



**Local Court Rules  
of the  
Thirteenth  
Judicial Circuit  
State Of Missouri**

**OCTOBER 2001**

13th Judicial Circuit Court  
705 East Walnut Street  
Columbia, Missouri 65201  
573-886-4060

# 13<sup>TH</sup> JUDICIAL CIRCUIT COURT

January, 2009

**DIVISION I**  
**JUDGE GENE HAMILTON**

**DIVISION VII**  
**JUDGE CARY AUGUSTINE**

**DIVISION II**  
**JUDGE GARY OXENHANDLER**

**DIVISION VIII**  
**COMMISSIONER SARA J. MILLER**

**DIVISION III**  
**JUDGE KEVIN M. J. CRANE**

**DIVISION IX**  
**JUDGE CHRISTINE CARPENTER**

**DIVISION IV**  
**JUDGE JODIE CAPSHAW ASEL**

**DIVISION X**  
**JUDGE LESLIE ANN SCHNEIDER**

**DIVISION V**  
**JUDGE LARRY BRYSON**

**DIVISION XI**  
**JUDGE DEBORAH DANIELS**

**DIVISION VI**  
**JUDGE CAROL A. ENGLAND**

**GENE HAMILTON**  
**Presiding Judge**

**KATHY S. LLOYD**  
**Court Administrator**

**JOY RUSHING**  
**Assistant to the Court Administrator**

## **OFFICIAL COURT REPORTERS**

**ANN K. SPRAGUE – Division I**  
**KRISTAL MURPHY – Division II**  
**DIANA M. TAYLOR – Division III**  
**JULIA A. HUNT – Division IV**

**CHRISTY BLAKEMORE**  
**Boone County Circuit Clerk**

**CURTIS QUICK**  
**Callaway County Circuit Clerk**

**LANA BROOKS**  
**Boone County Chief Deputy Clerk**  
**Boone Co. Accounting Division Clerk**  
**Boone Co. Family Court Division Clerk**  
**Boone Co. Civil Division Clerk**  
**Boone Co. Criminal Division Clerk**  
**Boone Co. Probate Division Clerk**  
**Callaway Co. Criminal Division Clerk**  
**Callaway Co. Civil Division Clerk**  
**Callaway Co. Probate Division Clerk**

**BEVERLY STEELMAN**  
**Callaway County Chief Deputy Clerk**  
**Sherry Seiling**  
**Carolyn Reddin**  
**Eileen Moore**  
**Missy Marlett**  
**Debbie Lee**  
**Amy Michael**  
**Evelyn Brown**  
**Debbie Holland**

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## **ORDER**

The local court rules of the 13<sup>th</sup> Judicial Circuit Court shall apply to all proceedings in the circuit courts of Boone and Callaway Counties, whether before circuit judges, associate circuit judges, or the family court commissioner, unless otherwise specified by individual rule.

These rules are adopted by order of the court en banc, effective the 1<sup>st</sup> day of October, 2001.

Any of the following rules or parts thereof in conflict with any rule of the Supreme Court of Missouri or any law of the State of Missouri is hereby considered amended to conform to said rule or law governing same.

# **ADMINISTRATION**

## **RULE 1. DIVISIONS OF COURT**

- A. The circuit court of the Thirteenth Judicial Circuit shall consist of a presiding judge and other judges and commissioners assigned to hear civil, criminal, family law, probate, drug court, small claims, and associate circuit judge cases. The assignment of dockets to the various divisions of the court shall be subject to change from time to time, as determined by the presiding judge.
- B. Divisions I, II, III and IV shall be presided over by circuit judges; divisions V, IX, X and XI shall be presided over by the Boone County associate circuit judges; divisions VI and VII shall be presided over by Callaway County associate circuit judges; and division VIII shall be the family court commissioner.
- C. There shall be municipal divisions of the circuit court in both Boone and Callaway Counties.
  - 1. If any municipality in either Boone or Callaway County elects to retain its municipal judge, the municipal judge shall hear and determine municipal ordinance violations in a municipal division of the circuit court located in the municipality so electing to retain its municipal judge.
  - 2. If any municipality in either Boone or Callaway Counties does not elect to retain its municipal judge, municipal ordinance violations shall be heard and determined by an associate circuit judge.

## **RULE 2. HOURS AND TERMS OF COURT**

### **2.1 HOURS OF COURT**

All divisions shall open at nine o'clock in the morning on each day of court. Special appointments and settings for any other times shall be made with the judge of the division involved.

### **2.2 TERMS OF COURT**

The circuit court of each county of the circuit shall be in continual session as provided by Section 478.205, RSMo. To the extent that a term of circuit court may be required or specified by these rules or by any provisions of law, the "terms" of court shall be considered as commencing on the dates hereafter stated:

A. Boone County

The terms of court shall commence on the first Monday of January, April, and October and on the third Monday in June. Should said term date fall on a holiday, it will be observed the following day.

B. Callaway County

The terms of court shall commence on the third Monday in February and May and on the first Monday in September and December. Should said term date fall on a holiday, it will be observed the following day.

The court shall not be required to convene in any county in the circuit on the first day of any "term" solely because of this rule.

### **2.3 LAW DAYS**

A. Preliminary matters and after trial motions and defaults may be heard on law days in accordance with court schedule, upon five (5) days written notice to adverse parties, or by consent of the parties, provided written notice shall be delivered to the circuit clerk no later than 5:00 p.m. on the Tuesday preceding the law day for civil matters and 5:00 p.m. on the Thursday preceding the law day for criminal matters.

B. The calendar for law days as adopted by this court may be found in the appendix to these local court rules.

### **2.4 PARTICULAR MATTERS ON PARTICULAR DAYS**

See Local Court Rule 2.3, Paragraph B

### **2.5 CALENDAR FOR UNCONTESTED DISSOLUTIONS**

The calendar for uncontested dissolutions, as adopted by the court, may be found in the appendix to these local court rules.

## **RULE 3. PLEADINGS**

After a case has been set for trial, no pleading may be amended except by leave of court and such leave will be granted only upon written request showing due diligence in requesting such leave at the earliest practicable time. All initial civil pleadings filed shall include the last four digits of the filing party's federal tax identification number.

### **3.1 CAPTION**

The names and addresses of all parties shall be given in the caption of all petitions, followed by a heading giving the nature of the action.

### **3.2 NUMBER OF PLEADINGS**

The original of the pleadings and such additional copies as there are case numbers shall be filed whenever more than one case number appears on the pleading. The clerk shall file the original of such pleading in the case file of the first action number listed and shall file a copy of the pleading in the case file of each additional action listed.

## **RULE 4. FILING OF CASES**

### **4.1 ALL CASES OTHER THAN PROBATE AND MUNICIPAL**

All cases and pleadings, motions and papers related thereto shall be filed in an area designated by the circuit clerk.

The original of the petition or other pleadings and such additional copies as there are defendants or parties named therein to be served with process shall be filed. The copies so filed shall be used for service with summons. Only the original of subsequent pleadings shall be filed.

### **4.2 MUNICIPAL CASES**

Cases that are heard by municipal judges shall be governed by the provisions of Section 478.245.2(3), RSMo. Municipal ordinance violations that are heard by an associate circuit judge, where the municipality has made provisions for local staff, shall be filed with the municipal division clerk. Other municipal ordinance violations that are heard by an associate circuit judge shall be filed with the circuit clerk.

### **4.3 FILINGS BY FACSIMILE IN CRIMINAL AND CIVIL CASES**

Facsimile pleadings in criminal and civil cases are authorized in accordance with the Supreme Court Rules 20.04(h) and 43.02(c), provided that appropriate filing fees, if any, are received the same working day. If required fees have not been received, the facsimile transmission is deemed not filed.

Facsimile pleadings shall be deemed filed on the date and at the time the last page of the documents is accepted at the office of the circuit clerk. If the entire document is not received by the clerk, or if it is illegible, it is deemed not filed. Risk of loss in transmission, receipt, or illegibility is upon the party transmitting and filing the facsimile transmission.

The facsimile transmission shall have the same effect as the filing of the original document. Any person using this method of filing shall keep the original in his or her possession, as well as documentation of the transmission, and shall provide the same upon order of the court for inspection.

Facsimile filings received at the court before 5:00 p.m. on a regular workday are deemed filed as of that day. Facsimile filings received after 5:00 p.m. are deemed filed on the next regular court workday. Time of receipt is determined by the court's facsimile machine.

If the facsimile document is to be filed in multiple cases, the document must be transmitted once for each case file.

If the facsimile transmission is a civil petition, the clerk will not issue summons until additional copies equal to the number of defendants to be served are filed with the court. The copies so filed shall be used for service with the summons.

If multiple copies of a pleading other than the original petition are required by local court rule, the document must be transmitted the number of times equal to the original and number of required copies.

Facsimile pleadings pertaining to matters to be heard on law days shall be filed no later than 5:00 p.m. on the Tuesday preceding the law day for civil matters and 5:00 p.m. on the Thursday preceding the law day for criminal matters in compliance with Local Court Rule 2.3, Paragraph A.

#### **4.4 EMERGENCY FILINGS WITH ON-CALL JUDGES BY FACSIMILE**

Pursuant to Missouri Supreme Court Rule 20.04(h), search warrants and complaints and affidavits in support thereof; arrest warrants and affidavits, complaints and indictments in support thereof; ex parte orders and petitions and affidavits in support thereof; mental health/drug and alcohol commitments and petitions in support thereof; and detention and protective custody orders and petitions in support thereof may be filed with on-call judges by facsimile transmission on weekends, holidays, after 5:00 p.m. on weekdays and at other times when a judge is unavailable.

Any such paper so filed shall have the same effect as the filing of an original document, even though it may be required to be verified or submitted by affidavit. A facsimile signature shall have the same effect as an original signature. The person filing such a paper by facsimile transmission shall also file the original with the court.

## **RULE 5. FEES AND COSTS**

### **5.1 FILING FEES AND COST DEPOSITS**

The circuit court en banc shall set forth, by administrative rules, the filing fees and cost deposits required for actions filed in divisions of the circuit court. Said fee structure shall be published in the attachments of the Local Court Rules.

The fees and costs as established by rule shall be paid by cash, certified check, business check, money order or the equivalent, or by credit card or debit card approved by the circuit clerk. Personal checks will not be accepted. The appointing authority pursuant to statute may set more restrictive policies with respect to payments.

### **5.2 COSTS**

The circuit clerk shall be responsible for the collection of all costs after the initial filing fee except fees in a case pending in the municipal division having its own staff.

### **5.3 WITNESS FEES**

Witness fees shall not be allowed, unless claim therefore shall be made to the clerk. The attorney causing any witness to be subpoenaed shall be responsible for seeing that proper claim is made.

### **5.4 WAIVER OF FEES**

Persons requesting permission to proceed in forma pauperis shall complete and submit to the clerk the form entitled "Affidavit and Petition for Permission to Prosecute Cause of Action as a Poor Person." (See appendix)

Persons in the custody of the Missouri Division of Corrections requesting permission to proceed in forma pauperis to file a civil lawsuit shall also complete and submit to the clerk the forms entitled "Authorization for Release of Institutional Account Information" and "Affidavit in Support of Request to Proceed in Forma Pauperis." (See appendix)

### **5.5 MOTION FOR SECURITY**

(No Local Court Rule)

### **5.6 TIME PAYMENT FEE**

Pursuant to Section 488.5025.1, a time payment fee in the sum of Twenty-five Dollars (\$25.00) shall be assessed against any person who does not pay a court ordered judgment, penalty, fine, sanctions, restitution, juvenile monetary assessments or court costs in full within thirty (30) days of the date the court imposed the judgment, penalty, fine, sanctions, restitution, juvenile monetary assessments or court costs.

## **RULE 6. ASSIGNMENT OF JUDGES, CASES AND TRANSFER OF CASES**

There shall be a centralized assignment procedure for all cases filed in the circuit. The presiding judge of the circuit shall have the authority to assign judges to hear such cases or classes of cases as the presiding judge may determine, and to assign judges to dockets, except as otherwise provided by law.

### **6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGES**

#### **6.1.1 BY LOCAL COURT RULE OR ORDER**

Misdemeanors and civil cases of limited jurisdiction shall be immediately docketed for hearing before an associate circuit judge, unless otherwise ordered by the presiding judge. Whenever a request is made for a jury trial in any case pending before an associate circuit judge, such case shall be forwarded to the Presiding Judge for assignment.

#### **6.1.2 SPECIAL ASSIGNMENT**

The presiding judge shall have the authority to assign judges as provided by law.

#### **6.1.3 TRANSFER OF ASSIGNMENT FOR ADMINISTRATIVE PURPOSES**

- A. Except when the associate circuit judge has been disqualified under Local Court Rule 6.3, an associate circuit judge may, for purposes of administrative convenience and efficiency, transfer a criminal case to another associate circuit judge or to a circuit judge whenever:
  - (1) The defendant has additional charges pending before the receiving judge; and
  - (2) The judge to which the cases are being transferred accepts transfer of the cases being transferred; and
  - (3) The parties to the cases agree to the transfer.
- B. The receiving judge shall be authorized to and shall proceed to hear said cases as if initially assigned.
- C. Any case transferred to a circuit judge under this rule may be reassigned to an associate circuit judge only by order of the presiding judge.

### **6.2 ASSIGNMENT TO CIRCUIT JUDGES**

Once a case is assigned to a division for trial, it shall remain in that division until further order.

### **6.3 CERTIFICATION TO CIRCUIT DIVISION**

See Local Court Rule 63.

### **6.4 TRIAL DE NOVO**

See Local Court Rule 63.

### **6.5 DISQUALIFICATION OF JUDGE**

Whenever a judge is disqualified, whether sua sponte or upon motion of a party, unless otherwise provided by specific order:

- A. The disqualified judge shall certify the case to the presiding judge for reassignment.
- B. If the judge disqualified is the presiding judge, that judge shall certify the case to the circuit judge having the greatest seniority on the bench for reassignment.
- C. When a change of judge has been ordered, the trial setting will be maintained, if possible. If a change of judge is ordered 30 days or more before the date of trial, the parties will be notified within 10 days as to whether the setting date will be maintained. If a change of judge is ordered less than 30 days before the date of trial, the clerk will notify the parties forthwith as to whether the setting date will be maintained.

### **6.6 ABSENCE OF JUDGE**

In the absence of the circuit judge of any division on account of sickness or otherwise, any other circuit judge may sit as the judge of the division in which the judge is absent and perform all the duties of said absent judge. Likewise, in the absence of the associate circuit judge of any division on account of sickness or otherwise, any other associate circuit judge or circuit judge may sit as the judge of the division in which the judge is absent and perform all the duties of said absent judge.

### **6.7 ABSENCE OF PRESIDING JUDGE**

In the absence of the presiding judge, the acting presiding judge, appointed by the presiding judge, shall perform the duties of the presiding judge. In the absence of both the presiding judge and the acting presiding judge, the judge of the division with the lowest division number shall have the authority to perform the duties of the presiding judge.

### **6.8 REQUEST FOR CHANGE OF JUDGE**

Any request for a change of judge shall specify the division from which the change is being requested.

## **RULE 7. WITHDRAWALS OF PAPERS FROM CLERK'S OFFICE**

### **7.1 WHEN ALLOWED**

- A. No official files of the circuit court or any divisions thereof shall leave the Office of the Circuit Clerk or the office of any division clerk except in the custody of employees of the clerks or employees of the circuit court.
- B. All files of cases assigned to the various divisions of this court shall remain in the central filing room until the cause is set for hearing, at which time the circuit clerk shall deliver the original papers to the assigned division, except that pending probate files may be kept in the probate division.
- C. After a case has been finally determined, the file shall be returned to the central filing room for permanent storage.

### **7.2 DUPLICATING POLICY**

No charge shall be made for copies of documents furnished to any city or county office or to any state agency or department. There shall be no charge assessed for copies of the judgment for any party in the case. All other duplicating fees shall be as specified in the local administrative order on filing fees and costs, as published in the appendices to these Local Court Rules.

## **RULE 8. PUBLICATION OF DOCKETS**

### **8.1 TRIAL DOCKET**

(No Local Court Rule)

### **8.2 DISMISSAL DOCKET**

See Local Court Rule 37.

## **RULE 9. COURTROOMS**

### **9.1 ASSIGNMENT OF COURTROOM**

Courtroom assignments shall be as determined by the presiding judge.

### **9.2 PLACE OF HEARING**

(No Local Court Rule)

### **9.3 USE OF COUNSEL TABLE**

While examining a witness, counsel shall stand or sit at the counsel table in such manner that all attorneys engaged in the trial as well as the court and the jury may have a full view of the witness.

In case of disagreement as to the location of counsel at the table, counsel for the plaintiff or for the state shall take the side more remote from the jury.

### **9.4 COURTROOM DECORUM AND DRESS**

Counsel shall be expected to dress appropriately and shall inform the parties and any prospective witness that appropriate dress shall be required.

### **9.5 WHO IS PERMITTED WITHIN THE BAR**

Only counsel, parties and court personnel may appear within the bar.

### **9.6 CELL PHONES AND PAGERS**

- A. All cell phones shall be turned off upon entering the courtrooms, unless otherwise directed by the court.
- B. All pagers shall be turned off or placed on a silent mode upon entering the courtrooms.
- C. Failure to observe these rules shall result in the cell phone and/or pager being confiscated by the court marshal and may be retrieved later.
- D. This rule shall apply to attorneys, parties, and the general public.

## **RULE 10. COURT REPORTERS AND COMPENSATION FOR SAME**

See Local Court Rule 23.

## **RULE 11. RECORDING OF JUDICIAL PROCEEDINGS**

All persons shall refrain from any broadcasting, televising, recording, or taking photographs in the courtrooms of the courthouse during sessions of court or recesses between sessions, except as authorized under Missouri Supreme Court Administrative Rule 16. All persons are prohibited from such activities in the corridors or stairways adjacent to the courtrooms of the courthouse at all times during sessions of court or recesses between sessions. The court may authorize the use of electronic or photographic means for the presentation of evidence or for the perpetuation of a record.

## **RULE 12. MONIES PAID INTO COURT**

See Local Court Rules 5.1, 67.1.3, 67.13 and 68.11.D.

### **12.1 BOND IN CIVIL CASES**

(No Local Court Rule)

## **RULE 13. ORAL AND WRITTEN COMMUNICATIONS WITH THE COURT**

The court will not permit private interviews, arguments, or communications, where interests to be affected thereby are not represented, except in cases where provision is made by law for *ex parte* application. Any such attempt will be summarily terminated by the court.

## **GENERAL RULES**

## **RULE 21. ATTORNEYS**

### **21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS**

- A. If more than one case in which the same attorney appears is set for trial in different divisions at the same time, the following priorities shall govern:
  - 1. Criminal trials shall have precedence over civil trials; and
  - 2. jury trials shall have precedence over non-jury trials; and
  - 3. if two cases are the same type, trials of cases with earliest filing dates shall have precedence over trials of cases with later filing dates.
- B. Should trial be delayed because an attorney is engaged, said cause shall be reset for trial at the earliest possible time.
- C. The term "engaged" in this rule means the actual and necessary participation of any attorney in the trial or hearing of a case in any court of trial or appellate jurisdiction. No attorney, however, who shall be engaged in any court except the circuit courts of the Thirteenth Judicial Circuit shall be considered as so engaged unless, within 10 days after the case is set for trial or within 5 days after the receipt of notice of conflicting trial setting from a federal or appellate court, the attorney has notified the judge of the division in which the case is set, in writing, of such engagement, stating in such notice the court in which the attorney is attending and the date the attorney was notified of such setting and, as nearly as possible, the time the attorney will necessarily be engaged.

### **21.2 ENTRIES OF APPEARANCE**

- A. The attorney of record shall be the attorney who signs the pleading or information. Any other attorney shall file a written entry of appearance or oral entry of appearance in open court, in order to be considered the attorney of record.
- B. Unless defendant is represented by counsel present in court, no written entry of appearance will be accepted in lieu of service of summons unless the same shows that defendant has received a copy of the petition, that it has been executed after the suit has been filed, and has been acknowledged in the same manner as deeds of conveyance are required by law to be executed.

### **21.3 CONDUCT OF ATTORNEYS**

- A. When addressing the court, attorneys will speak from the counsel table and only one argument will be heard from each side, except that the counsel first raising the point has the right to close by answering the argument of his adversary.

- B. Where more than one attorney represents a party, only one attorney shall examine or cross-examine each witness, and such counsel shall be changed only by leave of court.
- C. In criminal cases of more than one defendant represented by different counsel, the order of examination shall be determined by the judge presiding at the trial.
- D. When objecting to the introduction of any evidence, counsel shall stand and state explicitly the ground of objection without argument.

#### **21.4 WITHDRAWAL OF ATTORNEYS**

The conditions under which an attorney is allowed to withdraw from the employ of a client are set out in Supreme Court Rule 4-1.16, Rules of Professional Conduct. Any attorney who desires to withdraw as attorney of record for any party to any action pending in this court shall comply with the following procedures:

- A. The attorney shall file a written motion requesting leave of court to withdraw. If the case is then set for trial, the reason for the request must be set forth in the motion. Attached to the motion shall be a notice of date and time at which the moving attorney will call up the motion before the court for hearing.
- B. A copy of the motion and the notice shall be served upon all parties, including the client from whose employ the attorney is seeking leave to withdraw, in the manner provided by V.A.M.R. 4301. If the case in which the attorney is seeking leave to withdraw is a criminal case, the notice shall instruct the client that the client must appear in person at the hearing.
- C. The last known address of the client from whose employ the attorney is seeking leave to withdraw shall be plainly set out in the motion or the certificate of service thereon.
- D. The attorney seeking leave to withdraw must appear in open court and call up the motion at the time specified in the notice. If the case in which the attorney is seeking leave to withdraw is a criminal case, it shall be the duty of the client to appear in person in compliance with the notice mentioned in subparagraph "B" above.
- E. If the client fails to appear, and if the attorney is granted leave to withdraw, the attorney shall immediately notify his former client by letter of the attorney's withdrawal and shall send a copy of the letter to the clerk. Such letter shall advise the former client of any scheduled court proceedings or pleading deadlines in the case.

