

IN THE SECOND JUDICIAL CIRCUIT OF MISSOURI

ADMINISTRATIVE ORDER

DOCUMENTS REQUIRED TO BE FILED ELECTRONICALLY

Pursuant to Court Operating Rule 27.01 and Local Court Rule 4, **effective October 5, 2015**, the following documents, except those filed by self-represented parties and those filed in the Municipal Division, shall be filed electronically in PDF format in all divisions of the Circuit Courts of the 2nd Judicial Circuit, unless otherwise allowed by statute or by leave of Court:

DIVISION	CASE TYPE	NEW FILINGS / PENDING CASES
Civil	All	New filings / subsequent pleadings in all cases
Criminal	All	All initial pleadings are to be filed in paper form; subsequent pleadings shall be electronically filed.
Juvenile	All	New filings / subsequent pleadings in all cases
Probate	All	All probate documents with the exception of initiating pleadings which require the attachment of original wills, original codicils, or original trust documents, and mental health cases

Such filings shall be made as provided by Supreme Court Rule 103 and Supreme Court Court Operating Rule 27, copies of which can be accessed at: <http://www.courts.mo.gov/efiling-rules>.

Documents prepared or utilized within a courtroom during trials and hearings, and as otherwise provided by law, may be filed with the Court in paper form.

All documents which may be filed in paper form shall be scanned by the circuit clerk into the electronic file and maintained electronically.

Any attempted filing of a document that does not comply with the foregoing requirements shall be summarily rejected, deemed not filed, and the same shall be promptly returned to the sender.

The circuit clerk's office shall notify all members of the county bar of this Order as well as any other persons the clerk's office deems appropriate, and shall assist those making such filings. The clerk's office also shall report any problems related to electronic filing to the OSCA Help Desk.

So Ordered this 18th day of September, 2015



Russell E. Steele, Presiding Judge