensation for Same
 - 10.1 Transcripts for Indigent Defendants
- 11. Recording of Judicial Proceedings
- 12. Monies Paid into Court
 - 12.1 Bond in Civil Cases

13. Communications with Court

13.1 Oral Communications with the Court

13.2 Written Communications with the Court

GENERAL RULES

21. Attorneys

21.1 Resolution of Conflicting Trial Settings

21.2 Entries of Appearance

21.3 Conduct of Attorneys

21.3.1 Trial Conduct

21.3.2 Where to Stand

21.3.3 Attorneys - Conversation with Jurors

21.4 Withdrawal of Attorneys

21.5 Failure of Attorney to Answer Docket Call

21.6 Appointment of Attorneys

21.7 Agreement of Attorneys

21.8 Advice to Clients and Witnesses of Courtroom Procedures

23. Transcripts

24. Exhibits

25. Alternate Dispute Resolution Program

25.1 Authority and Purpose for Rule

25.2 Application of Rule

25.3 Form and Manner of Providing Notice

25.4 List of Qualified Service Providers

PRETRIAL MATTERS

32. Discovery

32.1 Civil Cases in Circuit Divisions

32.2 Interrogatories

32.3 Depositions

32.4 Motions for Sanctions

32.5 Criminal Discovery

33. Pretrial Motions

33.1 Hearing Dates

33.2 Briefs in Support of Motions, When Required

33.3 Oral Arguments - When Desired and How Requested

33.4 Motions in Limine

33.5 Service of Motions

33.6 Enlargement of Time

34. Continuances

34.1 Civil Cases

34.2 Criminal Cases

35. Pretrial Conferences

35.1 Pretrial Conferences

36. Setting Cases for Trial

36.1 Domestic Relations Cases

36.2 Cases on Expedited Track

36.3 Cases on Standard and Complex Track

36.4 Request for Trial Setting

36.5 Trial Setting on Court's Own Motion

36.6 Continuances

37. Dismissals

37.1 Dismissal Docket (Circuit Civil Cases)

37.1.1 Dismissal Docket (Associate Circuit Civil and Small Claims Cases)

37.2 Reinstatement of Cause

38. Summary Judgments

38.1 Notice of Hearing

SETTLEMENT AND DEFAULT

41. Settlement

41.1 Notice of Settlement

42. Default

TRIALS

51. Court - Tried Cases

51.1 Default and Uncontested Matters

51.2 Contested Matters

51.3 Preparation of Findings of Fact and Conclusion of Law

51.4 Closing Arguments

52. Selection of Jury

52.1 Jury Questionnaires

52.2 Jury Administration

- 53. Jury Trials
 - 53.1 Instructions
 - 53.2 Closing Arguments
- 54. Submission of Proposed Orders, Judgments and Decrees
 - 54.1 Contested Trials and Motions
 - 54.2 Default or Uncontested Cases

RULES RELATING TO PARTICULAR ACTIONS

- 61. Adoption
 - 61.1 Filing Requirements
 - 61.2 Home Study
- 62. Drivers' Cases
 - 62.1 Applications for Limited Driving Privileges
 - 62.2 Petitions for Review
 - 62.3 Breathalyzer Test
- 63. Associate Division Cases
- 64. Cases Arising under Chapters 207 and 208, RSMo. 1978 (commonly known as Title IV-D and H.B. 601 Actions)
- 65. Civil Commitment
- 66. Condemnation
- 67. Criminal Cases
 - 67.1 Pretrial Release
 - 67.1.1 Motion to Set Bond and for Bond Reduction
 - 67.1.2 Deposit of Operator's License

67.2 Preliminary Hearing

67.3 Grand Jury

67.4 Attorneys

67.5 Arraignments

67.6 Discovery

67.7 Motions

67.8 Plea Bargaining

67.9 Guilty Plea

67.9.1 Where Entered

67.9.2 Petition to Enter a Plea of Guilty

67.10 Probation and Parole

67.10.1 Community Service Work Program - Andrew County

68. Domestic Relations

68.1 Filing Requirements

68.1.1 Vital Statistics Form

68.1.2 Confidential Case Filing Information Sheet

68.1.3 Child Support/Maintenance Information Sheet

68.2 Separation Agreement

68.3 Forms of Judgment or Decree

68.3.1 Submission of Proposed Orders, Judgments and Decrees

68.3.3 Maintenance and Child Support Payments

68.3.4 Qualified Domestic Relations Orders

68.4 Filing of Financial Statements

68.5 Modification of Decree

68.6 Hearing - Presence of Parties Required

68.7 Custody Educational Sessions - Required Attendance

68.8 Appointment of Guardian Ad Litem

68.9 Submission of Domestic Relations Cases by Affidavit

68.10 Victim Testimony by Video Conference Allowed – Civil Cases Only

69. Operation of Municipal Divisions

69.01 Determination of Indigent Status

69.02 Assignment of Municipal Court Cases

70. Partition

71. Administrative Reviews

72. Probate

72.01 Compensation in Probate Matters

73. Small Claims

74. Trust Estates

74.1 Inventory

74.2 Reports

74.3 Record

74.4 Audit

75. Juvenile

75.1 Juvenile Detention Facility

POSTTRIAL

81. Execution

- 82. Garnishment
- 83. Judicial Sales

INTERNAL ORGANIZATION

100.

100.1 Presiding Judge

- 100.1.1 Election
- 100.1.2 Duties of Presiding Judge
 - 100.1.2.1 Appointments
 - 100.1.2.2 Powers
- 100.1.3 Dispute Resolution - Procedure
- 100.1.4 Removal or Disability
- 100.1.5 Orders of Presiding Judge
- 100.1.6 Inconsistency of Rule

100.2 Local Court Rules

- 100.2.1 Formulation
- 100.2.2 Publication

100.3 Law Library Fund

RECORDS AND FILES

100.4 Storage of Records

- 100.4.1 Reproduction, Preservation, Archival and Disposal of Original Circuit Court Files (and their contents)
- 100.4.2 Reproduction and Preservation of Court Records Other Than

Files (and their contents)

- 100.4.3 Responsibility for Indexing and Preserving Court Reporter Notes
- 100.4.4 Identification of Reporter's Notes
- 100.4.5 Index
- 100.4.6 Storage of Notes
- 100.4.7 Notes of Substitute Reporters
- 100.4.8 Storage of Notes upon Retirement, Termination or Death of Court Reporter
- 100.4.9 Boxing and Storing of Old Notes
- 100.4.10 Responsibility for Furnishing Materials and Space for Storage of Court Reporter Notes
- 100.4.11 Procedure for Examination of Criminal Records
- 100.4.12 Procedure for Expunging and Closing Criminal Records

100.5 Clerk's Duties

- 100.5.1 Monies Paid Into Court

100.6 Selection of Veniremen

100.7 Court en Banc

- 100.7.1 Regular Meeting
- 100.7.2 Agenda
- 100.7.3 Special Meeting
- 100.7.4 Eligibility to Vote