## **21.5 FAILURE OF ATTORNEY TO ANSWER DOCKET CALL**

When any case or matter pending is called for hearing, and either or both parties fail to appear or answer ready, the same shall be dismissed for want of prosecution, or judgment entered, or other appropriate order made, in the discretion of the court.

## **21.6 APPOINTMENT OF ATTORNEYS**

See Local Court Rules 65 and 67.4.

## **21.7 AGREEMENT OF ATTORNEYS**

Except for oral stipulations agreed to by both counsel in open court, no private oral agreement between parties or counsel will be recognized by the court. Any agreement contemplating action or the withholding of action by this court shall be in writing and filed with the clerk.

## **21.8 ADVICE TO CLIENTS AND WITNESS OF COURTROOM PROCEDURES**

The attorney is to advise the client and witnesses as to the formality of the court, including proper dress, and seek their cooperation therewith, thereby avoiding embarrassment.

The attorney is to advise the client not to discuss any phase of the case with the court.

When the rule as to witnesses is invoked, each attorney is charged with the duty of seeing that the witnesses comply with that rule. If any witness violates the rule, whether willfully or otherwise, such witness shall not be permitted to testify, except by consent of opposing counsel or unless the court, in its own discretion, rules that justice requires such testimony be received, under all the circumstances to be considered.

See also Local Court Rule 9.

## **21.9 LAW STUDENT PRACTICE**

Law students will be permitted to enter their appearances for parties only when they have fully complied with the requirements of Supreme Court Rule Thirteen.

## **RULE 22. APPOINTMENT OF GUARDIAN AD LITEM**

- A. Guardian ad litem may be appointed for any minor, if it appears to the court that the best interests of the minor require such appointment.
- B. The guardian ad litem so appointed shall be an attorney licensed to practice law in this state in a proceeding governed by the Uniform Child Custody Act. No person shall be appointed as guardian ad litem in a juvenile division proceeding without first qualifying pursuant to the guardian ad litem standards adopted by this court. Guardian ad litem standards may be obtained from the circuit clerk.
- C. The guardian ad litem shall be allowed a reasonable fee for his or her services.

## **RULE 23. TRANSCRIPTS**

### **Court Reporters - Transcripts, Deposits, Preliminary Hearings**

- A. Transcripts prepared for purposes of appeal. The court reporter shall prepare an original and three copies of the transcript. The court reporter shall file the trial court's copy of the transcript with the circuit clerk. The trial court's copy shall be printed in reduced-page format. The court reporter shall retain a copy of the transcript on computer disk in the event a full-page transcript is requested.
- B. Transcripts prepared for purposes other than appeal. The court reporter shall prepare an original and the requested number of copies of the transcript. The court reporter shall file the original transcript with the circuit clerk. The original transcript may, at reporter's discretion, be printed in reduced-page format. The court reporter shall retain a copy of the transcript on computer disk in the event a full-page transcript is requested.
- C. Transcripts of guilty plea and sentencing hearings. As required in Supreme Court Rule 24.03(b), the court reporter shall prepare an original transcript. The original transcript shall be printed in full-page format, shall have a bright blue adhesive flag attached and aligned with the case number in the caption, and shall be file-punched at the top for fastening in the court file. The court reporter shall file the original transcript with the circuit clerk.
- D. Deposit of funds for transcript of notes. Upon receipt of a request for preparation of a transcript when the cost of said transcript is not to be paid from state funds, the court reporter shall provide the requesting party with a reasonable estimate of the cost of said transcript. Preparation of said transcript shall not begin until a full deposit is made to the court reporter. The balance or refund due shall be settled upon delivery of said transcript.  
  
Preparations of a typewritten transcript of a record preserved by electronic recording device shall not begin until the clerk is paid a sum sufficient to cover the estimated cost of this work. The estimated charge will vary depending upon how the typewritten copy is to be prepared.
- E. Homicide preliminary hearings. An official court reporter shall report the proceedings of homicide preliminary hearings, if schedules permit. Transcripts and costs thereof shall be pursuant to paragraphs B and D above.

## **RULE 24. EXHIBITS**

The attorney is responsible for all exhibits before, during and after trial. Exhibits should be marked for identification prior to trial. All exhibits offered during the trial of a case, except depositions, shall remain in the custody of the attorney offering the same and shall at all reasonable times be subject to examination by opposing counsel.

## **PRETRIAL MATTERS**

## **RULE 31. SERVICE OF PROCESS**

### **31.1 SPECIAL PROCESS SERVER**

- A. The court, upon request of any party, may appoint a special process server.
- B. The circuit clerk may appoint a special process server as authorized by Section 506.140 RSMo., upon written request for appointment of a special process server by the party or by an attorney for the party requesting the special process.
- C. The request for appointment shall state the name of the person to be appointed special process server.
- D. Any application requesting that fees paid to a special process server be taxed as costs in the action shall be filed with the request for appointment.
- E. The affidavit required by Supreme Court Rule 54.20 shall be filed with the return of service required by Supreme Court Rule 54.21.

### **31.2 OUT OF COUNTY SERVICE**

- A. When a request is made for out of county service of process, the requesting party shall provide the circuit clerk with the name and address of the sheriff or special process server in the county in which service is to be made. If an out of county special process server is requested, the requesting party may request that the clerk provide the summons to the party for transmittal to the special process server.
- B. Any party requesting out of county service of process by a sheriff shall submit to the circuit clerk a separate check, payable to the sheriff, for the amount of service deposit required in that county. A party requesting a special process server shall be responsible for making payment directly to the server.

## **RULE 32. DISCOVERY**

### **32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION**

(No Local Court Rule)

### **32.2 INTERROGATORIES**

- A. Each party shall be limited to propounding a total of thirty (30) interrogatories, including sub-parts thereof, except as provided in paragraph F, herein. With leave of the court, upon good cause shown, additional interrogatories may be propounded.
- B. The interrogatories shall be served upon adverse counsel in writing and shall, when possible, be accompanied by the computer disk producing them. The interrogatories are not to be filed with the court, except as provided by paragraph D herein. The interrogating party shall show on the interrogatories the "Certificate of Mailing" and shall file with the court at the time they are mailed a "Certificate of Mailing" of the interrogatories, which shall include the following:
  - 1. the party to whom mailed;
  - 2. the date of mailing;
  - 3. designation of pleading as first interrogatories, second interrogatories, etc; and
  - 4. the signature of attorney or party mailing the interrogatories.
- C. The interrogated party shall reproduce the interrogatory before each answer, using the same interrogatory number as in the interrogatories propounded by the opponent, or respond in the space provided on the interrogatories from the interrogating party.
- D. If a motion placing the interrogatory in issue is filed, the movant shall contemporaneously file each interrogatory and answer that is the subject of the motion.
- E. Where a party files objections to any interrogatories, the interrogatory objected to shall be set out in full before the stated objection.
- F. Any party propounding interrogatories in medical negligence, auto accident, premises liability and products liability cases shall use pattern interrogatories approved by the court. No objection to the pattern interrogatories will be entertained by the court, unless the objecting party simultaneously requests leave of court to so object, because of some unusual and/or exceptional reason. After receiving answers to the pattern interrogatories, any party that requires further information may propound up to five additional interrogatories without leave of court. If further information is required after these interrogatories have been answered, additional interrogatories may be

propounded only after the party desiring additional information obtains leave of court. Any interrogatories that are propounded in addition to the pattern interrogatories may be objected to as appropriate.

- G. Copies of court approved pattern interrogatories are included in the appendix to these local court rules.

### **32.3 DEPOSITIONS**

Any deposition or portion thereof, which shall be offered into evidence pursuant to Local Court Rule 53.A.8 and 53.B.3, shall be filed with the court at the time the disclosure is filed with the court.

At the conclusion of the hearing or trial the clerk shall return the deposition to the party that filed or delivered the deposition, who shall retain it until the case is finally disposed.

### **32.4 MOTIONS FOR SANCTIONS**

See Local Court Rules 32.2 E and 53.

### **32.5 CRIMINAL DISCOVERY**

See Local Court Rule 53.

## **RULE 33. PRE-TRIAL MOTIONS**

### **33.1 HEARING DATES**

All pre-trial motions shall be filed no later than five (5) days before the law day immediately preceding the trial date and shall be heard no later than the law day immediately preceding the trial date. (Also see Local Court Rule 2.3.)

### **33.2 BRIEF IN SUPPORT OF MOTIONS**

All motions shall be in writing and may be accompanied by a written memorandum or brief setting forth reasons in support thereof with citations and points relied upon. Adverse parties may, within ten (10) days, file written memoranda in opposition to said motion with citations and points relied upon. If argument or the presentation of evidence is requested, the motion should be accompanied by a notice of hearing on an appropriate docket. If no memoranda be filed, the court will consider the motion without argument. Upon submission, the court may require such memoranda or briefs as the court may deem advisable. Time to file written memoranda may be extended by the court for good cause shown.

### **33.3 ORAL ARGUMENTS**

If the moving party desires oral argument, the request for argument shall be filed with the motion and accompanying memorandum or brief. The responding party may request oral argument, if not requested by the movant, with the filing of a responsive memorandum.

Oral argument shall be ten (10) minutes for each party with moving party permitted to divide the total time with not more than four (4) minutes for rebuttal. On application by either party the court may grant additional time.

### **33.4 MOTIONS IN LIMINE**

See Local Court Rule 33.1 supra.

### **33.5 RULING ON MOTIONS IN CHAMBERS**

Motions which do not require the introduction of evidence and where argument is not requested, shall be submitted to the court for ruling in chambers fifteen (15) days after service has been accomplished on adverse parties.

Parties may use, but are not required to use, the Consent to Ruling form provided in the appendix to these rules for motions to be ruled on in chambers.

## **RULE 34. CONTINUANCES**

### **34.1 CIVIL CASES**

Motions for continuances are to be filed within thirty (30) days after the trial is set. Continuances shall be granted only upon a showing of good cause. The party requesting the continuance shall sign the motion for continuance or shall appear personally in court, unless excused by the judge hearing the motion.

In the associate divisions, requests for continuance shall be filed in writing at least seven days prior to the scheduled court hearing. If said motion is not filed within seven days, the parties must appear in court to argue the motion.

When a continuance is granted in a case, said case shall forthwith be restored to the next trial setting docket, unless the court shall direct otherwise.

When a continuance is granted in a hearing on a guardianship/conservatorship estate or mental health case, hearing on said case shall be reset to a date certain at the time the continuance is granted.

Continuances due to engagement of counsel - See Local Court Rule 21.1.C.

### **34.2 CRIMINAL CASES**

In criminal cases, no continuances shall be granted unless the court finds the ends of justice served by taking such action outweigh the benefits of a speedy trial. The defendant shall be present for hearing on the request for continuance unless excused by the court. When a criminal case is continued, it shall be forthwith restored to the trial setting docket or continued to a date certain.

Continuances due to engagement of counsel - See Local Court Rule 21.1.C.

## **RULE 35. PRE-TRIAL HEARINGS AND PRE-TRIAL CONFERENCES**

All criminal cases scheduled for jury trial in Boone County shall be set for a pre-trial hearing on the law day no less than one week preceding the trial date. Any preliminary matters, including pleas of guilty and pre-trial motions, shall be noticed up and heard as provided in Local Court Rules 2.3, 33.1, and 34.2. The defendant shall be required to be present for the pre-trial hearing.

A pre-trial conference may be set in civil or criminal jury cases by the trial judge on the court's own motion, or at the request of either party, in order to clarify issues or expedite the trial.

## **RULE 36. SETTING CASES FOR TRIAL**

### **36.1 REQUEST FOR TRIAL**

No case will be placed on the trial docket until the case is at issue, except as otherwise provided in these rules.

- A. Written request for trial setting shall be received by the clerk of the civil division not less than ten (10) days before the date on which the docket is called, the copy of request simultaneously furnished opposing counsel. The request shall be in the following form:

RE: \_\_\_\_\_  
vs. Case No. \_\_\_\_\_  
\_\_\_\_\_

The above case is at issue. All discovery has been or will be completed by [date] on behalf of \_\_\_\_\_ and request is hereby made that it be placed on the trial docket. Jury requested/waived [strike inapplicable]. Estimated time of trial [ \_\_\_\_ day(s) or \_\_\_\_ hour(s)].

\_\_\_\_\_  
Attorney for \_\_\_\_\_

- B. After a civil case has been set for trial by jury, if the parties thereafter waive jury trial, the case shall thereupon be continued to a non-jury trial period.
- C. Cases heard before associate circuit judges may be set for trial by request made in open court on the return date.
- D. If a case cannot be reached on the date set, it shall be restored to the trial request docket for resetting, unless otherwise ordered.

### **36.2 DATE OF CALENDAR CALL**

Docket call shall be promulgated by administrative rule.

### **36.3 PREPARATION OF CALENDAR**

(No Local Court Rule)

### **36.4 CALENDAR CALL**

Counsel who are not present at docket call, in person or by local counsel, or who do not provide conflicts in writing prior to docket call, will be deemed to have consented to such settings. IF MORE THAN TEN (10) DAYS ARE SHOWN AS CONFLICTS IN ANY CALENDAR MONTH, ALL CONFLICTS SHALL BE SPECIFIED WITH PARTICULARITY.

### **36.5 INACTIVE CALENDAR**

(No Local Court Rule)

### **36.6 REVISION OF AND REMOVAL FROM PREPARED CALENDAR**

- A. Application by adverse parties to remove a case from the trial request docket shall require a showing of good cause and shall be made in writing to the court with a copy of such request to opposing counsel within ten (10) days of receipt by the circuit clerk of the request for trial setting. Upon said application being granted, the case will be placed on the trial docket for the next succeeding docket call.
- B. Additional discovery in a case placed on the trial docket shall not be precluded by that fact.

### **36.7 SPECIAL ASSIGNMENTS**

- A. Extraordinary legal remedies and other matters entitled to priority setting by statute or rule may be set at the discretion of the court without being placed on the trial setting docket.
- B. The court may set more than one case for trial on any given day, and all cases so set shall be ready for trial and may be assigned for hearing to any division.

## **RULE 37. DISMISSALS**

### **37.1 DISMISSAL DOCKET**

#### **A. CIRCUIT CIVIL**

All cases remaining inactive and on file for a period of six (6) months shall, upon 30 days written notice to the parties or their attorney, be dismissed without prejudice for failure to prosecute, except for good cause shown. Further, a request for a case on the dismissal docket to be placed on the trial request docket shall not be made or granted except for good cause shown and upon written motion submitted with notice to all parties. Adverse parties shall have at least ten (10) days notice within which to file written memoranda in opposition to said motion.

#### **B. DOMESTIC RELATIONS AND ASSOCIATE CIVIL**

All cases remaining inactive and on file for a period of two (2) months shall, upon 30 days written notice to the parties or their attorneys, be dismissed without prejudice for failure to prosecute, except for good cause shown.

#### **C. SUMMARY CIVIL**

All cases remaining inactive and on file for a period of thirty (30) days shall, upon 15 days written notice to the parties or their attorneys, be dismissed without prejudice for failure to prosecute, except for good cause shown.

### **37.2 SCHEDULING OF DISMISSAL DOCKETS**

Dismissal dockets shall be scheduled monthly.

## **SETTLEMENT AND DEFAULT**

## **RULE 41. NOTICE OF SETTLEMENT**

(No Local Court Rule)

For settlement conferences in family law, see Local Court Rule 68.

## **RULE 42. DEFAULT**

- A. Default may be taken in any case, when authorized by law or Supreme Court Rule.
- B. It shall be the duty of counsel to ascertain that process has been properly and timely served; to furnish a memorandum of the amount claimed before requesting judgments on undefended actions on bonds, bills, notes, and accounts; and to provide appropriate documentation of compliance with applicable state and federal laws regarding members of the military.

**TRIALS**

## **RULE 51. COURT-TRIED CASES**

### **51.1 DEFAULT AND UNCONTESTED MATTERS**

See Local Court Rule 42 and Local Court Rule 54.2

### **51.2 CONTESTED MATTERS**

Parties shall be deemed to have waived trial by jury by:

- A. failing to appear at the trial;
- B. filing with the clerk a written consent in person or by attorney;
- C. oral consent in court, entered on the minutes; or
- D. entering into trial before the court, without objection.

### **51.3 PREPARATION OF FINDINGS OF FACT AND CONCLUSIONS OF LAW**

In all court-tried cases in which findings of fact and conclusions of law are required or properly requested, the parties, through their attorneys, shall submit proposed findings of fact and conclusions of law at the conclusion of the trial or within a reasonable time as directed by the court.

## **RULE 52. SELECTION OF JURY**

An attorney shall be given a reasonable time to voir dire the jury and the court shall have discretion in deciding the time allowed.

## **RULE 53. JURY TRIALS**

### **A. EXCEPT FOR GOOD CAUSE SHOWN:**

1. Continuances must be requested in open court upon notice to opposing counsel no later than fifteen (15) days prior to the date set for trial.
2. The attorneys shall have the reporter mark all exhibits proposed to be offered in evidence at the trial prior to trial.
3. No pre-trial motions shall be heard on the day of trial.
4. In criminal cases, no party shall be permitted to offer in evidence (other than in rebuttal or as impeachment) the testimony of any trial witness or any deposition or part thereof or any exhibit not listed or submitted by said party as may be required by Paragraph B.3 below, or to submit requests for any further or additional instructions for consideration by the court.
5. The court marshal shall, in every case in which a jury has been ordered by the court, summon a jury to hear the cause. The calling of a jury shall not be canceled, nor shall a jury summoned be released, except upon order of the court.
6. In all criminal cases, a jury panel shall be summoned to appear on the date set for trial, and shall not be canceled or released unless nolle prosequi be entered by the state or plea of guilty entered by the defendant(s) prior to the trial date.
7. Documents to be passed to the jury shall have twelve (12) copies.
8. Prior to trial in civil cases, parties shall disclose depositions (by page and line number) and admissions against interest that are to be offered to opposing counsel.

### **B. UPON REQUEST OF PARTIES OR ON THE COURT'S OWN MOTION**

1. The attorneys shall meet, jointly prepare, and file with the clerk of this court, prior to trial, a stipulation of all uncontested facts which may be read into evidence, subject to any objections of either party specified in said stipulation.
2. The attorneys shall submit to the court and opposing counsel a trial brief stating the legal and factual issues and the authorities relied on prior to trial.
3. In criminal cases, the state shall deliver to opposing counsel and to the clerk a list of all proposed witnesses, a list of all depositions or specified parts thereof by page and line numbers proposed to be offered in evidence, and a list of all identified exhibits and submit said

exhibits or true copies thereof to opposing counsel for examination no later than ten (10) days prior to trial; and within five (5) days thereafter, the parties shall stipulate as to which exhibits may be introduced without objection or preliminary identification and shall file written objections to all other exhibits.

### **53.1 INSTRUCTIONS**

The attorneys shall submit to the court and to opposing counsel their proposed instructions to the jury prior to trial, reserving their right to submit requests for additional or modified instructions thereafter, in light of the opposing party's proposed instructions.

### **53.2 CLOSING ARGUMENTS**

The plaintiff, except as otherwise provided herein, shall have the privilege of opening and closing the argument. Before the argument begins, the court shall announce, outside the hearing of the jury, how much time shall be allowed for argument, each side being allowed the same length of time. Plaintiff may divide plaintiff's time between opening and closing argument, but not more than one-half of plaintiff's time may be spent in closing. In those cases in which the court decides that the defendant has the affirmative issue, the defendant shall have the opening and closing of the argument in like manner and under the same restrictions as laid down for the plaintiff. The court may, in its discretion, change the order of argument as above prescribed in a particular case, where the circumstances, in the opinion of the court, require it and where it is so ordered before the argument begins.

### **53.3 OPENING STATEMENT**

The attorneys will be given a reasonable time for opening statements and the court shall have discretion in deciding the time allowed.

## **RULE 54. JUDGMENT ENTRY**

### **54.1 CONTESTED CASES**

Counsel for the prevailing party shall prepare and submit the form of entry to the court within ten (10) days after judgment is rendered.

### **54.2 DEFAULT OR UNCONTESTED CASES**

At the time of hearing, counsel for the plaintiff or petitioner shall submit a proposed form of judgment to the court.

## **RULE 55. AMERICANS WITH DISABILITIES ACT**

### **55.1 NOTIFICATION**

Any party planning to call a witness who will require special accommodation due to disability, as defined in the Americans with Disabilities Act, and any party or attorney or other individual who requires a special accommodation in order to participate in the court proceedings, shall provide written notice of the accommodation needed to the court within five days of receipt of notice of the hearing.

## **RULE 56. USE OF FOREIGN LANGUAGE INTERPRETERS IN COURT**

### **56.1 NOTIFICATION**

Written notice of the need for a foreign language interpreter specifying the language and, if applicable, the dialect, for which an interpreter is required shall be sent to the court within five days of receipt of notice of the hearing.

## **RULES RELATING TO PARTICULAR ACTIONS**

## **RULE 61. ADOPTION**

Before hearing of a petition for transfer of custody or for adoption, the clerk of the juvenile division shall cause the file to be made available to the judge of the juvenile division to make a determination as to the sufficiency of the jurisdictional requirements.

The court, upon request of either party or upon its own motion, may order a pre-trial conference in order to clarify issues and expedite the hearing. Said request for pre-trial hearing shall be made to the clerk of the court.

Counsel shall request a time certain for a hearing on said petition from the circuit clerk.

### **61.1 FILING REQUIREMENTS**

No petition for adoption will be accepted by the circuit clerk, unless the information required by section 193.125, RSMo., for the Bureau of Vital Statistics accompanies such petition.

### **61.2 HOME STUDY**

Upon the filing of a petition for adoption or for transfer of custody prior thereto, and upon application to the court, the court will appoint a guardian ad litem for the child sought to be adopted. The court will also order the statutory investigation and report when required.

## **RULE 62. APPLICATION FOR LIMITED DRIVING PRIVILEGES**

- A. Applications for limited driving privileges, pursuant to the provisions of §302.309 of the Revised Statutes of Missouri, may be made either to the court or the Missouri Department of Revenue.
- B. Applications for Limited Driving Privileges may be made on the forms provided by the Missouri Department of Revenue. The application shall be accompanied by the forms required to be included when the application is made to the Missouri Department of Revenue.
- C. Parties filing Petitions for Limited Driving Privileges shall complete a proposed order granting limited driving privileges on the form approved by the Missouri Supreme Court and distributed by the Office of the State Courts Administrator.
- D. Limited Driving Privileges shall not be granted to any individual who is not eligible for Limited Driving Privileges under Missouri law.

## **RULE 63. ASSOCIATE DIVISION CASES**

- A. Pursuant to Supreme Court Administrative Rule 5.01, associate circuit judges are authorized to preserve the record by means of any recording devices approved by the State Courts Administrator.
- B. The following cases are heard on the record, as there is no right to trial de novo and any appeals would be lodged with the Missouri Court of Appeals, Western District:
  - 1. criminal jury trials;
  - 2. civil jury trials;
  - 3. misdemeanor bench trials, including trials for violations of state statutes in traffic court;
  - 4. civil bench trials, except as set out below;
  - 5. ordinance violations from the municipal court of Columbia wherein the defendant has requested a trial de novo;
  - 6. ordinance violations wherein the defendant has requested a jury trial pursuant to Supreme Court Rule 37.61; and
  - 7. administrative review pursuant to Chapter 536, RSMo.
- C. The following types of cases are not heard on the record:
  - 1. small claims cases heard pursuant to Chapter 482, RSMo;
  - 2. ordinance violations wherein the associate circuit judge is sitting as the municipal division for any cities in the circuit;
  - 3. preliminary hearings (except as provided by Supreme Court Rule 22.10);
  - 4. applications for limited driving privilege; and
  - 5. unlawful detainer actions pursuant to Chapter 534 RSMo., and rent and possession actions pursuant to Chapter 535, RSMo.

(See §512.180, RSMo.)

D. Taped Trial Records:

1. When a record is made of a trial by recording devices pursuant to Supreme Court Administrative Rule 5, any interested party may listen to or copy the tape used to record the proceedings.
2. A clerk or deputy clerk must be present to supervise the playing or recording of the tape.
3. Tapes will be available for listening or recording during regular business hours provided that request is made to the Clerk's Office at least twenty-four (24) hours before the tape is to be played or recorded.
4. Parties wishing to record a tape must provide a blank tape and the recording equipment.
5. The cost for listening to or recording a tape shall be ten dollars (\$10.00) per hour or fraction thereof, based on the clerk's time. The minimum charge shall be ten dollars (\$10.00). The clerk shall maintain a log on a form promulgated by this court of the time spent in each session and shall bill the requesting party after the tape is played or recorded. Payment therefore shall be made forthwith, except as otherwise provided by law.
6. If more than three (3) hours will be required for one playing or recording of tapes, the session may be scheduled on more than one day.
7. Tape or taped records as used herein shall meet the required specifications established by the Office of State Courts Administrator, pursuant to Supreme Court Administrative Rule 5.01.

**RULE 64. CASES ARISING UNDER CHAPTERS 207 AND 208,  
RSMo., 1978 (COMMONLY KNOWN AS TITLE IV-D AND H.B.  
601 ACTIONS)**

(No Local Court Rule)

## **RULE 65. CIVIL COMMITMENT**

- A. The appearance by the Respondent at a hearing authorized under the provisions of Chapters 630, 631 or 632 RSMo. may be made by means of two-way audio-visual communication, including but not limited to, internet based video conferencing; provided that such audio-visual communication facilities provide two-way audio-visual communication between the court and the remote site and that a full record of such proceedings be made of the proceedings in the courtroom.

Video hearings shall be conducted in the same manner as if the parties had appeared in person, and the presiding judicial officer may exercise all powers consistent with the proceeding.

Any document filed in a video hearing may be transmitted by facsimile transmission; signatures on a document transmitted by facsimile transmission shall have the same force and effect as original signatures.

The presiding judicial officer shall begin all video hearings by stating on the record the identities of all counsel, parties and witnesses present in the courtroom and at the remote site.

Any system used for conducting video hearings shall:

1. Enable the persons communicating to be able to simultaneously see and speak to one another;
2. Provide a live signal transmission that is secure from unauthorized acquisition; and
3. Record the proceeding in order to produce an accurate transcript upon request.

Video hearings shall not be authorized for jury trials.

The Judge presiding in the Probate Division shall establish such procedures from time to time consistent with these rules to implement the provisions of Chapters 630, 631 and 632 RSMo, regarding civil commitment hearings and electroconvulsive therapy hearings.

- B. The clerk of the probate division shall maintain a current list of attorneys who have agreed to serve as counsel for proposed patients, which shall be designated as the "Mental Health Register." Any attorney wishing to be placed on the register may contact the clerk. Appointments from the register shall be made on a rotational basis, provided that counsel is available for the date the hearing is set.

# **RULE 66. CONDEMNATION**

(No Local Court Rule)

## **RULE 67. CRIMINAL CASES**

### **67.1 PRETRIAL RELEASE**

#### **67.1.1 BOND AMOUNTS AND CONDITIONS FOR RELEASE**

Bond amounts and conditions for release are to be set by the court in accordance with Supreme Court Rule 33.01. The bond schedule as approved by the circuit court en banc may be used for the setting of bond, unless a different amount is approved by a judge. If a written recommendation is made for a bond amount other than the amount on the bond schedule, the recommendation shall include a written memorandum setting forth the reasons justifying the different bond amount.

#### **67.1.2 DEPOSIT OF OPERATOR'S LICENSE**

Unless a summons is issued, an officer may, pursuant to § 544.045, RSMo., accept the chauffeur's or operator's license, issued by the State of Missouri, of any person arrested and charged with violation of a traffic law of the State of Missouri or a traffic ordinance of Boone or Callaway County in lieu of any other security for that person's appearance in court to answer any such charge, with the exceptions noted in the statute. The person arrested may decline to deposit the license as security and may instead deposit a bond in the amount of fifty dollars (\$50) per traffic offense allegedly committed.

#### **67.1.3 CASH BONDS**

Clerks shall accept only cash, certified check, business check, money order or equivalent or approved bank cards for cash bonds. Prior to charging to a bank card, proper authorization must be received from the bank card company. Pursuant to Supreme Court Operating Rule 21.01, a \$4.00 transaction fee shall be charged for the use of a credit card.

Note: "Bank card" can mean credit or debit card. The Callaway County Circuit Clerk does not accept debit cards. The Boone County Circuit Clerk accepts debit cards from Visa or MasterCard. Both counties accept only Visa and MasterCard credit cards.

When a cash bond is posted, the receipt shall be made in the name of the defendant. Any money deposited shall be considered by the court as belonging to the defendant. If the defendant is found guilty, all assessments against the defendant, such as fines, court costs, and any other related court costs ordered by the judge may be deducted from the cash bond before any money is refunded to the defendant. Any excess sums of money may be applied against prior unpaid assessments. A third party may claim any refundable money at the conclusion of the charges only if the defendant has properly assigned the defendant's bond receipt to that third party. (See appendix to these Local Court Rules.)

#### **67.1.4 MOTIONS TO SET BOND AND FOR BOND REDUCTION**

See Local Court Rule 67.7.

## **67.2 PRELIMINARY HEARING**

(No Local Court Rule)

## **67.3 GRAND JURY**

(No Local Court Rule)

## **67.4 ATTORNEYS**

See Local Court Rules 9, 21, and 65.

- A. If, after appropriate inquiry, the court determines a criminal defendant is indigent and not financially able to employ an attorney, counsel shall be appointed pursuant to Chapter 600, RSMo.
  - 1. If such determination is based upon the defendant's oral testimony, appointed counsel shall assist the defendant in completing the Application and Affidavit for Appointment of Counsel as promulgated by Public Defender Commission and shall file said application with the court.
  - 2. In misdemeanor cases, the application shall be filed prior to the trial date. In felony cases, the application shall be filed prior to the preliminary hearing or, if appointment occurs thereafter, within ten (10) days of said appointment.
- B. The division and circuit court clerks shall obtain and maintain a sufficient quantity of the Application and Affidavit for Appointment of Counsel from the Public Defender Commission for distribution to defendants and attorneys.

## **67.5 ARRAIGNMENTS**

### **67.5.1 TIME OF APPEARANCE FOR FELONY ARRAIGNMENTS**

All defendants bound over in felony cases from the associate division shall appear for arraignment in circuit court on the first law day following the filing of the information, provided such information is filed before 5:00 p.m. on the Thursday preceding such law day. If filed thereafter, the defendant shall appear on the next succeeding law day.

### **67.5.2 WAIVER OF APPEARANCE**

- A. **Misdemeanors in Associate Circuit Court.**  
Counsel in misdemeanor cases may file a written Entry of Appearance, Waiver of Personal Appearance by Defendant, Waiver of Formal arraignment, and Plea of Not Guilty.

**B. Felonies in Associate Circuit Court.**

In lieu of initial appearances by defendants on complaints filed in felonies in the associate division, counsel may file a written Entry of Appearance and Waiver of Personal Appearance by Defendant on the form provided by the court. The form shall be signed by both the defendant and the attorney for the defendant.

**C. Felonies in Circuit Court.**

Counsel may file a written Entry of Appearance, Waiver of Personal Appearance by Defendant for Arraignment, Waiver of Formal Arraignment, and Plea of Not Guilty on the form provided by the court for arraignments in felonies in circuit court. The form shall be signed by both the defendant and the attorney for the defendant.

**67.5.3 DOCKET SETTINGS**

If cases are not disposed of at the time of arraignment, they shall thereafter be placed upon the criminal docket for setting at the next setting of the trial docket.

**67.6 DISCOVERY**

See Local Court Rule 53.

**67.7 MOTIONS**

Continuances: See Local Court Rule 34 on continuances, paragraph 34.2, *infra*.

Any defense or objection to be raised by motion shall be made in writing before the plea is entered or thereafter and within such time before trial as the court may fix.

Also see Local Court Rule 33.

**67.8 PLEA BARGAINING**

(No Local Court Rule)

**67.9 GUILTY PLEA**

(No Local Court Rule)

**67.9.1 WHERE ENTERED**

(No Local Court Rule)

### **67.9.2 PETITION TO ENTER PLEA OF GUILTY**

(No Local Court Rule)

### **67.10 CALENDAR**

(No Local Court Rule)

### **67.11 PROBATION AND PAROLE**

- A. Upon the arrest of parolee or probationer made upon the authority of a probation officer for a probation violation, the probation officer shall immediately notify the sentencing court by a written report. Notification shall specify the nature of the charge and the place of confinement.
- B. Preliminary Hearings on Probation and Parole Violations: The Department of Probation and Parole shall conduct such hearings, unless the sentencing court is immediately available or the sentencing court, by specific order, directs otherwise.
- C. If after preliminary hearing the defendant is ordered held, the probation officer shall, likewise, notify the sentencing court, who shall forthwith set bail.
- D. In the absence of a sentencing court in Paragraphs B and C, *supra*, bail shall be set by any available circuit judge, for offenses heard by associate circuit judges. In the absence of a circuit judge, any judge may set bail.
- E. When a defendant being held for a probation or parole violation is released upon the authority of a probation and parole officer, said officer shall immediately notify the court.

### **67.12 WAIVER OF JURY TRIAL**

After a case is set for jury trial, any defendant asking to waive the jury trial and requesting a trial by the court shall file said request in writing and under oath, stating whether there is a factual issue in dispute in the case. Both the defendant and his counsel shall sign the request.

### **67.13 FINES, COSTS, RESTITUTION AND CRIMINAL BONDS**

Clerks shall accept only cash, certified check, business check, money order or equivalent or approved bank cards in satisfaction of fines, costs or restitution payments. Prior to charging to a bank card, proper authorization must be received from the bank card company. Credit card charges are subject to a transaction fee charged by the company processing the charge, which fee will be included in the amount charged against the card.

Note: "Bank card" can mean credit or debit card, as approved by the circuit clerk.

## **67.14 PETITIONS FOR RELEASE FROM CUSTODY PURSUANT TO SECTION 211.170, RSMO**

Prior to court approval of a request for release from custody pursuant to §211.170, RSMo., the defendant must file with the court a "Petition for Release from Custody." Said petition shall be on a form approved by the court en banc or in the form of a written motion containing the reason for release; name and address of employer or location upon release; days or dates and time of requested release (including transportation time); verification of employment by the defense attorney; and agreement by the defendant to abide by the terms of release.

## **RULE 68. DISSOLUTION OF MARRIAGE (LEGAL SEPARATION, CUSTODY OF CHILDREN, MAINTENANCE AND SUPPORT, MOTIONS TO MODIFY, AND PATERNITY)**

### **68.1 FILING REQUIREMENTS**

- A. Information necessary to give notice to the Missouri Department of Public Health and Welfare of the entry of a judgment of dissolution of marriage or legal separation shall be filed on the forms provided for that purpose by the circuit clerk at the time of the filing of the petition for dissolution or legal separation. No petition will be filed by the clerk unless accompanied by such information.
- B. Every petition for dissolution of marriage, legal separation or paternity, every motion for modification of a judgment respecting maintenance or support, every petition or motion for support of a minor child and every responsive pleading thereto shall contain 1) the name and address of the current employer and social security number of the party filing such pleading; 2) if known, the name and address of the current employer and the social security number of the opposite party; and 3) when children are involved, the social security number of the children.
- C. If a next friend for a minor is requested, the person with custody of the child shall be appointed, if qualified, unless a disclaimer, under oath, is filed by that person. The requesting party is responsible for filing proper requests and orders for appointment of a next friend.

### **68.2 PROPERTY, INCOME AND EXPENSE STATEMENT, FORM 14 AND PARENTING PLAN**

- A. A statement under oath of marital and non-marital property and marital debt of the party making the same shall be filed in all cases for dissolution of marriage, legal separation, and motions to modify. Petitioner's or movant's statement shall be filed within 15 days after the original pleading or motion. The statement shall include a brief description of the assets, the legal description of real estate, the estimated fair market value and encumbrances, the name of the party having possession or control, and a brief description of marital debt. A statement of income and expenses under oath shall also be filed with the statement of property in the aforementioned cases. The statement shall list income from all sources and the anticipated separate expenses of the party making the statement, together with the expenses of any dependent children. Each party has a continuing duty to update their property, income and expense statements. Copies of these statements may be found in the appendix to these Local Court Rules and are available in the Circuit Clerk's Office.
- B. Where child support is at issue, Civil Procedure Form 14 shall be filed within 15 days after initial and responsive pleadings or not less than five (5) days

prior to hearing on a motion for support, whichever is earlier. Each party has a continuing duty to update their Form 14. (See Local Court Rule 68.11.)

- C. A proposed parenting plan shall be filed as required by subsection 7 of section 452.310, RSMo. (1999).
- D. If property, income and expense statements, Form 14 and the proposed parenting plan are not filed as required by this rule, the offending party's pleadings shall be dismissed or stricken. Such action may be taken on the motion of the opposing party or on the court's own motion, after notice.

### **68.3 GUARDIAN AD LITEM**

- A. Appointment of Guardian ad Litem
  - 1. Guardian ad litem may be appointed for any minor if it appears to the court that the best interests of the minor require such appointment.
  - 2. The guardian ad litem so appointed shall be an attorney licensed to practice law in this state in a proceeding governed by the Uniform Child Custody Act.
  - 3. The guardian ad litem shall be allowed a reasonable fee for his or her services.
  - 4. The guardian ad litem shall comply with the standards for guardians ad litem approved by the court.
- B. Joint application for appointment of a guardian ad litem will be considered by the court.
- C. Filings of pleadings which require the appointment of a guardian ad litem by the court shall be accompanied by the deposit required by court administrative rule. Should additional deposits be required after the initial filing, the parties shall pay the additional cost deposit to the circuit clerk as ordered or pleadings may be stricken as provided in section 68.2.D of this rule.

### **68.4 ANSWER**

Responding party shall file an answer within the time allowed by law or rule and cross bills or cross claims and other pleadings shall also be filed within said times.

### **68.5 RESPONDING PARTY SHALL FILE PROPERTY, INCOME AND EXPENSE STATEMENTS, FORM 14 AND PARENTING PLAN - WHEN.**

- A. A statement under oath of marital and non-marital property and marital debt of the party making the same shall be filed in all cases for dissolution of marriage, legal separation, paternity and motions to modify. Respondent's statement shall be filed within 15 days after respondent's first pleading. The statement shall include a brief description of the assets, the legal description of real estate, the estimated fair market value and encumbrances, the name of the party having possession or control, and a brief description of marital

debt. A statement of income and expenses under oath shall also be filed with the statement of property in the aforementioned cases. The statement shall list income from all sources and the anticipated separate expenses of the party making the statement, together with the expenses of any dependent children. Property, income and expense statements of defaulting respondents who are not requesting affirmative relief or contesting any relief sought by petitioner at hearing shall not be required. In the event a responsive pleading is not required prior to hearing or submission to the court on a motion, respondent shall file the property, income and expense statements with the clerk five (5) days prior to hearing or submission and provide copies of same to each opposing counsel and unrepresented party. Each party has a continuing duty to update their property, income and expense statements. Copies of these statements may be found in the appendix to these Local Court Rules and are available in the Circuit Clerk's Office.

- B. Where child support is at issue, Civil Procedure Form 14 shall be filed within 15 days after initial responsive pleadings or not less than five (5) days prior to hearing on a motion for support, whichever is earlier. Each party has a continuing duty to update his or her Form 14. (See Local Court Rule 68.11.)
- C. A proposed parenting plan shall be filed as required by subsection 7 of section 452.310, RSMo. (1999).
- D. If property, income and expense statements, Form 14 and the proposed parenting plan are not filed as required by this rule, the offending party's pleadings shall be dismissed or stricken. Such action may be taken on the motion of the opposing party or on the court's own motion, after notice.
- E. In cases filed by a state agency in which the state is not representing either the mother or alleged father, the state is not required to file property, income and expense statements on behalf of either the mother or alleged father.

## **68.6 PARENT EDUCATION PROGRAM**

In a petition for dissolution of marriage or motion to modify same, or in cases involving paternity or contested custody, where there is at least one child under the age of seventeen, both parties to the dissolution, motion, paternity or contested custody case shall attend *Focus on Kids*, a court approved educational session to educate parents as to the possible detrimental effects of divorce on children and how to avoid these negative effects. (See also § 452.600, RSMo.) In any other case involving custody or visitation, the court may, at the discretion of the judge, order one or both parties to attend *Focus on Kids*.

The petitioner shall attend said program within thirty (30) days of filing the petition or motion. The respondent shall attend said program within thirty (30) days of filing responsive pleadings. If the petitioner fails to attend said program within thirty (30) days of the date of filing, the court may dismiss the pending case. If the respondent fails to attend said program within thirty (30) days from the date respondent filed responsive pleadings, the court may strike the responsive pleadings. The court may impose any other appropriate sanctions provided by law.

This rule may be waived by the court upon application of a party showing good cause. See also Local Court Rule 68.14 and § 452.605, RSMo.

## **68.7 PENDENTE LITE ORDERS - HOW SET, WHEN EX PARTE**

- A. Upon the filing of a verified application by any party, after reviewing the pleadings, including each party's property, income and expense statements, Form 14, and each party's proposed parenting plan, the court may enter an order pendente lite, without the necessity of a formal hearing, for child support, maintenance, attorney's fees, and visitation. However, before an application is filed, the movant or movant's attorney shall first certify and file proof of service of: (1) written notice of intent to file the application on a certain day, (2) a copy of the application, and (3) movant's verified suggestions and affidavits in support thereof on all other parties at least ten days before the day on which the movant files the application. Suggestions and affidavits in opposition to the application shall be filed on the day specified in the notice as the day on which the application will be filed. If the notice is given by mail, the provisions of the Missouri rules of civil procedure pertaining to notice by mail shall apply.
- B. Pursuant to subsection 8 of section 452.310, RSMo., if the proposed parenting plans of the parties differ and the parties cannot resolve the differences or if any party fails to file a proposed parenting plan, upon motion of either party and an opportunity for the parties to be heard, the court shall enter a temporary order containing a parenting plan setting forth the arrangements specified in subsection 7 of section 452.310, RSMo., which will remain in effect until further order of the court. The temporary order entered by the court shall not create a preference by the court in its adjudication of final custody, child support or visitation.
- C. An oral hearing shall be granted, if requested, on the order pendente lite or other relief requested in the application, but any request will not suspend or delay commencement of the rights and obligations under the order pendente lite. Any modification of the order pendente lite after an oral hearing shall be retroactive to the effective date of the original order.
- D. Upon ex parte request of any party, the court may at any time enter an order under which, during the pendency of the proceeding, all parties are prohibited from transferring, concealing, encumbering or in any way disposing of any property, marital or separate, except in the usual course of business or for the necessities of life and, if so enjoined, are required to notify all parties of any proposed extraordinary expenditures and account to the court and the parties for all such expenditures after the date of issuance of the order. Any order entered hereunder shall remain in full force and effect until final judgment without the necessity of further order of the court. A bond is not required unless ordered by the court.

## 68.8 SETTLEMENT CONFERENCES

- A. Effective January 1, 2007, when a case is filed under Chapter 452, RSMo., it will be scheduled for a mandatory settlement conference before a commissioner or a judge not assigned to try the case. Should the attorneys for the parties certify that the case will require less than three (3) hours hearing time, the case will be removed from the settlement conference schedule and be set for a three (3) hour hearing. If the hearing shall not be completed within the allotted three (3) hours, said matter will be continued and restored to the next available trial setting docket and set for a settlement conference and trial.
- B. Either party may request a pre-trial conference with the judge who will be hearing the case prior to the hearing on the case.
- C. The following rules shall apply to all settlement conferences:
  1. Settlement conferences shall be held in a Courtroom, if available. Conferences shall be 30 minutes in length. A Marshal shall be present. The attorneys intending to try the case shall be present. All parties shall be present. At the commencement of the conference, the attorneys shall meet briefly with the Judge. Thereafter, the attorneys and the parties and the Judge shall meet. The attorneys shall be prepared to make a succinct (2-3 minutes) statement describing the matters at issue. The attorneys and the parties shall be prepared to discuss any issues involved in the case with the Judge. Any statements made by the attorneys or parties at the conference shall not be admissible at trial.
  2. The parties shall provide to the Court the following typed documents (the same shall be exchanged by the parties prior to the conference):
    - a. A detailed list of all disputed matters.
    - b. If misconduct is alleged, a brief description of the same.
    - c. If any disputed matter is predicated upon an issue of law, the issue shall be described and the underlying supportive law shall be cited and provided.
    - d. If attorneys fees are at issue, a current statement of attorneys fees.
  3. The parties shall provide to the Court the following then-current documents (the same shall be exchanged by the parties prior to the conference):

- a. If child support is at issue, Property, Income & Expense Statements and Form 14's.
  - b. If property division or maintenance is at issue, Property, Income & Expense Statements.
  - c. If custody is at issue, a parenting plan.
4. Prior to the conference, counsel shall endeavor to communicate with one another regarding the requirements of this Rule.
5. Parties appearing pro se (without counsel) shall be bound in all respects by the terms of this rule and all applicable laws and rules.
6. When all parties agree that the length of trial shall not exceed 3 hours and all parties desire to opt out of the settlement conference pursuant to paragraph A, above, the joint certification required by said Rule shall be filed no later than 4PM on the Wednesday before the date of the settlement conference. At noon, on the Thursday before the settlement conference, the Court shall post by email or through the Clerk's office, the specific time of each conference.
7. In Boone County, for Wednesday, Thursday and Friday trial settings, conferences shall be held on the preceding Friday; and, for Monday and Tuesday trial settings, conferences shall be held on the second Friday prior to the setting. In Callaway County, for the second and third week trial settings, conferences shall commence at 3PM on the first Monday of the Month; and, for the first, fourth and fifth week trial settings, conferences shall commence at 3PM on the third Monday of the month.

Effective settlement conferences can only be achieved through full compliance with this rule. Failure to comply by counsel or party without good cause shall result in the assessment of the reasonable attorneys fees and costs incurred by the complying party in preparation for and attendance at the conference and shall not preclude the imposition of any other authorized sanction.

## **68.9 TRIAL**

### **A. DEFAULTS**

If no responsive pleading is filed within 45 days of service, the clerk shall place the case on the next available uncontested docket for hearing and notify counsel or the petitioner, if unrepresented. If the respondent has entered an appearance and has not waived notice of hearing or if there is a custody proceeding pursuant to the UCCJA, counsel for respondent or the respondent, if unrepresented, shall be notified of hearing.

## **B. CONTESTED CASES**

1. Within 15 days after the filing of an entry of appearance (not consenting to trial and waiving further notice) or other responsive pleading, the case shall be:
  - a. assigned to a division;
  - b. set for trial; and
  - c. scheduled for a settlement conference before a commissioner or a judge not assigned to try the case (see Rule 68.8).

## **C. USE OF SEPARATION AGREEMENTS**

In all cases where written separation agreements are made under the provisions of § 452.325, RSMo., a copy of such executed agreement shall be submitted to the court for approval not less than five (5) days prior to the date set for hearing. **WAIVER OF THE DIVISION OF PROPERTY WILL NOT BE ACCEPTED BY THE COURT.**

## **D. RESPONDENT NOT SERVED**

If a respondent is not served and does not enter an appearance within 90 days after the original pleading has been filed, a pretrial conference shall be placed on the next available docket to determine the status of service.

## **E. HEARING CONDUCTED OR JUDGMENT ENTERED - WHEN**

No hearing shall be conducted nor judgment entered in any dissolution case until 1) thirty (30) days after service of process has been obtained; 2) thirty (30) days after entry of appearance filed in this court; or 3) in the case of a joint petition, thirty (30) days after said petition has been filed.

## **68.10 JUDGMENT - TRIAL, AFFIDAVIT**

- A. All judgments shall contain a finding of the court and must include and recite:
  1. Full name of attorney or attorneys and party represented. If either party is not represented by counsel, the judgment shall so state.
  2. The social security numbers of the parties.
  3. The addresses of the parties, and the employers' names, if disclosed in the pleading.
  4. Manner of service and when accomplished or entry of appearance, if one has been filed, showing date of filing.
  5. Date and place of marriage, place of registration of marriage, and date of separation.
  6. Residence of not less than ninety (90) days.

7. Statement that at least thirty (30) days have elapsed since the filing of the petition.
  8. Statement regarding children born of the marriage (or if none so state), names and ages of children, in whose custody they are, and whether wife is pregnant.
  9. That neither petitioner nor respondent is a member of the armed forces. If either party is a member of the armed forces, a statement that the member waives the Soldiers and Sailors Relief Act.
  10. Whether or not there is marital property or marital debt to be divided or a written separation agreement entered into by the parties. The separation agreement shall be set forth in full, unless there is provision otherwise in the agreement. (Separation agreements may not be incorporated by reference.) Provisions in settlement pertaining to custody and child support must be included in the judgment, along with a statement that the court has examined the separation agreement and found it fair and not unconscionable. If the parties own personal or real property, the judgment of dissolution MUST provide for the disposition of all property, and if there is not real or personal property, the judgment shall so state.
  11. A specific written parenting plan, setting forth the terms of such parenting plan arrangements specified in subsection 7 of section 452.310, RSMo. Such a plan may be a parenting plan submitted by the parties pursuant to section 452.310, RSMo., or, in the absence thereof, a plan determined by the court.
  12. If there is a request that the wife's maiden name or former name be restored, the findings shall so state and set out in full the requested name to be restored.
  13. In a proceeding for dissolution of marriage, that the marriage is irretrievably broken and that, therefore, there remains no reasonable likelihood that the marriage can be preserved; in a proceeding for legal separation, that the marriage is not irretrievably broken and that, therefore, there remains a reasonable likelihood that the marriage can be preserved.
- B. The judgment of the court shall contain the following provisions:
1. In a proceeding for dissolution of marriage, that the marriage between [name parties] is dissolved; in a proceeding for legal separation, a judgment of legal separation.
  2. An award as to the custody of the children, if any minor children, support and maintenance payments, including payments through the clerk of the court, visitation rights and date payments are to begin. Upon application by the obligee or the Missouri Division of Child Support Enforcement of the Department of Social Services, the

obligor's wages or other income shall be subject to withholding without further notice if the obligor becomes delinquent in maintenance or child support payments in an amount equal to one month's total support obligation. The order shall also contain provisions notifying the obligor that:

- a. the withholding shall be for the current month's maintenance and support; and
  - b. the withholding shall include an additional amount equal to fifty percent of one month's child support and maintenance to defray delinquent support and maintenance, which additional withholding shall continue until the delinquency is paid in full.
3. Pursuant to subsection 11 of section 452.377, every judgment establishing or modifying custody or visitation shall include the following language: "Absent exigent circumstances as determined by a court with jurisdiction, you, as a party to this action, are ordered to notify, in writing by certified mail, return receipt requested, at least sixty days prior to the proposed relocation, each party to this action of any proposed relocation of the principal residence of the child, including the following information:
- a. the intended new residence, including the specific address and mailing address, if known, and if not known, the city;
  - b. the home telephone number of the new residence, if known;
  - c. the date of the intended move or proposed relocation;
  - d. a brief statement of the specific reasons for the proposed relocation of the child; and
  - e. a proposal for a revised schedule of custody or visitation with the child.

Your obligation to provide this information to each party continues as long as you or any other party by virtue of this order is entitled to custody of a child covered by this order. Your failure to obey the order of this court regarding the proposed relocation may result in further litigation to enforce such order, including contempt of court. In addition, your failure to notify a party of a relocation of the child may be considered in a proceeding to modify custody or visitation with the child. Reasonable costs and attorney fees may be assessed against you if you fail to give the required notice."

4. That the terms of the parenting plan shall be performed.
5. That the terms of the separation agreement (if one has been entered into) shall be performed.

6. Divide marital property and marital debt and set aside separate property, if appropriate.
7. Counseling for minor children as ordered by the court.
8. The wife's restored name shall be specified in full if restoration is requested.
9. That costs be taxed to one or both parties.

In all cases an original and two (2) copies of the judgment shall be submitted to the court, plus one (1) copy if child support is to be paid through the clerk of the court, plus one (1) copy for each county in which there is real estate, title to which is transferred by the judgment of the court.

- C. **JUDGMENTS AFFECTING REAL ESTATE.** Counsel shall make written request to the circuit clerk that all judgments of dissolution of marriage or legal separation affecting title to real estate shall upon entry thereof be filed in the Office of the Recorder of Deeds in the county where the real estate is located. Said request shall specify the office of the recorder where the filing is to be made, and if other than in Boone or Callaway County, Missouri, the mailing address. Such expense of recording the judgment shall be taxed as costs in the case.
- D. **ENTRY OF JUDGMENT UPON AFFIDAVIT-REQUIREMENTS.** Final Orders Entered -- When. Final orders in a proceeding for dissolution of marriage or legal separation, motions to modify and actions for declaration of paternity may be entered upon the affidavit of either or both parties when:
  1. there are no minor children born of husband and wife and the wife is not pregnant, or the parties are represented by counsel and have entered into a written agreement as to custody and child support; and
  2. the parties are represented by counsel and have entered into a written agreement as to custody and child support and the affidavit establishes sufficient evidence that the court can find the custody arrangement is in the best interest of the minor children; and
  3. the adverse party has been served in a manner provided by the Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance or responsive pleading; and
  4. there is no genuine issue as to any material fact; and
  5. there is no marital property to be divided or the parties have entered into a written agreement for the division of their marital property.
- E. **AFFIDAVIT - FILING.** If one party desires to submit the matter for entry of final orders upon an affidavit, the submitting party shall file an affidavit setting forth sworn testimony showing the court's jurisdiction and factual averments sufficient to support the relief requested in the proceeding,

together with a copy of the proposed judgment or order, a copy of any written agreement proposed for adoption by the court, a completed Form 14, and any other supporting evidence. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for entry of a judgment of dissolution or judgment of legal separation.

- F. HEARING REQUIRED - WHEN. The court shall not be bound to enter a judgment or order upon the affidavits of either or both parties, but the court may, upon its own motion, require that a formal hearing be held to determine any or all issues presented by the pleadings.

## **68.11 CHILD SUPPORT**

### **A. FORM 14**

1. The party requesting child support or modification thereof shall complete Civil Procedure Form 14 and shall file said form within 15 days after filing the initial pleadings and shall serve same upon the respondent to the action. The responding party shall likewise file a completed Form 14 within 15 days after filing any responsive pleadings if respondent contests any figures used by the opposing party in his/her Form 14. If no responsive pleadings are filed and the responding party contests the figures used on the opposing party's Form 14, the respondent's Form 14 shall be filed and served upon opposing counsel or party, if unrepresented, no less than five (5) days prior to hearing or submission if there is no hearing. Each party has a continuing duty to update their Form 14.

### **B. RETROACTIVE PAYMENT OF CHILD SUPPORT**

1. In all proceedings to modify any provision for support of a minor child or children in a judgment of dissolution or order of paternity, there shall exist a presumption that any modification (increase or decrease) of the obligation for payment of support for a minor child shall be retroactive to the date of filing of movant's statement of income and expenses or the date of service of movant's motion to modify, whichever shall occur later.
2. Any amounts paid by a party in excess of the then existing support obligation under the judgment of dissolution or order of paternity after the date of filing of movant's statement of income and expenses or the date of service of movant's motion to modify, whichever is later, shall be credited against the amount of any retroactive award. When the court reduces the child support retroactively, any amount paid by a party in excess of the support obligation as modified shall be credited toward any arrearage and the balance, if any, applied to future support.

**C. ASSIGNMENT OF WAGES**

1. Effective January 3, 1994, income withholding shall be initiated on the effective date of every order for child support or maintenance entered or modified except as provided by section 452.350.2(1) or (2), RSMo., 1993. The custodial parent shall file one of the following documents with the judge at the time the support is ordered, or with the Circuit Clerk on the date the support is ordered:
  - a. The Notice of Income Withholding approved by the Missouri Supreme Court and distributed by the Office of the State Courts Administrator; or
  - b. The parties' written agreement to an alternate form of payment.
2. The party obligated to pay child support or maintenance with respect to orders entered prior to January 3, 1994, may execute a voluntary income assignment at any time, which assignment shall be filed with the court and shall take effect after service on the employer or payor

**D. PAYMENTS TO CIRCUIT CLERK FOR MAINTENANCE AND SUPPORT**

1. The clerk shall accept only cash, certified check, business check, money order or the equivalent in satisfaction of maintenance or support payments. Tender of or attempt to satisfy a support obligation by personal check shall be ineffective and shall not constitute a defense to contempt proceedings initiated under Section 452.345, RSMo.
2. The circuit clerk may set more restrictive policies with respect to payments in accordance with law.

**E. WAGE WITHHOLDING**

Upon application by the obligee or the Missouri Division of Child Support Enforcement of the Department of Social Services, the obligor's wages or other income shall be subject to withholding, without further notice if the obligor becomes delinquent in maintenance or child support payments in an amount equal to one month's total support obligation:

1. The withholding shall be for the current month's maintenance and support; and
2. The withholding shall include an additional amount equal to fifty percent of one month's child support and maintenance to defray delinquent support and maintenance, which additional withholding shall continue until the delinquency is paid in full.

## **68.12 MEDIATION OF CHILD CUSTODY AND VISITATION DISPUTES**

- A. In every case involving contested issues of custody and/or visitation, the parties shall participate in a minimum of two (2) hours of mediation pursuant to Missouri Supreme Court Rule 88.02 through 88.08 and this local court rule unless waived by the court as hereinafter set forth. Any mediation beyond the initial two hours shall proceed by mutual agreement of the parties and the mediator.
- B. The petitioner shall file Circuit Court Form 15 in all domestic relations matters in which there are minor children. Form 15 shall be filed no later than 60 days from the date of service. The Court may dismiss the case if Form 15 is not filed in a timely manner, unless good cause is shown.
- C. If Form 15 is not filed within 60 days, or the parties have not selected a mutually agreeable mediator, the Court shall appoint a mediator from the court-approved list to conduct mediation pursuant to this rule. The court administrator shall maintain a list of persons qualified under this local court rule and Missouri Supreme Court Rule to act as mediators of child custody or visitation disputes. The training, qualifications and hourly rates of each mediator shall be included on the list. This list shall constitute the "court-approved list" of mediators referred to in Missouri Supreme Court Rule 88.05(a), and shall be updated as deemed appropriate by the court administrator. Annually, mediators who wish to remain on the list shall update the court administrator regarding any continuing education completed during the year. It is expected that mediators will maintain and develop mediation skills by attending a minimum of six hours of mediation related training annually. The court administrator shall accept applications for inclusion on the list and make recommendations to the presiding judge as to which applicants meet the requirements of this rule. Where appropriate the court may order mediation through the MARCH program. In all cases where the parties have agreed upon a mediator, the Court will appoint said mediator for the purposes of this rule.
- D. The mediator shall inform the Court of his/her acceptance of appointment within 10 days of said appointment and file a Notice of Mandatory Mediation Compliance form within 20 days of acceptance of appointment.
- E. The mediator and the parties will determine the fee. Where the parties cannot agree upon the method or allocation of the mediator's payment, the court retains the authority to determine a final, equitable allocation of the costs of the mediation process. If a party fails to pay for the mediator, the court may, upon motion, issue an order for the payment of such costs and impose appropriate sanctions. If a party is determined indigent by the court and free or low-cost mediation services are not available, the court may waive the mediation requirement and the case shall proceed otherwise.

- F. If either party fails to appear for any mediation session without reasonable notice, the court may, on motion, award mediator's fees and/or costs or impose any other appropriate sanction provided by law.
- G. Some cases may be inappropriate for mediation. The mediator shall complete a thorough screening for domestic violence. If the case is deemed inappropriate for mediation due to domestic violence, or for any other reason determined by the mediator, the mediator shall immediately file the Notice of Mandatory Mediation Compliance Form with the Court.
- H. Any party may petition the Court to disqualify a court appointed mediator for good cause. A mediator who has been appointed shall advise the Court of any fact bearing on their qualifications, including any fact which would be reason for their disqualification. If the Court disqualifies a mediator an order shall be entered naming a qualified replacement. Nothing shall limit the mediator's ability to refuse assignment of any mediation under this rule.
- I. No case shall be set for trial until the Notice of Mandatory Mediation Compliance form is filed with the Court, unless waived by the Court upon a showing of good cause.

### **68.13 FAMILY ACCESS MOTIONS**

Pursuant to section 452.400, if custody, visitation or third-party custody is denied or interfered with by a parent or third party without good cause, the aggrieved person may file a family access motion with the court stating the specific facts which constitute a violation of the judgment of dissolution of legal separation.

If an alternative dispute resolution program is available pursuant to section 452.372, RSMo., the circuit clerk shall provide information to all parties on the availability of any such services and, within fourteen (14) days of the date of services, the court may schedule alternative dispute resolution.

### **68.14 MODIFICATION OF PRIOR JUDGMENT**

Where a motion to modify is filed, for purposes of Local Court Rules 68.1, 68.2, 68.4, 68.5 and 68.11, the original case number and file shall be used for the motion to modify. In addition, the petitioner and respondent shall be required to attend the *Focus on Kids* parent education class (see Local Court Rule 68.6), if he or she has not attended *Focus on Kids* within four years prior to the date of filing of motion to modify.

### **68.15 QUALIFICATIONS OF FAMILY LAW MEDIATOR**

- A. A mediator who performs mediation in a contested child custody matter pursuant to Missouri Supreme Court Rule 88 and Local Court Rule 68.12 shall be a person who conforms with the requirements of Missouri Supreme Court Rule 88.05.

- B. To be listed on the "court-approved list" of mediators referred to in Missouri Supreme Court Rule 88.05(a) and Local Court Rule 68.12, the person should provide to the court administrator an affidavit that he or she meets the requirements aforesaid. Further, the person must complete the mediator registration form (available in the appendix to these Local Court Rules), as further application and shall indicate his or her hourly rate. The person may also provide a resume', which may, subject to the court administrator's approval, be attached with the statement of qualifications for viewing with the court's list of mediators.
- C. The list of mediators shall be updated from time to time as deemed necessary by the court administrator. All persons included in the list of mediators shall keep the court administrator apprised of any changes to their qualifications, including any change in status with any professional association, and their fees.
- D. In appropriate circumstances, the court, upon agreement of the parties, may appoint a mediator who is not on the court-approved list but is qualified by Missouri Supreme Court Rule 88.05.

## **RULE 69. MUNICIPAL DIVISION**

(See Local Court Rules 4, 5 and 6)

### **69.1 JURISDICTION AND ADMINISTRATIVE AUTHORITY**

Pursuant to Section 479.010, RSMo., all violations of municipal ordinances heard in Boone and Callaway Counties shall be tried before divisions of the Thirteenth Judicial Circuit Court. Judges selected under the provisions of Chapter 479 shall be municipal judges of the Thirteenth Judicial Circuit Court. The presiding judge of the circuit shall have general administrative authority over the judges and court personnel of the municipal divisions within the circuit.

### **69.2 COURT PERSONNEL**

#### **A. SELECTION TENURE AND COMPENSATION OF A MUNICIPAL JUDGE**

Any municipality choosing to establish a municipal division of the circuit court with a municipal judge presiding shall provide, by ordinance, for the selection, tenure and compensation of a municipal judge. A copy of said ordinance shall be filed with the presiding judge of the circuit court. Any amendments to this ordinance shall be submitted to the presiding judge of the circuit court within fifteen (15) days of passage.

#### **B. COURT CLERK/ADMINISTRATOR**

Each municipality choosing to provide its own court personnel shall employ an individual to serve as court clerk/administrator under the direction and supervision of the municipal judge. In those instances where the court clerk/administrator also serves as the city clerk, care shall be taken to separate the functions of the two positions in order to ensure that the requirements of this rule are met.

### **69.3 ORDINANCE VIOLATIONS BUREAU**

- A. The municipal judge or the associate circuit judge presiding over the municipal division may establish an ordinance violations bureau.
- B. An ordinance violations bureau shall be established when a request is made by the governing body of the municipality.
- C. The ordinance violations bureau shall operate under the supervision of the circuit court and the municipal judge.
- D. The municipal judge shall by order designate a violations clerk and shall designate the ordinance offenses under the authority of the violation clerk and the amount of fines to be imposed for each offense. A copy of said order shall be filed with the presiding judge of the circuit court within fifteen (15)

days of its issuance. A copy of the violation bureau schedule shall be prominently displayed at the payment window so that defendants wishing to pay tickets out of court may view the schedule.

## **69.4 BOND SCHEDULE**

Each judge presiding over a municipal division shall by order establish a bond schedule for all offenses for which a bond can be posted for the defendant's release. Said bond schedule may be incorporated into the Ordinance Violations Bureau order (Local Court Rule 69.3). The bond schedule shall be submitted to the presiding judge of the circuit court. A copy of the bond schedule shall be prominently displayed at the payment window so that defendants wishing to post bond may view the schedule.

## **69.5 FINANCIAL RECORDKEEPING PROCEDURES**

### **A. Surety Bonds.**

1. **Bond Qualifications.** The court clerk/administrator shall keep a list of those sureties who have qualified to post surety bonds in the courts within the 13th Circuit. No person shall be accepted as a surety on any bail bond unless he or she is licensed by the Missouri Department of Insurance. (Source: S. Ct. Rule 37.29; 374.710 RSMo.)

No lawyer, elected or appointed official, or municipal or state employee shall be accepted as a surety on any bond unless related to the defendant.

2. **Receipts.** A receipt shall be written for each bond received. The amount of each bond received shall be entered into a bond ledger capable of tracking receipt and disbursement of bond monies, and bond monies on hand (i.e., date monies were received, receipt number, case number, date disbursed, and how disbursed). When bond monies are accepted at a location other than the office of the court clerk, the monies shall be turned over to staff of the municipal division the next working day. The bond ledger shall be reconciled monthly.
3. **Unclaimed Cash Bonds.** The court clerk/administrator shall follow those procedures set forth in the then current Missouri Municipal Clerk Manual ("OSCA Clerk Manual") published by the Office of State Court Administrator ("OSCA") to pay to the State Treasurer's Office Unclaimed Property Division, all funds unclaimed for three years and cash bonds unclaimed for one year, from the date the bond was due back to a person. The court clerk/administrator shall send a letter of notification and otherwise reasonably attempt to contact the person and return the funds. Said report shall be sent to the State Treasurer's

Office by November 1 of each year, and the unclaimed funds remitted with the report. (Source: 447.532 RSMo. and 447.595 RSMo.)

4. **Forfeited Bonds.** Monies from forfeited bonds which are not applied to fines, costs and surcharges shall be paid to the treasury of the municipality.

**B. Fines, Court Costs, and Surcharges.** Adequate records must be maintained to account for the receipt and disbursement of any fines, costs, penalties, surcharges, and miscellaneous fees.

1. **Receipts.** Pre-numbered receipts must be written for all funds accepted in the municipal division. A copy of such receipt shall be provided to the payer, if payment is made in person, and a duplicate copy of the receipt retained in the receipt book (or the court's electronic financial program, where applicable). If payment is made by mail, the court clerk/ administrator shall file the original copy of the receipt with the case file information, or maintain the original receipt in a pre-numbered receipt book cross-referenced with the docket entry, unless the payer requests the receipt be returned by mail, and provides a self-addressed, stamped envelope. The original of a voided receipt shall be retained in the receipt book with the voided receipt copy.
2. **Records of Fines, Costs and Surcharges Paid.** Records shall be sufficient to establish that on each case, fines assessed and general court costs in the amount as set forth by ordinance and state statute, such as CVC surcharges, POST surcharges, Law Enforcement Training Fund ("LETF") surcharge, recoupment, domestic violence, and other surcharges, are collected and remitted timely to the municipality and to DOR, respectively, in accordance with this rule. In the event that there is an overpayment of \$5.00 or less, the municipality may retain such funds on any case, and if there is an underpayment of \$5.00 or less, the fine and court costs are not required to be collected. (Source: Court Cost: City Ordinance; CVC 488.5339 RSMo. and 595.045 RSMo.; POST: 488.5336 RSMo.; and LETF. 488.5336 RSMo.)
3. **Deposit of Fines, Costs, Surcharges and Bonds to be Placed into Applicable Accounts.** The court clerk/administrator shall deposit all fines, costs, surcharges and bonds collected in the municipal court's or municipality's bank accounts on a daily basis, or when the amount on hand reaches \$100.00, if not on a daily basis. The court clerk/ administrator shall, to the extent possible, work jointly with the municipality to effectuate all deposits by delivery of same for deposit by police officers or other municipal personnel. The court clerk/administrator shall cause specific surcharges, including, but not limited to, CVC, POST, LETF, police recoupment, and, if applicable, domestic violence surcharges, to be placed as separate line items or

in separate accounts and to be remitted to the proper entity or account no less than monthly.

- C. **Fidelity Bonds.** The Ordinance Violations Bureau clerk and other municipal employees with access to municipal division funds shall be bonded. This bond may be a blanket bond covering all municipal employees. A copy of the certificate of coverage, or declarations page, evidencing such bond shall be provided to the presiding judge of the circuit court annually.
- D. **Annual Audit.** Each municipality that chooses to provide staff for the municipal division shall provide for an annual independent audit of the municipal division's funds. Such audit may be in conjunction with the audit of other municipal records. A copy of said audit shall be filed with the presiding judge of the circuit court.

## **69.6 ACCOUNTING PROCEDURES**

The court clerk/administrator shall, to the fullest extent possible, follow those accounting procedures as are mandated by Missouri Supreme Court Operating Rule 4.51 and set forth in the then current edition of the OSCA Municipal Clerk Manual. In particular, the court clerk/administrator shall:

- A. Reconcile banks collections statements monthly and same shall be reviewed by a person independent of the municipal court. When the court maintains a bank account separate from that of the municipality, the court clerk/administrator shall reconcile each monthly bank statement no later than 10 days after its receipt, and shall have such reconciliation approved by a municipal official or employee independent of the municipal court and authorized by the municipality to approve the account reconciliations of the municipal court. When the municipal court does not maintain a bank account separate from that of the municipality, the municipality shall provide the municipal court with a monthly statement showing cash on hand at the beginning of the month for the municipal court, itemized receipts and disbursements, and cash on hand at the end of the month, and the court clerk/administrator shall check the statement against the court's records and resolve any differences in information.
- B. Maintain all funds that are being held in trust by the municipal court and reconcile monthly. All unusual items or exceptions shall be investigated promptly.
- C. Ensure all payments on accounts are receipted, recorded to the accounts, and deposited intact.
- D. Work jointly with the Police Department to account for all traffic tickets in numerical sequence and ultimate disposition of all tickets assigned and issued by the Police Department.

- E. Maintain all municipal court records except for those permitted to be destroyed or transferred in accordance with Missouri Supreme Court Operating Rule 8.
- F. Not waive any fine, court costs or surcharge, or agree to collect a different amount of fine, court costs or surcharge than that amount listed in the Violation Bureau Schedule or what has been assessed by a court order, except as discussed in 69.5, D, 2, supra
- G. Develop a system for independent monitoring, receiving and depositing monies as an independent task segregated from the recording and disbursement of collections. In the event that such duties cannot be segregated, at a minimum, the court clerk/administrator shall request the municipality develop a documented independent comparison of receipt slips issued in the amount and composition of deposits, and independent review of the bank statements and month-end reconciliations.

## 69.7 CASE RECORDKEEPING

- A. **Case Numbers.** All cases filed by the prosecutor shall be assigned a unique number and indexed. Municipalities using case tracking software approved by the Office of the State Court Administrator may use case numbers generated by the approved software. All other municipalities shall use case numbers in the format of the municipal case numbering system provided by the Office of the State Court Administrator.
- B. **Case Index.** Each municipality shall maintain an alphabetic or electronic card index of all cases filed. When the case is disposed the judgment shall be entered on the index card and filed alphabetically or electronically.
- C. **Record Storage.** All records of municipal divisions of the circuit court shall be maintained separate and apart from law enforcement and administrative records of the municipal government. Records of the municipal divisions of the circuit court that are closed to the public pursuant to § 610.105, RSMo., shall be available only to the staff of the municipal divisions, except as provided in § 610.120, RSMo.
- D. **Court Docket.** The court clerk/administrator shall prepare a docket of cases scheduled for each court session. The disposition of each case shall be noted on the docket sheet, which shall be initialed by the municipal judge presiding over the docket. A separate copy of the docket sheet, with all closed information redacted, shall be provided to the city clerk for public information.
- E. **Confidential and Closed Records**
  - 1. The court clerk/administrator shall identify all court records that contain information that is closed or confidential pursuant to state or federal

law (including docket entries for cases that have been nolle prossed, dismissed, SATOP, or the defendant found not guilty) and shall maintain all such records in accordance with those procedures set forth in the then current OSCA Municipal Clerk Manual. The municipality shall provide adequate and secure file cabinets for the retention of confidential records and closed files. (Source: 610.120 RSMo.)

2. The court clerk/administrator shall permit closed records to be inspected by the defendants, courts, and those agencies as are set forth in 610.120 RSMo.
3. If the municipal court orders the defendant to participate in a SATOP program, the court clerk/administrator shall file all documents received from the program provider in the case file, and all documents relating to the program assessment, assignments and completion shall remain confidential, in accordance with 42 CFR Part 2, (42 U.S.C. 290 dd-3).

#### **F. Record Retention and Destruction**

The court clerk/administrator shall retain all court records unless there shall be an order signed by the presiding judge of the circuit court to destroy same. The court clerk/administrator shall follow Missouri Supreme Court Operating Rule 8 and the municipality shall cooperate with the court clerk/administrator to follow a regular schedule to destroy and/or transfer cases eligible for transfer or destruction in accordance with Missouri Supreme Court Operating Rule 8. The court clerk/administrator shall follow those recommended procedures set forth in the then current OSCA Municipal Clerk Manual. All requests to destroy or transfer records shall be signed by the presiding judge of the circuit court. (Source: COR 8.03.)

#### **G. Marriage Record.**

If the municipal judge performs marriages, the court clerk/administrator shall communicate with parties desiring to have a marriage solemnized by the municipal judge. The court clerk/administrator shall require that the parties provide a marriage license and a Certificate of Marriage blank form to the municipal court at least 24 hours before a scheduled wedding to ensure adequate review of such license.

The court clerk/administrator shall assist the municipal judge in completing the license and the Certificate of Marriage. The court clerk/administrator shall retain a full record of the solemnization performed by making a copy of the completed marriage license and a copy of the executed Certificate of Marriage, and keeping both documents in a permanent binder or folder. The court clerk/administrator shall cause the executed marriage license return to be sent to the appropriate licensing official as soon as possible, but not later than 10 days after the marriage is performed. (Source: 451.110 — 451.130 RSMo.)

## 69.8 REPORTING REQUIREMENTS

### A. Reporting to the municipality

Unless otherwise provided by Missouri Supreme Court rule, within the first ten (10) days of every month, the court must submit to the municipality a list of all cases disposed during the preceding month, giving in each case the name of the defendant, the fine imposed, if any, the amount of costs, the names of defendants committed and the cases in which there was an application for trial de novo. (§479.080.3, RSMo.) The report may be prepared by making copies of the previous month's court docket where that docket shows all case disposition information. If a record is closed under Chapter 610, RSMo, the court should not include the name of the defendant in the monthly report. Closed cases are those that are nolle prossed, dismissed, the defendant is found not guilty or there is a suspended imposition of sentence (SIS) and probation has been completed. For these cases, the court should provide all the required information, but black out or leave off the defendant's name.

### B. Reporting to the Missouri Department of Revenue (DOR)

1. **Crime Victims Compensation Fund.** The court clerk/administrator shall cause a \$7.50 Crime Victims Compensation Fund ("CVC") surcharge to be assessed on all nonmoving and moving traffic violations and all other non-traffic municipal ordinance violations, unless the case has been dismissed. The court clerk/administrator shall forthwith cause the CVC charge to be reported to DOR and disbursed as follows:
  - a. 95% (\$7.13 of each fee) shall be sent to the DOR no less than monthly, and
  - b. 5% (\$.37 of each fee) to the general fund of the municipality (Source: 488.5339 & 595.045 RSMO.)
2. **Moving Traffic Violations.** The court clerk/administrator shall report case disposition information on all moving traffic violations, alcohol and drug-related traffic offenses, including suspended imposition of sentence, all convictions while driving a commercial motor vehicle, including commercial drivers license holders driving a personal vehicle, to DOR. The court clerk/administrator shall complete the report by submitting a completed "Abstract of Court Record," portion of the Uniform Citation, or by completing a "Record of Conviction" form. The court clerk/ administrator shall follow the "Traffic Case Processing Procedures" found in the then current OSCA Municipal Clerk Manual. The above disposition reporting shall be sent by the court clerk/administrator to be received by the DOR within seven days of disposition (Source: 302.225.1 RSMo; S. Ct. Rule 37.68.)

3. **Abuse and Lose Procedures.** In the event that the municipal judge shall enter an order suspending or revoking the defendant's driving privileges under the Abuse and Lose law, the court clerk/administrator shall send any Missouri license surrendered to the Court, along with the certified copy of the Order of Suspension on the official DOR form, to the DOR. The court clerk/administrator shall follow those procedures regarding Abuse and Lose reporting as set forth in the then current OSCA Municipal Clerk Manual. (Source: 577.500-577.505 RSMo.)
  
4. **Failure to Appear or Pay -- License Suspension.** The court clerk/administrator shall notify defendants within ten (10) days of that defendant's failure to dispose of a moving traffic violation, that the Court will order the DOR to suspend that defendant's license in thirty (30) days, if the charges are not disposed of or fully paid. Such notification may not be sent until a summons has been sent to the defendant and there shall thereafter be no appearance. The court clerk/administrator shall send the F.A.C.T. form to the DOR when a defendant has failed to appear on a court date after a summons has been issued to the defendant, when the defendant fails to appear on a subsequent court date to which the case has been continued, or, when the defendant, without good cause, fails to pay any fine or costs assessed against him or her.

Upon payment of all fines and costs, or, if earlier ordered by the Municipal judge, a compliance notice on forms approved by the DOR shall be issued to the defendant, and the court clerk/administrator shall forthwith advise the DOR of such compliance. (Source: 302.341 RSMo.)

5. **Withholding Renewal of License.** In the event a driver shall fail to appear when ordered, and without being first granted a continuance, the court clerk/administrator shall notify the DOR within ten (10) days of the failure to appear, by using the "Lieu of Bail" form then supplied by the DOR except such notification shall not be required if the court clerk/ administrator has used the notification procedures set forth in Paragraph 4, supra. When the case is disposed of, the court clerk/administrator shall report the disposition as on any other traffic case. (Source: 544.045. 4 RSMo.)
  
6. **Non-Resident Violator Program.** In the event a defendant who is not a resident of Missouri fails to appear, the defendant shall be notified by regular mail and given a specific amount of time to dispose of the traffic ticket before notification is made to DOR. If defendant fails to comply, the court clerk/administrator shall forward the Non-Resident Violator Compact Form provided by DOR, to DOR. This provision shall be in effect for non-resident defendants from all other states in the United States which are members of the Non-Resident Violator Compact. (Source: 544.046 RSMo.)

7. **Driver Improvement Programs.** In the event that the municipal judge has ordered a defendant to complete the Driver Improvement Program, the court clerk/administrator shall send notice of its completion to the DOR within fifteen (15) days of Program completion. The court clerk/ administrator shall not send any notice of the Driver Improvement Program if the moving traffic violation has been amended to a nonmoving violation by the prosecutor. (Source: 302.302 RSMo.)
8. **Ignition Interlock Device.** When the municipal judge shall order the use of an ignition interlock device, the court clerk/administrator shall forthwith send the Order to install ignition interlock device to DOR properly executed, containing the requirements for the period of the use of the ignition interlock device. (Source: 577.600 through 577.614 RSMo.)

**C. Reporting to OSCA and the Circuit Court**

The court clerk/administrator shall complete and deliver the “Missouri Municipal Division Summary Reporting” form to OSCA and the circuit court no later than the 15th day of each month, with data completed from the previous month’s court activity. This data shall be delivered by e-mail or fax to OSCA and the circuit court on the then current form provided by OSCA. The court clerk/administrator shall complete the form in accordance with the instructions submitted from time-to-time by OSCA, and as contained in the then current OSCA Municipal Clerk Manual. A copy of the OSCA form shall be submitted to the Municipal judge each month, and if requested, to the municipality. (Source. COR 4.28.)

**D. Reporting to the Highway Patrol**

The court clerk/administrator shall report to the Missouri Highway Patrol any violations of municipal ordinances involving alcohol or drug related driving offenses by completing and sending to The Highway Patrol the State Criminal Fingerprint Card, which contains an Offense Cycle Number (“OCN”), within 15 days of case disposition. (Source: 43.503 RSMo.)

## **69.9 GENERAL ADMINISTRATION**

- A. Where municipal division staff is housed at the municipality, the Office of Circuit Court Administrator shall make an annual on-site review of the policies and procedures and file a written report with the presiding judge of the circuit court. A copy of said report shall also be furnished to the municipal judge of the municipal division, who shall provide a written response to all recommendations within 60 days of receipt of the report.

- B. The municipality shall apprise the presiding judge of the circuit court in writing as to changes made in the positions of municipal judge, city prosecutor, municipal division clerk or Ordinance Violations Bureau clerk.
- C. Municipalities shall ensure that the municipal court clerk/court administrator is properly trained to perform the functions of his/her position as municipal court clerk/court administrator as set out in this rule, the Municipal Clerk Handbook published by the Office of the State Courts Administrator, and state law. In order to ensure that this requirement is fulfilled on a continuing basis, it is recommended that all municipal court clerks/court administrators become members of the Missouri Association for Court Administration and regularly attend the educational programs offered by that association. Completion of the certification program of the Missouri Association for Court Administration is also recommended.
- D. Whenever the municipal judge for the City of Columbia is absent, disqualified or otherwise unavailable to serve, then the associate municipal judge for the City of Columbia with the next greatest seniority shall serve as municipal judge. In the event that the associate judge with the next greatest seniority is absent, disqualified or otherwise unavailable to serve, then the associate municipal judge for the City of Columbia with the next greatest seniority shall serve as municipal judge.

## **RULE 70. PARTITION**

- A. In partition sales, plaintiff's attorney shall assist the sheriff or commissioners in preparing all necessary reports of sale and orders of distribution and present them to the court.
- B. No report of commissions in partition and no report of a sale in partition by the sheriff or any commissioner appointed by the court, not excepted to, shall be confirmed unless the same has been on file at least three (3) days, unless all parties in interest or their attorneys or guardians expressly request in writing that an order of confirmation be entered.

# **RULE 71. ADMINISTRATIVE REVIEWS**

(No Local Court Rule)

## **RULE 72. PROBATE**

### **A. APPRAISERS**

When the value of any estate asset is subject to reasonable doubt, the court may authorize the personal representative to employ a qualified appraiser. No appraiser may be interested in the estate as a creditor, heir, or by relationship to the fiduciary, attorney, or heirs of the estate.

### **B. BOND**

Bond must be filed, unless waived by the will or court, before letters will be issued by the clerk. The amount of bond shall be set by the court.

### **C. CLAIMS**

All claims filed with the court and not paid by the personal representative will be set for hearing prior to the filing of final settlement. Either the creditor or the estate may call up the claim for hearing upon five (5) days notice.

### **D. CLERK OF THE PROBATE DIVISION**

The clerk is authorized to hear evidence and to enter orders in uncontested matters, subject to modification by the court within thirty (30) days of judgment according to the provisions of § 472.070, RSMo., as amended.

### **E. COMPENSATION OF FIDUCIARIES AND ATTORNEYS**

1. Decedent's Estates
  - a. Statutory fees shall be allowed at the time of filing final settlement. Partial payment of fees may be allowed after inventory is filed upon the filing of a request for partial fees.
  - b. Additional compensation over and above the statutory fee shall be allowed only when the statutory fee does not reasonably and fairly compensate the fiduciary and/or the attorney for his services. A petition detailing the basis for the request shall be filed and heard before additional compensation is allowed.
  - c. Waiver: Fees or any portion thereof may be waived in writing.
2. Guardianship/Conservatorship Estates
  - a. Guardians'/Conservators' Fees: Guardians/conservators are allowed a reasonable and just fee for their services as guardians/conservators. Guardians/conservators are also allowed compensation for necessary expenses.

A guardian/conservator should petition the court for allowances of fees and expenses and should detail specifically the services performed and the expenses claimed.

- b. Attorneys' Fees: Either the attorney or the guardian/conservator may petition the court for allowance of attorney's fees for services rendered to the estate. The petition must be accompanied by the attorney's statement of the date(s) and service(s) rendered, the time spent, and the hourly rate charged by the attorney. If the guardian/conservator consents to the attorney's fees, the consent should be part of or accompany the petition for fees.

#### **F. FILING FEES**

See appendix to these Local Court Rules.

#### **G. FORMS**

An inventory of forms is maintained by the clerk and any such form may be obtained upon request. Computer generated forms shall comply with the format of approved forms.

#### **H. INVENTORY**

1. An inventory shall be filed in all estates within thirty (30) days after letters are issued unless, upon good cause shown by written request, the inventory is continued. An inventory shall not be required, unless otherwise ordered, when a successor fiduciary is appointed.
2. In conservatorship estates where all assets are derived from a decedent's estate, certified copies of the Inventory and Final Order of Distribution from the decedent's estate may be filed in lieu of an original inventory in the conservatorship estate.

#### **I. PARTIAL DISTRIBUTIONS**

1. Partial distribution may not be granted until six (6) months after the first publication unless the decedent died intestate, or the testate and intestate heirs and their respective shares are identical, or all heirs and potential heirs consent in writing to the distribution.
2. In no case where a will is being contested, or where the interests of creditors or distributees are prejudiced, may a partial distribution be allowed.

#### **J. PUBLICATION**

The clerk shall arrange for publication of all notices required by law or ordered by the court, except final notice for independent administrations.

#### **K. SETTLEMENTS**

1. Contents. The settlement shall account for all income received and disbursements made by the fiduciary. Income shall include, but is not limited to, interests, dividends (whether cash or stock), refunds, loans,

gifts, rebates, distributions from other estates, government benefits, and pension payments. All sales and transfers of property shall be accounted for on the settlement.

2. Final Settlements

- a. Decedent's Estates: Final settlement shall be filed no later than six (6) months and ten (10) days after the first publication in supervised estates, unless upon written request and the showing of good cause, a continuance is granted. The final settlement shall be accompanied by a Proof of Mailing Notice to heirs or a Waiver of Notice by Heirs, proposed Order of Distribution, and a Federal Estate Tax Closing Letter, when appropriate.
- b. Decedents' Estates: Final accountings in independent estates shall be filed within one (1) year after the granting of letters. The estate will remain open for one (1) year unless there is a petition for complete settlement.
- c. Conservatorship Estates: Final settlements shall be made within sixty (60) days after a minor ward reaches the age of majority or dies, or after a disabled person is restored or dies, unless continued by order of the court.

3. Form

- a. All settlements shall be typed or legibly written in ink and signed by the fiduciary.
- b. Settlements shall be submitted in double entry form: the left-hand debit column shall account for income and the right-hand credit column shall account for disbursements.

4. Verification

- a. All bank accounts and certificates of deposit listed in the ending balance shall be verified by bank statements for the entire settlement period.
- b. All disbursements shall be verified by canceled check, substitute check (front & back), voucher or receipt from payee or distributee.
- c. Other verification shall be provided as the court may request.

**L. SMALL ESTATES**

Application for Refusal of Letters to spouse or to creditor and Affidavits to Establish Title of Distributees shall be accompanied by the following:

- 1. Death certificate;

2. Verification of decedent's assets;
3. Verification of debt if Creditor's Order is requested;
4. Will and Application for Probate if affidavit is filed and decedent died testate;
5. Schedule of all property and money derived from decedent and passing to surviving spouse and or minor unmarried children for Refusal of Letters to spouse; and
6. Costs for certified copies (ask clerk of Probate Division).

**M. FILING OF THE WILL**

1. The application for probate of the will and the will with any codicils shall be filed.

## **RULE 73. SMALL CLAIMS**

See Supreme Court Rules 140 through 152.

## **RULE 74.TRUST ESTATES**

All trust estates shall be supervised and heard by the Probate Divisions in the respective counties, unless otherwise ordered by the presiding judge in a particular estate. All trust estates shall be docketed for settlement within thirty (30) days after the first anniversary of their filing and thereafter within thirty (30) days after the anniversary date of the last settlement. Any settlement may be continued by the court for good cause shown. Trustees failing to file their settlement at the time docketed, without showing good cause for such failure, will be liable to citation therefor.

### **74.1 INVENTORY**

(No Local Court Rule)

### **74.2 REPORTS**

See Local Court Rule 74.

### **74.3 RECORD**

(No Local Court Rule)

### **74.4 AUDIT**

(No Local Court Rule)

## **RULE 75. PATERNITY**

See Local Court Rule 68.

**POST TRIAL**

# **RULE 81. EXECUTION**

(No Local Court Rule)

## **RULE 82. GARNISHMENT**

Payments for general executions, garnishments and sequestrations shall be made by cash, certified check, business check, money order or the equivalent. Personal checks will not be accepted. The circuit clerk may set more restrictive policies with respect to payments in accordance with law.

# **RULE 83. JUDICIAL SALES**

(No Local Court Rule)

# **INTERNAL ORGANIZATION**

## **RULE 100.1 PRESIDING JUDGE**

(No Local Court Rule)

## **RULE 100.2 LOCAL COURT RULES**

- A. All Local Rule changes enacted by the Thirteenth Judicial Circuit shall have an effective date sixty (60) days after passage, unless the rule is enacted with an emergency clause. The rule shall be published to the local bar for comment upon passage.
- B. Changes to the Local Court Rules shall be published to the local bar when they become final.
- C. Publication pursuant to this rule shall consist of distributing a copy of the proposed or effective rule to the Boone County Bar Association for posting on their website, and by including the new rule in the Local Rules on the court's website.

## **RULE 100.3 LIBRARY FUND**

In all civil cases filed in circuit court, where a law library fee is applicable, the fee shall be \$15.00 in both Boone and Callaway Counties. A law library fund is hereby established in Boone and Callaway Counties, and the law library fees collected shall be payable to the person designated by administrative order as the treasurer of said fund. Said fund shall be applied and expended under the direction and order of the court en banc and may be used for the following purposes:

- maintenance and upkeep of the law libraries in Boone and Callaway Counties;
- courtroom renovation and technology enhancement, and for debt service on county bonds for courtroom renovation or enhancement projects; and
- the county's family services and justice fund.

## **RULE 100.4 COURT RECORDS**

### **100.4.1 DESTRUCTION OF EVIDENCE**

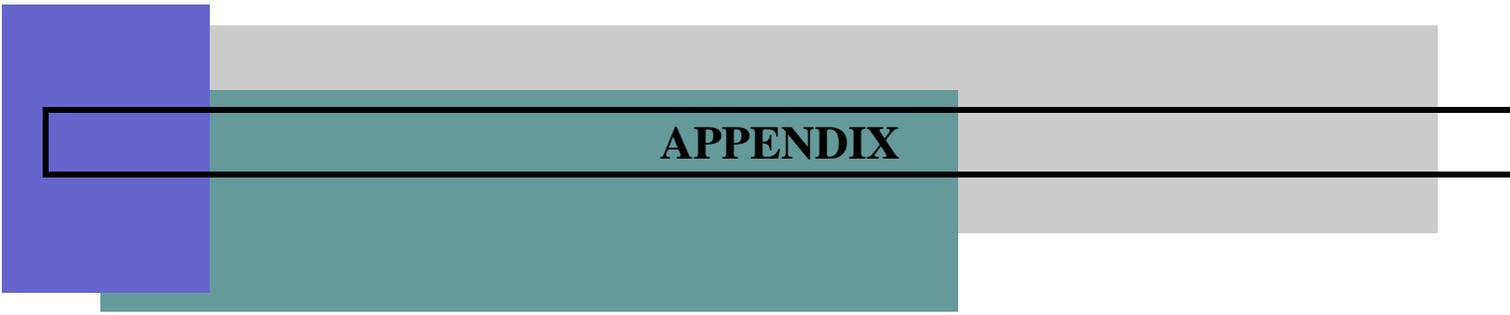
Pursuant to Missouri Supreme Court Operating Rule 8.02(a)(17), all motions, orders and returns filed with any division of the court pursuant to §195.140, RSMo., when no charges were filed against the individual(s) related to the evidence which is proposed for destruction, shall be closed records.

## **RULE 100.5 CLERK'S DUTIES**

(No Local Court Rule)

## **RULE 100.6 SELECTION OF VENIREMEN**

(No Local Court Rule)



**APPENDIX**

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
PETITIONER

AND

No. \_\_\_\_\_

\_\_\_\_\_  
RESPONDENT

**STATEMENT OF PROPERTY**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

I. <b>PROPERTY</b>	Present Value	How Acquired*	Date Acquired	Amount Owed
A. Real Estate—list any and all interests held in real estate (include address, legal description and name of mortgagor).  _____ _____ _____ _____ _____	\$			\$
B. Motor Vehicles—include all automobiles, boats, trailers, aircraft, recreational vehicles and campers and give year, make, model and serial number and name of each mortgagor.  _____ _____ _____ _____ _____				

\*How Acquired – state whether the property was purchased, inherited, etc. See also, Section 452.330.2, which defines “marital property” and which lists exceptions to the rule that property acquired by either spouse subsequent to the marriage is “marital property.” For example, property acquired by gift or inheritance is excluded.

<b>PROPERTY (continued)</b>	<b>Present Value</b>	<b>How Acquired*</b>	<b>Date Acquired</b>	<b>Amount Owed</b>
<p>C. Bank Accounts- list all checking and saving accounts held either in your name alone, or in your name and that of another person. Give the name of the institution, the names on the account and the account number. Be sure to include here all time deposits and certificates of deposits, etc.</p> <hr/> <hr/> <hr/> <hr/> <hr/>	\$			\$
<p>D. Household Goods – include all appliances, furniture, silver, antiques, televisions, stereos, etc. Attach a list of each item with a value of at least \$100 or more, showing present value, how acquired, date acquired, and amount owed.</p>				
<p>E. Personal Goods – include jewelry, furs, guns, cameras, coin and stamp collections, fishing and camping equipment, etc. Attach a list of each item with a value of at least \$100 or more, showing present value, how acquired, date acquired, and amount owed.</p>				
<p>F. Cash on Hand – list only that in your possession.</p>				<b>XXXXXXXX</b>
<p>G. Securities – list all stocks, bonds, promissory notes, mortgages, and all other such property in which you have an interest, and give the names in which the securities are held and identification numbers, if any.</p> <hr/> <hr/> <hr/> <hr/> <hr/>				

\*How Acquired – state whether the property was purchased, inherited, etc. See also, Section 452.330.2, which defines “marital property” and which lists exceptions to the rule that property acquired by either spouse subsequent to the marriage is “marital property.” For example, property acquired by gift or inheritance is excluded.

<b>PROPERTY (continued)</b>	<b>Present Value</b>	<b>How Acquired*</b>	<b>Date Acquired</b>	<b>Amount Owed</b>
<b>H. Life Insurance</b> – list the kind of policy, name of issuing company, policy number, owner of policy, insured, beneficiaries, face value and cash surrender value of the policy, if any (include any policies furnished by your employer). <hr/> <hr/>	\$			\$
<b>I. Retirement, Pension and/or Profit Sharing Plans</b> —list name of the company and its present total value and percentage vested. <hr/> <hr/>				
<b>J. Any interest in any trust</b> – give name of the trust, name of the trustee, name of settlor, name of beneficiaries, nature of the interest you have in the trust and attach to this list a copy of the trust instrument. <hr/> <hr/>				
<b>K. Any interest in a contract made but not yet performed</b> – list the parties to the contract and the expected date of performance, if any. <hr/> <hr/>				
<b>L. Any interest in any pending litigation or suits yet to be filed.</b> <hr/> <hr/>				
<b>M. Any interest in any farm equipment, animals, or crops</b> – give the nature of the property and its location. <hr/> <hr/>				

\*How Acquired – state whether the property was purchased, inherited, etc. See also, Section 452.330.2, which defines “marital property” and which lists exceptions to the rule that property acquired by either spouse subsequent to the marriage is “marital property.” For example, property acquired by gift or inheritance is excluded.

PROPERTY (continued)	Present Value	How Acquired*	Date Acquired	Amount Owed
N. <b>Any debt owed to you by others</b> – list the name of the debtor, any security, date of loan and due date, if any, etc. <hr/> <hr/>	\$			\$
O. <b>Future Interests</b> – list the interest you hold, the property involved and the present owner. <hr/> <hr/>				
P. <b>Partnership Interests</b> – list the name of partners and percentage interest; attach a copy of the partnership agreement or set forth its terms with assets and liabilities. <hr/> <hr/>				
Q. <b>List any other assets not already listed herein.</b> <hr/> <hr/>				

\*How Acquired – state whether the property was purchased, inherited, etc. See also, Section 452.330.2, which defines “marital property” and which lists exceptions to the rule that property acquired by either spouse subsequent to the marriage is “marital property.” For example, property acquired by gift or inheritance is excluded.

II. DEBTS	Current Balance	Monthly Payment
A. List <u>all</u> loans from any bank or lending institution to you. Show who signed the loan, the date of the loan, and give the name and address of the loan and the outstanding balance.	\$	\$
B. List all credit card balances and store charges – show the name on the credit card.		
C. Other Indebtedness – show to whom.		

STATE OF MISSOURI )  
 ) ss.  
 COUNTY OF BOONE )

Comes now \_\_\_\_\_, being of lawful age and after being duly sworn, states that affiant has read the foregoing Statement of Property and that the facts therein are true and correct according to the affiant's best knowledge and belief.

\_\_\_\_\_  
 Affiant

Subscribed and sworn to before me, the undersigned Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires:

\_\_\_\_\_  
 Notary Public

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
PETITIONER

AND

NO. \_\_\_\_\_

\_\_\_\_\_  
RESPONDENT

**STATEMENT OF INCOME AND EXPENSES OF**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

**1. INCOME**

A. Gross wages or salary and commissions each pay period \$ \_\_\_\_\_

PAID: Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Semi-Monthly \_\_\_\_\_ Monthly \_\_\_\_\_

Payroll Deductions:

F.I.C.A. (Social Security Tax) \$ \_\_\_\_\_

Federal Withholding Tax \$ \_\_\_\_\_

State Withholding Tax \$ \_\_\_\_\_

City Earnings Tax \$ \_\_\_\_\_

Union Dues \$ \_\_\_\_\_

Others: \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total deductions each pay period: \$ \_\_\_\_\_

Net take home pay each pay period: \$ \_\_\_\_\_

B. Additional income from rentals, dividends,  
and business enterprises (give monthly average  
and list sources of income).

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Average monthly total: \$ \_\_\_\_\_

INCOME (Continued)

C. Any other income- (from Social Security, AFDC, V.A. benefits, pensions, annuities, bonuses, commissions and all other sources; list the source and MONTHLY average).

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Average monthly total: \$ \_\_\_\_\_

D. TOTAL AVERAGE MONTHLY INCOME: \$ \_\_\_\_\_

E. Your share of the gross income shown on last year's federal income tax return: \$ \_\_\_\_\_

II: EXPENSES (Give all expenses on a MONTHLY average)

A. Rent or mortgage payments: \$ \_\_\_\_\_

B. Utilities

1. Gas \$ \_\_\_\_\_  
2. Water \$ \_\_\_\_\_  
3. Electricity \$ \_\_\_\_\_  
4. Telephone \$ \_\_\_\_\_  
5. Trash Service \$ \_\_\_\_\_

\$ \_\_\_\_\_

C. Automobiles

1. Gas and oil \$ \_\_\_\_\_  
2. Maintenance (routine) \$ \_\_\_\_\_  
3. Taxes and Licenses \$ \_\_\_\_\_  
4. Payment on Auto Loan \$ \_\_\_\_\_

\$ \_\_\_\_\_

D. Insurance

1. Life \$ \_\_\_\_\_  
2. Health and Accident \$ \_\_\_\_\_  
3. Disability \$ \_\_\_\_\_  
4. Homeowners (if not included in mortgage payment) \$ \_\_\_\_\_  
5. Automobile \$ \_\_\_\_\_

\$ \_\_\_\_\_

E. Total payment on installment contracts: \$ \_\_\_\_\_

F. Child support paid to others for children not in your custody: \$ \_\_\_\_\_

G. Maintenance or alimony: \$ \_\_\_\_\_

H. Church and charitable contributions: \$ \_\_\_\_\_

EXPENSES (continued)

I. Other Living Expenses

	Yours	Children in your custody
1. Food	\$ _____	_____
2. Clothing	\$ _____	_____
3. Medical Care	\$ _____	_____
4. Prescription Drugs	\$ _____	_____
5. Dental Care	\$ _____	_____
6. Recreation	\$ _____	_____
7. Laundry and Cleaning	\$ _____	_____
8. Barber Shop	\$ _____	_____
9. Beauty Shop	\$ _____	_____
10. School and Books	\$ _____	_____
	\$ <u>_____</u>	\$ <u>_____</u>

J. Day care center or babysitter: \$ \_\_\_\_\_

K. All other expenses not presently identified – (give as a monthly average)

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____

L. TOTAL AVERAGE MONTHLY EXPENSES: \$ \_\_\_\_\_

STATE OF MISSOURI    )  
                                  ) ss.  
COUNTY OF BOONE    )

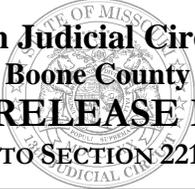
Comes now \_\_\_\_\_, being of lawful age and after being duly sworn, states that affiant has read the foregoing Statement of Income and Expenses, and that the facts therein are true and correct according to the affiant's best knowledge and belief.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me, the undersigned Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

  
**Thirteenth Judicial Circuit Court**  
**Boone County**  
**PETITION FOR RELEASE FROM CUSTODY**  
**PURSUANT TO SECTION 221.170 RSMo**

DEFENDANT'S NAME \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

**Reason For Release**

\_\_\_\_\_ To visit prospective employers at pre-arranged interviews.

\_\_\_\_\_ To conduct my own occupation or business.

\_\_\_\_\_ To attend to the needs of my family.

\_\_\_\_\_ To work for my employer.

\_\_\_\_\_ To attend an educational institution.

\_\_\_\_\_ To obtain medical treatment.

Released To (e.g. Employer, Business, Hospital or School)	Days and Times Required for work or other release	
Name	Sunday	To
	Monday	To
Address	Tuesday	To
	Wednesday	To
	Thursday	To
Telephone	Friday	To
	Saturday	To

*The Sheriff shall determine additional time required for defendant to travel to and from place of employment, business, hospital or school.*

**OTHER INFORMATION REGARDING RELEASE:**

- I verify that the information on this form is accurate.
- I understand that the sentencing court may withdraw the release privilege at any time with or without notice.
- I understand that I am liable for the cost of my board, as ordered by the court.
- I understand that any use of illegal drugs or alcohol while serving my sentence will result in the release privilege being revoked.
- I understand that the Sheriff may refuse to permit me to leave the facility for not to exceed five consecutive days for any breach of discipline or other violation of program regulations.
- I understand that if I serve three-fourths of my sentence in the release program in an orderly and peaceable manner that I will be discharged as if I had served full sentence. Shock detention time shall be served in full.
- I understand that in the case of a violation of the law or rules of my confinement, I shall be returned to the sentencing court, and the court may require that the balance of my full sentence be spent in actual confinement.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Date

I have verified the defendant's employment and days and hours of employment as stated above.

\_\_\_\_\_  
Defendant's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court Services Officer

\_\_\_\_\_  
Date

**Order For Release**

\_\_\_\_\_ I HEREBY DENY THE DEFENDANT'S PETITION FOR RELEASE.

\_\_\_\_\_ I HEREBY ORDER THE DEFENDANT RELEASED FROM JAIL PURSUANT TO SECTION 221.170 RSMo AS REQUESTED.

**Judge's Comments**

DEFENDANT ORDERED TO PAY \$ \_\_\_\_\_ PER DAY BOARD AS REQUIRED BY THE COURT.

SENTENCE TO BEGIN \_\_\_\_\_

LENGTH OF SENTENCE TO BE SERVED \_\_\_\_\_

ORDERED BY \_\_\_\_\_

DATE \_\_\_\_\_

CC:

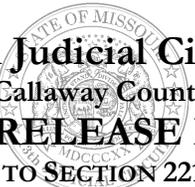
JAIL

WORK RELEASE  
FACILITY

DEFENDANT

ATTORNEY

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**Thirteenth Judicial Circuit Court**  
**Callaway County**  
**PETITION FOR RELEASE FROM CUSTODY**  
**PURSUANT TO SECTION 221.170 RSMo**

DEFENDANT'S NAME \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

**Reason For Release**

- To visit prospective employers at pre-arranged interviews.     
  To conduct my own occupation or business.     
  To attend to the needs of my family.  
 To work for my employer.     
  To attend an educational institution.     
  To obtain medical treatment.

Released To <small>(e.g. Employer, Business, Hospital or School)</small>	Days and Times <small>Required for work or other release</small>	
Name	Sunday	To
	Monday	To
Address	Tuesday	To
	Wednesday	To
	Thursday	To
Telephone	Friday	To
	Saturday	To

*The Sheriff shall determine additional time required for defendant to travel to and from place of employment, business, hospital or school.*

OTHER INFORMATION REGARDING RELEASE:

---

1. I verify that the information on this form is accurate.
2. I understand that the sentencing court may withdraw the release privilege at any time with or without notice.
3. I understand that I am liable for the cost of my board, as ordered by the court.
4. I understand that any use of illegal drugs or alcohol while serving my sentence will result in the release privilege being revoked.
5. I understand that the Sheriff may refuse to permit me to leave the facility for not to exceed five consecutive days for any breach of discipline or other violation of program regulations.
6. I understand that if I serve three-fourths of my sentence in the release program in an orderly and peaceable manner that I will be discharged as if I had served full sentence. Shock detention time shall be served in full.
7. I understand that in the case of a violation of the law or rules of my confinement, I shall be returned to the sentencing court, and the court may require that the balance of my full sentence be spent in actual confinement.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Date

I have verified the defendant's employment and days and hours of employment as stated above.

\_\_\_\_\_  
Defendant's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Sheriff

\_\_\_\_\_  
Date

**Order For Release**

\_\_\_\_\_ I HEREBY DENY THE DEFENDANT'S PETITION FOR RELEASE.

\_\_\_\_\_ I HEREBY ORDER THE DEFENDANT RELEASED FROM JAIL PURSUANT TO SECTION 221.170 RSMo AS REQUESTED.

**Judge's Comments**

\_\_\_\_\_

\_\_\_\_\_

DEFENDANT ORDERED TO PAY \$ \_\_\_\_\_ PER DAY BOARD AS REQUIRED BY THE COURT.

SENTENCE TO BEGIN \_\_\_\_\_

LENGTH OF SENTENCE TO BE SERVED \_\_\_\_\_

ORDERED BY \_\_\_\_\_

DATE \_\_\_\_\_

CC: \_\_\_\_\_ JAIL \_\_\_\_\_ WORK RELEASE FACILITY \_\_\_\_\_ DEFENDANT \_\_\_\_\_ ATTORNEY \_\_\_\_\_

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## Mediator Registration

Name	Business Name (if applicable)
Address	Business Address
Phone Number:	Fax Number:
E-mail Address:	Counties willing to conduct mediation within: Boone _____ Callaway _____
<b>Degrees Held:</b>  Degree _____ Year _____ Institution _____ Degree _____ Year _____ Institution _____ Degree _____ Year _____ Institution _____ Degree _____ Year _____ Institution _____	
<b>Mediation Training:</b>  # of hours ____ Year _____ Trainer _____ Type of Mediation _____ # of hours ____ Year _____ Trainer _____ Type of Mediation _____ # of hours ____ Year _____ Trainer _____ Type of Mediation _____ # of hours ____ Year _____ Trainer _____ Type of Mediation _____	
(Attach certificate of completion to this form.) Note that Missouri Supreme Court Rules require at least 20 hours of child custody mediation training in a court-approved program. If mediation training exceeds the space provided, an additional page may be attached.	
<b>Indicate Current Status:</b>  _____ I am a licensed attorney. _____ I possess a graduate degree in a field that includes the study of psychiatry, psychology, social work, counseling or other behavioral science substantially related to marriage and family interpersonal relationships.	
Note that Missouri Supreme Court Rules require that the mediator have at least one current status for eligibility.	
Hourly rate for mediation:	The undersigned, being duly sworn upon oath, states that he/she is the person completing the above information and that the facts stated herein are true according to his/her best knowledge and belief.
If you have mediator liability insurance, give the name of your insurer.	_____ Signature  _____ Date

(MedReg 7/1/99)

IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
FAMILY COURT DIVISION

In re the Matter of

\_\_\_\_\_  
Petitioner

and

Case No.:

\_\_\_\_\_  
Respondent

FORM 15

Form 15 must be completed by Petitioner and filed no later than 60 days from the date of service, when a dissolution or motion to modify involves children.

Check all that apply:

1. \_\_\_\_ The parties have completed two hours of Rule 68.12 mediation as verified by the Notice of Mandatory Mediation Compliance.
2. \_\_\_\_ The parties have no disputes regarding parenting issues regarding the children.
3. \_\_\_\_ The required mediation under Rule 68.12 has been waived by order of the Court.  
IF YOU HAVE SELECTED 1, 2, OR 3 ABOVE, YOU NEED ONLY SIGN THE AFFIDAVIT BELOW AND FILE FORM 15. IF YOU CANNOT SELECT 1, 2 OR 3 ABOVE, PLEASE CONTINUE.
4. \_\_\_\_ The parties have a dispute regarding parenting issues and have not been to a mediator:
  - a. \_\_\_\_ Parties request court appointed mediator
  - b. \_\_\_\_ Parties request \_\_\_\_\_ be appointed mediator  
Mediator's Address \_\_\_\_\_  
Mediator's Telephone \_\_\_\_\_
  - c. \_\_\_\_ Parties request MARCH mediation services (paternity cases, family access motions, and post-dissolution motions qualify for MARCH mediation services)
5. \_\_\_\_ There has been or there is a current Restraining Order or Protection From Abuse Order involving the parties or the child.

The Petitioner's mailing address is:

The Respondent's mailing address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for the Petitioner is:

Attorney for the Respondent is:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

AFFIDAVIT

I hereby certify that the above *Response to Rule 68.12 Mediation of Child Custody and Visitation Disputes* is complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Affiant- Petitioner/Respondent

Certificate of mailing: I hereby certify that a copy of the above and foregoing was mailed on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Signature: \_\_\_\_\_

[Effective July 1, 2003]

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
FAMILY COURT DIVISION**

In the Matter of

\_\_\_\_\_  
Petitioner

and

Case No: \_\_\_\_\_

\_\_\_\_\_  
Respondent

**NOTICE OF MANDATORY MEDIATION COMPLIANCE**

**Please check all that apply:**

- The parties complied with the court order to mediate.
- An agreement \_\_\_\_\_ was \_\_\_\_\_ was not reached \_\_\_\_\_ parties continue in mediation.
- The Petitioner did not comply with the court order to mediate.
- The Respondent did not comply with the court order to mediate.
- The mediator requests leave to withdraw due to a conflict of interest.
- The differences of the parties were resolved prior to mediation.
- Not appropriate under M.A.R.C.H. Guidelines based on director's review.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Mediator (print name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mediator's signature

[Effective July 1, 2003]

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
FAMILY COURT DIVISION**

In the Matter of

\_\_\_\_\_  
Petitioner

and

Case No: \_\_\_\_\_

\_\_\_\_\_  
Respondent

**ORDER FOR MEDIATION AND APPOINTMENT OF MEDIATOR**

**IT IS HEREBY ORDERED** that the parties in this cause shall complete mediation set forth in Local Court Rule 68.12 and in compliance with Supreme Court Rule 88 within 30 days of this order. Said mediation costs shall be at the expense of the parties.

**IT IS FURTHER ORDERED** that the appointed mediator in this cause shall be:

Mediator's Name:

Mediator's Address:

Mediator's Phone #:

**IT IS FURTHER ORDERED** that the parties shall immediately contact said mediator to schedule a time and place for the mediation to begin.

**IT IS FURTHER ORDERED** that the clerk forward a copy of this Order and a copy of Form 15 to counsel of record, to any unrepresented parties and to any mediator named above.

Date: \_\_\_\_\_

\_\_\_\_\_  
JUDGE/COMMISSIONER  
13<sup>TH</sup> JUDICIAL CIRCUIT COURT

Mediator hereby:

- Accepts Appointment  
 Declines Appointment

[Effective July 1, 2003]

)  
)  
)  
)  
)  
)

Case Number \_\_\_\_\_

**AFFIDAVIT AND PETITION FOR PERMISSION  
TO PROSECUTE CAUSE OF ACTION AS A POOR PERSON**

\_\_\_\_\_, applicant, makes oath and deposes and states that  
\_\_\_\_\_ has a just and subsisting cause of action on which he or she brings suit against  
\_\_\_\_\_ ; that \_\_\_\_\_ is a poor person unable to pay  
the costs and expenses thereof; that the information set out below is a true and correct statement of  
\_\_\_\_\_ financial position.

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Education \_\_\_\_\_

Marital Status \_\_\_\_\_

If married list name, address, and ages of spouse and children.

Spouse \_\_\_\_\_ Age \_\_\_\_\_

Child \_\_\_\_\_ Age \_\_\_\_\_

Child \_\_\_\_\_ Age \_\_\_\_\_

Child \_\_\_\_\_ Age \_\_\_\_\_

How long have you lived in Boone/Callaway County? \_\_\_\_\_  
(circle one)

Where did you live previously? \_\_\_\_\_

How long? \_\_\_\_\_

**Employment Information**

Employer: \_\_\_\_\_

Address of employer: \_\_\_\_\_

Salary (before deductions): \_\_\_\_\_

If unemployed, how long unemployed? \_\_\_\_\_

Name of last employer: \_\_\_\_\_

Address of last employer: \_\_\_\_\_

Is your spouse employed? \_\_\_\_\_ If so, name and address of spouse's employer: \_\_\_\_\_

Spouse's salary (before deductions): \_\_\_\_\_

**Sources and Amount of All Other Income**

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

**List Value of the Following Assets**

Real Estate	\$	_____	Cash	\$	_____
Bank Deposits	\$	_____	Stocks and Bonds	\$	_____
Savings Accounts	\$	_____	Notes	\$	_____
Inheritance from estate in probate	\$	_____	Building and loan or savings and loan accounts	\$	_____
Automobile (include make and year)	\$	_____	Furniture	\$	_____
Pension	\$	_____	Other Assets	\$	_____

**List Amount of the Following Debts**

Real estate mortgage	\$	_____	Automobile mortgage	\$	_____
Furniture mortgage	\$	_____	Unsecured notes	\$	_____
Other Debts	\$	_____			

**If you have an interest with another person in any of the above assets, list here:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHEREFORE, Petitioner prays the court to issue original writ, without fees, and to permit \_\_\_\_\_ to commence and prosecute \_\_\_\_\_ action as a poor person and have all necessary process and proceedings as in other cases without fees, tax, or charge.

STATE OF MISSOURI                    )  
  )  
COUNTY OF \_\_\_\_\_            )                    ss.

Subscribed and sworn to before me by \_\_\_\_\_ known to me to be the person who executed the above and foregoing Affidavit and Petition and who stated to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ own free act and deed.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC/CLERK

MY COMMISSION EXPIRES: \_\_\_\_\_

[Effective January 1, 1985. Amended September 2001]

IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
PERSONS IN CUSTODY

\_\_\_\_\_) )  
Full Name of Plaintiff ) )  
\_\_\_\_\_) )  
Prison Number ) )  
vs. ) Case Number \_\_\_\_\_ )  
\_\_\_\_\_) )  
Defendant ) )

**AUTHORIZATION FOR RELEASE OF INSTITUTIONAL ACCOUNT INFORMATION**

I, \_\_\_\_\_, hereby authorize the presiding judge of the Thirteenth Judicial Circuit Court to obtain information from the institution at which I presently reside about deposits into and withdrawals from my accounts at this institution during the past six-month period. Such information will be used by the court to determine my eligibility to proceed in forma pauperis in my civil lawsuit.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PLAINTIFF

Subscribed and sworn to before me, the undersigned notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

[EFFECTIVE JANUARY 1, 1985; AMENDED SEPTEMBER 2001]

IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
PERSONS IN CUSTODY

\_\_\_\_\_) )  
Full Name of Plaintiff ) )  
\_\_\_\_\_) )  
Prison Number ) )  
vs. ) Case Number \_\_\_\_\_ )  
\_\_\_\_\_) )  
Defendant ) )

**AFFIDAVIT IN SUPPORT OF REQUEST TO PROCEED IN FORMA PAUPERIS**

What is your mailing address? \_\_\_\_\_  
\_\_\_\_\_

How long have you resided at the above address? \_\_\_\_\_

Where did you live prior to incarceration? (Give address) \_\_\_\_\_  
\_\_\_\_\_

With whom did you live prior to incarceration? (State full names and relationship to you.)

Name	Relationship
_____	_____
_____	_____
_____	_____

Are you presently employed? (Include employment in prison and/or jail.)  Yes  No

If yes, answer the following questions: (Include employment in prison.)

What type of work do you do? \_\_\_\_\_

How long have you held this job? \_\_\_\_\_

What are your monthly wages? \$ \_\_\_\_\_

Have you been employed during the last six months? (Include employment in prison and/or jail.)

Yes  No If yes, answer the following questions: (Include employment in prison.)

What job(s) have you held?	How long did you hold each job?	What were your monthly wages for each job?
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

How much money do you presently have in your inmate accounts? \$ \_\_\_\_\_

Approximately how much money have you had in your inmate accounts over the past six (6) months? \$ \_\_\_\_\_

Do you have money in a checking or savings account?  Yes  No  
If yes, state the bank name(s) and total amount(s):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Have you received, within the past twelve (12) months, any money from the following sources? If so, state the amount received from each during the past twelve (12) months:

Business, profession, self-employment	\$ _____	Rent payments	\$ _____
Interest or dividends	\$ _____	Pensions or disability payments	\$ _____
Annuities or life insurance payments	\$ _____	Gifts	\$ _____
Inheritances	\$ _____	Money judgments	\$ _____
Worker's compensation	\$ _____	Tax refunds	\$ _____

Any other sources (identify each source and amount): \_\_\_\_\_

Did you file a federal or state income tax return last year?  Yes  No

If so, please attach a copy of it or W-2 forms for that year.

Do you own or have you owned, within the past twelve (12) months, any of the following property?

Real Estate:  Yes  No      Stocks or bonds:  Yes  No  
Promissory notes:  Yes  No      Automobiles:  Yes  No  
Any other valuable property?  Yes  No

If the answer to any of the above is yes, describe the property and state its approximate value.

Description of Property	Approximate Value
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

If you are presently married, answer the following questions:

What is your spouse's name? \_\_\_\_\_

What is your spouse's address? \_\_\_\_\_

What are your spouse's sources of income?	Monthly Amount
_____	\$ _____
_____	\$ _____

What property does your spouse own? \_\_\_\_\_

Are your parents living?  Yes  No      If yes, answer the following questions:  
Father's name: \_\_\_\_\_      Mother's name: \_\_\_\_\_  
Father's address: \_\_\_\_\_      Mother's address: \_\_\_\_\_

What are your father's sources of income?

---

---

What are your mother's sources of income?

---

---

What property does your father own?

---

---

What property does your mother own?

---

---

Do you have children or other dependants?  Yes  No

If yes, state their names, ages and relationship to you:

Child / Dependant	Age	Relationship
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Do you provide money for the support of any person?  Yes  No

If yes, state the name(s) and the amount of the support you provide:

<hr/>	\$ <hr/>

Have you ever filed any civil lawsuits other than this one?  Yes  No

If yes, answer the following:

Defendant's name	Type of lawsuit filed	Court where filed	Date filed
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

List the names of all attorneys who represented you in the civil cases you described above:

Attorney's name	Case(s) handled	Dates of representation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Who is (are) the defendant(s) in the present lawsuits you wish to file? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In what capacity did you know or deal with the defendant(s) in the present lawsuit you wish to file?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of lawsuit do you wish to file? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On what witnesses do you expect to rely in order to prove your case? State their names, addresses and the subject matter of their expected testimony:

Name _____	Subject _____
Address _____	_____
_____	_____

Name _____	Subject _____
Address _____	_____
_____	_____

Name _____	Subject _____
Address _____	_____
_____	_____

Name _____	Subject _____
Address _____	_____
_____	_____

On what evidence do you expect to rely in order to prove your case? Describe such evidence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what court(s) were you convicted of crimes?

State the location of each such court.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Of what crimes have you been convicted?

Sentence received

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On what date do you expect to be released from custody? \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff

STATE OF MISSOURI            )  
  )  
COUNTY OF \_\_\_\_\_    )

ss.

Subscribed and sworn to before me by \_\_\_\_\_ known to me to be the person who executed the above and foregoing Affidavit and Petition and who stated to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ own free act and deed.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC/CLERK

MY COMMISSION EXPIRES: \_\_\_\_\_

[Effective January 1, 1985; Amended September 2001]

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STATE OF MISSOURI        )  
  )  
COUNTY OF                )        ss.

BOND ASSIGNMENT

My name is \_\_\_\_\_

I reside at \_\_\_\_\_

I hereby assign to \_\_\_\_\_  
(print name of assignee)

Whose address is \_\_\_\_\_

all my rights, title and interest in a cash bond posted with the circuit court of

Boone County            Callaway County

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for release pending trial on the charge(s) of

\_\_\_\_\_

The cash bond is in the amount of \$ \_\_\_\_\_; a copy of the receipt for the cash bond posted is attached hereto. It is therefore my request that the custodian of the cash bond deliver same to \_\_\_\_\_ and I hereby release the custodian of the cash bond from all (print name of assignee)

liability. Furthermore, I understand that if I am found guilty of the charge(s) noted above, all assessments against me, including fines, court costs, restitution and any other related fees ordered by the judge, may be deducted from the cash bond before any money is delivered to the assignee.

\_\_\_\_\_  
(Defendant print name)

\_\_\_\_\_  
(Defendant's signature)

Date: \_\_\_\_\_

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
EN BANC**

**In re: Filing Fees and Costs  
03-08**

**ORDER**

It is hereby ordered that Administrative Order 01-08 is amended as follows effective October 7, 2008.

It is further ordered that in all cases except actions filed by a unit of government the following schedule for filing fees and cost deposits shall apply.

A. Basic Case Filing Fee - add additional fees as applicable from Section B.

Circuit Civil (Including petitions filed pursuant to §211.034, RSMO)	Boone County	\$130.00
	Callaway County	\$130.00
Family Court Cases		
Dissolutions subject to Local Court Rule 68.6	Boone County	\$212.00
	Callaway County	\$212.00
Dissolutions not subject to Local Court Rule 68.6	Boone County	\$162.00
	Callaway County	\$162.00
Annulments of Marriage	Boone County	\$162.00
	Callaway County	\$162.00
Motions to Modify subject to Local Court Rule 68.6	Boone County	\$212.00
	Callaway County	\$212.00
Motions to Modify not subject to Local Court Rule 68.6; and Petitions to Terminate Parental Rights for Nonpayment of Child Support	Boone County	\$162.00
	Callaway County	\$162.00
Family Access Motion	Boone County	\$162.00
	Callaway County	\$162.00
Adoptions	Boone County	\$250.00
	Callaway County	\$250.00
Each additional child adopted add:		\$ 30.00
Transfer of custody add:		\$100.00
Change of Name	Boone County	\$185.00
	Callaway County	\$208.00
Associate Circuit Civil		\$ 63.00
Small Claims: with personal service		\$ 50.00
with service by certified mail, with restricted delivery		\$ 30.00

B. Additional filing fees based on type of services provided

For each additional defendant in the above cases with personal service, add \$ 30.00

For each additional defendant in the above cases with service by certified  
Mail with restricted delivery, add \$ 10.00

For each summons served outside the city limits of the county seat add Sheriff's Mileage

For notification in rent and possession, add for each defendant  
Boone \$ 10.00  
Callaway \$ 10.00

**PUBLICATION COSTS MUST BE PAID AT THE TIME OF FILING.  
FOR THE COST OF PUBLICATION FOR YOUR FILING, CONTACT  
THE CIRCUIT CLERK'S OFFICE.**

For a guardian ad litem add \$100.00

For Focus on Kids program add \$ 50.00

C. Cost deposits will be required for the following activities

For each reissued summons for personal service \$ 30.00

Certified Mail	Boone County	Regular	\$ 8.00
		Restricted	\$ 10.00
	Callaway County	Regular	\$ 8.00
		Restricted	\$ 10.00
		Registered	\$ 10.00

For each contempt/attachment proceedings for civil and criminal cases  
Boone County \$ 85.00  
Outside Boone County Agency Charge

For each civil subpoena request \$ 20.00

For each execution for possession, citation to judgment debtor, or  
request for show cause to be served by the Sheriff's Department \$ 30.00

For each summons or subpoena, writ or order served outside the city  
limits of the county seat, add Sheriff's Mileage

For each execution/garnishment or sequestration to be served inside the  
city limits of the county seat \$ 30.00

For each execution/garnishment or sequestration to be served outside the  
city limits of the county seat, if the sheriff of the county charges  
mileage:

Boone County:	\$ 30.00 plus Sheriff's Mileage
Callaway County:	\$ 30.00 plus Sheriff's Mileage

For each execution/garnishment or sequestration to be served in a county other than Boone or Callaway Counties, a business check or money order should be made payable to the county in which service is to be made:

Varies by County

For each criminal records check:

Name search	\$ 9.00
Fingerprint search - Missouri	\$ 20.00
Fingerprint search pursuant to §210.481, §210.487, or §571.101, RSMo. - Missouri	\$ 14.00
Fingerprint search – Federal (volunteer)	
Prior to October 1, 2007	\$ 18.00
October 1, 2007, and after	\$ 15.25
Department of Health and Senior Services Caregiver Background Check	\$ 9.00

D.	Other actions or filings	
	Trial de Novo from Associate Division	\$ 45.00
	Trial de Novo and/or Request for Jury Trial from Municipal Division	\$ 30.00
	Mechanics Liens	\$ 5.00
	Notice of Appeal	\$ 70.00
	Petition for Expungement of Records (when filed as a separate case)	\$ 33.00
E.	Probate Costs – Boone County	

**NOTE: FOR CASES MARKED IN BOLD, THE COST OF PUBLICATION MUST BE INCLUDED IN THE FEE AT THE TIME OF FILING. PLEASE CONTACT THE CLERK’S OFFICE FOR THE COST OF PUBLICATION.**

1.	Decedent’s Estates	
	<b>a. Decedent’s Estate – Full Administration (without a will)</b>	<b>\$150.00</b>
	<b>b. Decedent’s Estate – Full Administration (with a will)</b>	<b>\$185.00</b>
	c. Affidavit to Establish Title without will, under \$15,000	\$ 74.50
	d. Affidavit to establish Title with will, under \$15,000	\$109.50
	<b>e. Affidavit to Establish Title without will, \$15,000 to \$40,000</b>	<b>\$ 74.50</b>
	<b>f. Affidavit to Establish Title with will, \$15,000 to \$40,000</b>	<b>\$109.50</b>
	g. Amended Affidavit to Establish Title	\$ 39.50
	h. Probate of Will only	\$ 70.00
	i. Creditor, Spouse or Minor Refusal of Letters & 1 c/c	\$ 70.00
	j. Amended Creditor Spouse or Minor Refusal of Letters & 1 c/c	\$ 35.00
	<b>k. Petition to Determine Heirship</b>	<b>\$ 80.00</b>
	l. Decedents Annual Fee	\$ 30.00
2.	Guardianship/Conservatorship Estates ADULTS	
	a. Guardianship (Incapacitated Only)	\$240.00
	<b>b. Conservatorship (Disabled Only)</b>	<b>\$240.00</b>
	<b>c. Guardianship &amp; Conservatorship (Inc. &amp; Dis.)</b>	<b>\$240.00</b>
	Successor Guardianship and/or Conservatorship (Inc. & Dis.)	\$190.00
	d. Conservatorship Annual Fee (Disabled)	\$ 30.00
3.	Guardianship/Conservatorship Estates MINORS	
	a. Guardianship and/or Conservatorship	\$195.00

		<b>With Publication if one or both parents' whereabouts are unknown</b>
b.	Successor Guardianship or Conservatorship Only	\$175.00
		<b>With Publication if one or both parents' whereabouts are unknown</b>
c.	Conservatorship Annual Fee	\$ 25.00
d.	Dispensing with Conservatorship (Assets under \$10,000.00)	\$ 70.00
e.	Closing Estate Under Conservatorship	\$ 40.00
4.	Criminal Record Check	
a.	Name search	\$ 9.00
b.	Fingerprint search - Missouri	\$ 20.00
c.	Fingerprint search pursuant to §210.481, §210.487, or §571.101, RSMo. - Missouri	\$ 14.00
d.	Fingerprint search – Federal (volunteer)	\$ 15.25
e.	Department of Health and Senior Services Caregiver Background Check	\$ 9.00
5.	Trusts	
a.	Filing of Trust and Action	\$ 80.00
b.	Registration of Trust only	No Charge
6.	Mental Health 96 Hour Involuntary Hospitalization	\$100.00
7.	Safety Deposit Box / Will Search	\$ 35.00
8.	Discovery of Assets	\$ 10.00
	Plus \$30.00 for service for each defendant	
9.	Filing a Will During Lifetime	\$ 3.00
F.	Probate Division – Callaway County	
1.	Decedent's Estates	
a.	Decedent's Estate Full Administration	\$415.00
	Add, if there is a will	\$ 35.00
b.	Affidavit to Establish Title (under \$15,000, without will) Certification As Determined	\$ 68.00
c.	Affidavit to Establish Title (\$15,000 to \$40,000 without will)	\$215.00
d.	Amended Affidavit to Establish Title	\$ 35.00
e.	Probate of Will Only	\$ 68.00
f.	Affidavit to Establish Title (under \$15,000) and Probate of Will (both filed at the same time) Certification As Determined	\$103.00
g.	Affidavit to Establish Title (\$15,000 to \$40,000) and Probate Will (both filed at the same time)	\$240.00
h.	Spouse or Minor Refusal of Letters & 1 c/c	\$ 68.00
i.	Amended Spouse or Minor Refusal of Letters & 1 c/c	\$ 35.00
j.	Creditor Refusal of Letters & 1 c/c	\$ 68.00
k.	Amended Creditor Refusal of Letters & 1 c/c	\$ 35.00
l.	Petition to Determine Heirship	\$415.00
m.	Decedent's Annual Fee	\$ 30.00
2.	Guardianship/Conservatorship Estates	

a.	Guardianship (Incapacitated Only)	\$275.00
	Successor Guardianship (Incapacitated Only)	As Determined by the Court
b.	Conservatorship (Disabled Only)	\$575.00
	Successor Conservatorship (Disabled Only)	As Determined by the Court
c.	Guardianship and Conservatorship (Inc. & Dis.)	\$575.00
	Successor Guardianship & Conservatorship	As Determined by the Court
d.	Conservatorship Annual Fee (Disabled)	\$ 30.00
e.	Guardianship Only (Minor)	\$ 93.00
	Successor Guardianship Only (Minor)	As Determined by the Court
f.	Conservatorship Only (Minor)	\$ 93.00
	Successor Conservatorship Only (Minor)	As Determined by the Court
g.	Guardianship and Conservatorship (Minor)	\$ 93.00
	Successor Guardianship & Conservatorship	As Determined by the Court
h.	Conservatorship Annual Fee (Minor)	\$ 25.00
i.	Dispensing with Conservatorship (Minor)	As Determined by the Court
	(Assets Under \$10,000.00)	
j.	Closing Estate Under Conservatorship	As Determined by the Court
k.	For each criminal records check:	
	Name search	\$ 9.00
	Fingerprint search - Missouri	\$ 20.00
	Fingerprint search pursuant to §210.481, §210.487, or §571.101, RSMo. - Missouri	\$ 14.00
	Fingerprint search – Federal (volunteer)	
	Prior to October 1, 2007	\$ 18.00
	October 1, 2007, and after	\$ 15.25
	Department of Health and Senior Services Caregiver Background Check	\$ 9.00
3.	Trusts	
a.	Filing of Trust and Action With consents	\$ 20.00
4.	Mental Health - Alcohol/Drug Abuse	
a.	96 Hour Involuntary Hospitalization (Mentally Ill) plus Sheriff's mileage	\$113.00
b.	96 Hour Involuntary Hospitalization (Alcohol/Drug) plus Sheriff's mileage	\$113.00
5.	Safety Deposit Box / Will Search	\$ 20.00
6.	Discovery of Assets	As Determined by the Court
7.	Filing a Will During Lifetime	\$ 3.00
8.	When a court reporter is required, add	\$ 15.00

It is further ordered that the duplicating and facsimile policy of the circuit court shall be as follows:

- A. No charge shall be made for copies of documents furnished to or facsimile filings by any city or county office or to any state agency or department.
- B. No charge shall be assessed for copies of the judgment for any party in the case.

C. For all other documents and parties, there shall be the following rates:

Photocopies and microfilm copies, per page:

- |    |                      |         |
|----|----------------------|---------|
| 1. | First page           | \$ 1.00 |
| 2. | Each additional page | \$ .10  |

Certified and authenticated copies, per page

- |    |                      |         |
|----|----------------------|---------|
| 1. | Probate Division     | \$ 1.00 |
|    | Per seal on document | \$ 1.50 |
| 2. | All other divisions  | \$ 1.00 |

Facsimile filings

- |    |                      |         |
|----|----------------------|---------|
| 1. | First page           | \$ 1.00 |
| 2. | Each additional page | \$ .10  |

For special requests, such as, but not limited to, requests requiring travel to other facilities or research time, clerical time will be added at \$.20/minute.

It is further ordered that the circuit clerks distribute a copy of this order to each member of the bar in this circuit.

Done this 7th day of October, 2008.

For the court,

---

Gene Hamilton  
Presiding Judge

EFFECTIVE DATE: October 7, 2008

**Auto Wreck Case - Defendant**

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

_____	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
_____	)	
Defendant(s).	)	

**DEFENDANT'S INTERROGATORIES DIRECTED TO PLAINTIFF**

Comes now defendant and in accordance with the Missouri Rules of Civil Procedure, exhibits the following interrogatories to be answered by plaintiff under oath within thirty (30) days.

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to plaintiff; and,
  - (c) His/her position of employment.

**ANSWER:**

2. **Background Information:**

Please state:

- (a) Plaintiff's full name;
- (b) Name of plaintiff's spouse and date of marriage;
- (c) Plaintiff's maiden name, if applicable;
- (d) Plaintiff's age and date of birth;
- (e) Plaintiff's Social Security number;
- (f) Plaintiff's present address;
- (g) Any other address at which plaintiff has lived during the past five years;
- (h) Plaintiff's present employer's name and position of employment; and,
- (i) Previous employers' names for the past five years and the dates of employment there.
- (j) Whether or not at the time of the collision referred to in plaintiff's petition, this defendant was performing any business task or job at the request of or on behalf of defendant's employer, and if so, please state the nature of the task or job being performed and the name of the employer.

**ANSWER:**

3. Statements:

Are you aware of any statement made by defendant (or its employees) regarding the occurrence mentioned in the petition, whether oral, written, or recorded in any way, including but not limited to, a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. Photographs:

State whether there exists photographs, videotapes, or movies with respect to the automobiles or scene of the occurrence mentioned in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this plaintiff expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,

- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by plaintiff, plaintiff's representatives or plaintiff's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. Criminal Record:

State whether plaintiff has ever pleaded guilty to or has ever been convicted of a felony or misdemeanor, (State or Federal) and if your answer is in the affirmative, please state:

- (a) The date of any such plea or conviction;
- (b) The state and county where said plea or conviction occurred; and,
- (c) The offense for which plaintiff pled guilty or were convicted.

**ANSWER:**

8. Destination, etc.:

State where plaintiff was coming from and the place of plaintiff's destination at the time of the collision in question.

**ANSWER:**

9. Auto Ownership and Property Damage:

- (a) State the name and address of any and all registered or equitable owners of the vehicle being operated by plaintiff at the time of the occurrence in question.
- (b) State whether repair estimates were obtained or the vehicle was repaired, and if so, please state the amounts of any estimates and/or repair costs and the names and addresses of each person or company who prepared an estimate or repaired the vehicle.

**ANSWER:**

10. Violations:

State whether plaintiff or plaintiff's representatives was/were convicted of or pleaded guilty to any violation arising out of the collision in question, and if so, state the charges to which such person was convicted or pled guilty, the name and address of the court where same occurred, the date of final disposition, and the cause number for each such plea or conviction.

**ANSWER:**

11. Alcohol, etc.:

State whether the plaintiff consumed alcoholic beverages, medication, or prescription or non-prescription drugs within a ten (10) hour period prior to the collision in question, and if so, state the names and addresses of the places where said alcoholic beverages, medication or drugs were consumed and described the quantity and type of drinks, medication or drugs which were consumed in said period of time.

**ANSWER:**

12. Injuries:

State the parts of plaintiff's body, if any, injured in the occurrence mentioned in the petition, and for *each part* of his/her body so injured state the following:

- (a) The date of onset of any symptoms claimed to be related to each such alleged injury;
- (b) Whether plaintiff continues to have complaints with respect to that part of his/her body.

**ANSWER:**

13. Other Illnesses or Injuries:

Has plaintiff had any illnesses, impairment or injuries to the parts of the body injured in the occurrence mentioned in the petition, either before or after the collision that is the subject of this lawsuit?

**ANSWER:**

If you answered "YES" to this question, please state the following for *each injury*:

- (a) The date sustained or suffered;
- (b) The parts of the body involved;
- (c) The nature or type;
- (d) The name and address of each health care provider who treated or examined plaintiff.

**ANSWER:**

14. Claims and Lawsuits:

Has plaintiff ever filed another lawsuit, made a claim for bodily injury, or filed a workers' compensation claim?

**ANSWER:**

If you answered "YES" to this question, please state the following for each claim or lawsuit:

- (a) The date filed or lodged;
- (b) The nature or type of lawsuit or claim
- (c) The name of the court, commission or other body in which the claim or lawsuit was brought;
- (d) The illnesses, injuries or physical condition alleged;
- (e) State whether any money was received, whether by settlement or trial, and if so, the amount; and,
- (f) The names and addresses of all health care providers who treated plaintiff or examined plaintiff for the claim or lawsuit.

**ANSWER:**

15. Settlements:

Has plaintiff received any settlement monies or other thing of value from any person, company, firm, corporation or association involved in this occurrence as a settlement, in whole or in part, of your claim?

**ANSWER:**

If you answered "YES" to this question, please state the following:

- (a) The name and address of the person, firm, association, company or corporation from whom any such settlement was made;
- (b) The name and address of the person, firm, association, company or corporation on whose behalf any such settlement was made;
- (c) The amount or value of any such settlement;
- (d) Whether any forms or papers (settlement documents) were executed, excluding statements of the facts, and describe and identify the nature of any such papers or documents;
- (e) If you do not possess or have access to the papers or forms (settlement documents) mentioned in Number (d) above, then state the name and address of the person, firm, association, company or corporation that has possession of said papers or forms (settlement documents).

**ANSWER:**

16. Amount Claimed:

Pursuant to R.S.Mo. 509.050, what dollar amount of damages is plaintiff seeking as compensation for your injuries? Please specify the personal injury damages and property damages claimed.

**ANSWER:**

17. Medical Care:

State the names and addresses of all doctors, hospitals or health care providers who have treated examined or attended plaintiff since the occurrence in question and because of it, and for *each* listed, please state:

- (a) The amount of the bill from each such health care provider for services rendered because of the occurrence in question;

- (b) The number of visits and the specific dates of each visit plaintiff has made to each of these health care providers because of the occurrence;
- (c) The conditions for which plaintiff was examined or treated; and,
- (d) If you claim that plaintiff received a medical examination, care or treatment because of the occurrence mentioned in the petition, please sign and return the attached medical authorization, after inserting the names and address of the doctors, hospitals or health care providers.

**ANSWER:**

18. Lost Wages:

Does plaintiff claim a loss of earnings, wages or income as a result of the occurrence? If so, please state:

- (a) The name and address of plaintiff's employer at the time of the occurrence.
- (b) The rate of pay with that employer;
- (c) The amount of plaintiff's claim and show exactly how that amount was calculated;
- (d) List each day, by specific date, that plaintiff claims he/she has been unable to work because of the occurrence;
- (e) If plaintiff had a loss of income other than missing time from work, state the amount of the loss, the nature of the loss, and how the amount of the loss was calculated; and,
- (f) Please sign the attached employer authorization and insert the name and address of the employer.

**ANSWER:**

19. Property Damage:

Is plaintiff making any claim for property damages? If so, please state:

- (a) The name and address of any and all registered or equitable owners of the vehicle being operated by plaintiff at the time of the occurrence in question; and,
- (b) Whether repair estimates were obtained or the vehicle was repaired, and if so, please state the amounts of any estimates and/or repair costs and the names and addresses of person or company who prepared an estimate or repaired the vehicle.

**ANSWER:**

20. Disability Application:

Please state whether or not plaintiff has ever applied for any type of disability benefit from any entity (governmental, insurance, employer), and if so, please state:

- (a) The date of each application;
- (b) The name and address of the entity;
- (c) The reason for the application (i.e., the nature of the injury causing the disability);
- (d) Whether or not any disability benefits were actually received; and,
- (e) When payment of the benefits began and when it ended.

**ANSWER:**

21. Mechanical Defects:

State whether a claim is made that there was a mechanically defective condition or mechanical failure of the vehicle being operated by plaintiff at the time of the collision in question which contributed to cause the collision in question and if so, state the nature of said mechanically defective condition of the vehicle and what actually occurred to contribute to the cause of the accident in question.

**ANSWER:**

22. Application Statements:

State whether plaintiff has made any written statements or given information regarding plaintiff's physical condition in connection with any application for employment or insurance since the date of the collision and if so, please state:

- (a) The name and address of the party to whom the statement was given; and,
- (b) The date of the statement.

**ANSWER:**

**Auto Wreck Case - Plaintiff**

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

_____	)	
Plaintiff,	)	
	)	
vs.	)	Case No. _____
	)	
_____	)	
Defendants.	)	

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff and in accordance with the Missouri Rules of Civil Procedure, exhibits the following interrogatories to be answered by defendant under oath within thirty (30) days.

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to defendant; and,
  - (c) His/her position of employment.

**ANSWER:**

2. Background Information:

Please state:

- (a) Defendant's full name;
- (b) Name of defendant's spouse;
- (c) Defendant's maiden name, if applicable;
- (d) Defendant's age and date of birth;
- (e) Defendant's Social Security number;
- (f) Defendant's present address;
- (g) Any other address at which defendant has lived during the past five years;
- (h) Defendant's present employer's name and position of employment; and,
- (i) Previous employers' names for the past five years and the dates of employment there.

**ANSWER:**

3. Statements:

Are you aware of any statement made by plaintiff (or its employees) regarding the occurrence mentioned in the petition, whether oral, written, or recorded in any way, including but not limited to,

a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. Photographs:

State whether there exists photographs, videotapes, or movies with respect to the automobiles or scene of the occurrence mentioned in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by defendant, defendant's representatives or defendant's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. Criminal Record:

State whether defendant has ever pleaded guilty to or has ever been convicted of a felony or misdemeanor, (State or Federal) and if your answer is in the affirmative, please state:

- (a) The date of any such plea or conviction;
- (b) The state and county where said plea or conviction occurred; and,
- (c) The offense for which defendant pled guilty or was convicted.

**ANSWER:**

8. Destination, Etc.:

State where defendant was coming from and the place of defendant's destination at the time of the collision in question.

**ANSWER:**

9. Auto Ownership and Property Damage:

- (a) State the name and address of any and all registered or equitable owners of the vehicle being operated by defendant at the time of the occurrence in question.
- (b) State whether repair estimates were obtained or the vehicle was repaired, and if so, please state the amounts of any estimates and/or repair costs and the names and addresses of each person or company who prepared an estimate or repaired the vehicle.

**ANSWER:**

10. Violations:

State whether defendant or defendant's representatives was/were convicted of or pleaded guilty to any violation arising out of the collision in question, and if so, state the charges to which

such person was convicted or pled guilty, the name and address of the court where same occurred, the date of final disposition, and the cause number for each such plea or conviction.

**ANSWER:**

11. Insurance:

State whether or not any insurance company (including any company with excess or umbrella coverage) has an interest in the outcome of this litigation against defendant. If so, state the following:

- (a) The name of the insurance company;
- (b) Whether the insurance company is a stock company or a mutual company;
- (c) Name of the insured;
- (d) Type(s) of insurance;
- (e) Effective policy period;
- (f) Policy number;
- (g) Limits of the policy applicable to the occurrence mentioned in these pleadings; and,
- (h) Whether the policy provides for medical payments coverage, and if so, the amount of coverage.

**ANSWER:**

12. Alcohol, etc.:

State whether the defendant consumed alcoholic beverages, medication, or prescription or non-prescription drugs within a ten (10) hour period prior to the collision in question, and if so, state the names and addresses of the places where said alcoholic beverages, medication or drugs were consumed and described the quantity and type of drinks, medication or drugs which were consumed in said period of time.

**ANSWER:**

13. Mechanical Defects:

State whether a claim is made that there was a mechanically defective condition or mechanical failure of the vehicle being operated by defendant at the time of the collision in question which contributed to cause the collision in question and if so, state the nature of said mechanically defective condition of the vehicle and what actually occurred to contribute to the cause of the accident in question.

**ANSWER:**

**Medical Negligence Case (Individual) - Defendant**  
 IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
	)	
	)	
Defendant(s).	)	

**DEFENDANT'S INTERROGATORIES DIRECTED TO PLAINTIFF**

Comes now defendant and submits the following interrogatories to plaintiff, to be answered in writing and signed under oath in accordance with the Missouri Rules of Civil Procedure:

Definitions

1. "Health care provider" shall refer to any medical doctor, osteopath, chiropractor, therapist, psychiatrist, psychologist, social worker, counselor, hospital, medical clinic, or any other provider of diagnostic or therapeutic services.
2. "Injury" or "injured" shall refer to any harm or damage to the plaintiff's physical or emotional well being.

Interrogatories

1. Please provide the following information:
  - (a) Your full name, social security number, place and date of birth, present address, and any other names you have used;
  - (b) If you have ever been married, state the full name of each spouse, the date of your marriage to each spouse, the date on which your marriage to each spouse ended, the present address of each spouse and the names, birth dates, and present addresses of each child you had with each spouse;
  - (c) Each and every address at which you have resided in the past twenty years including the dates of your residence at each address and the names of all persons residing with you at each address;
  - (d) The highest grade of formal schooling completed by you, the institution at which it was completed, and any certificates or degrees you have received including any vocational or specialized education or training in a trade, business or the military;
  - (e) Whether you have been convicted of or pled guilty to a crime consisting of a misdemeanor or felony and, if so, the offense for which you were convicted, or to which you pled guilty, the date of conviction or plea, and the name and address of the court where you were convicted or pled guilty;

- (f) Whether you have ever been a plaintiff in a personal injury suit, proceeding for workers' compensation benefits, or a proceeding for social security benefits and, if so, when, where and in what court the action was commenced; and,
- (g) Whether you have ever served in the Armed Forces of the United States or of a foreign country.

**ANSWER:**

2. List any job or position of employment, including self-employment, held by you during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date, stating as to each the following:

- (a) The name and address of the employer;
- (b) The date of commencement and termination of employment;
- (c) The place of employment;
- (d) The nature of employment and the duties performed;
- (e) The name and address of your immediate supervisor;
- (f) If you are alleging a loss of income as a result of the acts of negligence alleged in your petition, the rate of pay or compensation received; and,
- (g) The reason for termination.

**ANSWER:**

3. Do you claim to have lost time from gainful employment and/or the opportunity for advancement or promotion as a result of the act(s) of negligence alleged in your petition? If so, state:

- (a) The dates on which and the employment from which said time was lost;
- (b) Your rate of pay at the time of said loss, the total amount of your loss and your method of computation;
- (c) The specific condition that you claim caused the loss of time;
- (d) The name and address of the custodian of wage records at each employer from whom you claim to have suffered a loss of wages;
- (e) The opportunities which you claim would have been available had the alleged act(s) of negligence not taken place; and,
- (f) The name and address of your immediate supervisor or other official your place of employment who would be responsible for recommending a promotion or advancement.

**ANSWER:**

4. State the name and address of each health care provider who has examined or treated you during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date. For each health care provider identified, state:

- (a) The date of each examination or treatment;
- (b) The injury, illness, condition, complaint or other reason for which each examination or treatment was conducted; and,

- (c) Whether the injury, illness, condition or complaint for which examination or treatment was performed has been relieved, and if so, the approximate date of relief.

**ANSWER:**

5. State the name and address of each hospital at which you have been examined or treated during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date. For each hospital identified state:

- (a) If admitted, the date of your admission and the date of your discharge;
- (b) If not admitted, the date of your visit; and,
- (c) The injury, illness, condition, complaint or other reason for your hospitalization or visit.

**ANSWER:**

6. State whether during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present day, you have suffered any injury or illness for which you were evaluated or treated by a physician or other health care provider. If so, as to each said injury or illness, state:

- (a) The date on which the injury took place or illness began;
- (b) The parts of your body injured or affected; and,
- (c) The name and address of each health care provider who treated you for the injury or illness.

**ANSWER:**

7. Describe each injury you claim to have suffered as a result of the act(s) of negligence alleged in your petition, and for each such injury state:

- (a) Whether the injury is currently causing you any pain or suffering;
- (b) Whether you claim the injury will cause you any pain and suffering in the future;
- (c) Whether you claim any disability because of the injury, and if so, the nature and extent of the disability;
- (d) Whether you claim you will be required to undergo any further treatment and if so, the nature of any such treatment and the name and address of any health care provider who has recommended such treatment; and,
- (e) Whether you claim the injury is permanent, and if so, the name and address of any health care provider who has expressed this opinion.

**ANSWER:**

8. State whether you have been examined or treated by any health care provider for injury(ies) you claim to have suffered as a result of the act(s) of negligence alleged in your petition and for each such injury state:

- (a) The name and address of each health care provider who examined or treated you;
- (b) The name and address of each hospital, or clinic where you were examined or treated either as an inpatient or outpatient; and,
- (c) The dates of your first and most recent examination or treatment by each health care provider, the dates of each examination or treatment as an outpatient at any hospital or clinic and the dates of admission and discharge for each admission at any hospital or clinic.

**ANSWER:**

9. State whether you have incurred any other expenses not listed in answers to interrogatories numbers 3 and 8 that you claim were necessitated by or attributable to the act(s) of negligence alleged in your petition. If your answer is in the affirmative, please state:

- (a) The product or service for which the expense was incurred;
- (b) The name and address of the person or entity from whom the product or service was purchased;
- (c) The date upon which said product or service was purchased; and,
- (d) The amount charged for the product or service purchased.

**ANSWER:**

10. State the full name and last known address of each person who:

- (a) Witnessed or claims to have witnessed any act of negligence alleged in your petition;
- (b) Was present or claims to have been present at the scene immediately before, at the time of or immediately after any act of negligence alleged in your petition.
- (c) Has personal knowledge or claims to have personal knowledge of the nature and extent of the injuries you claim to have suffered as a result of the act(s) of negligence alleged in your petition; and,
- (d) Has or claims to have personal knowledge of any act of negligence alleged.

**ANSWER:**

11. Experts:

List and identify:

- (a) Each person this plaintiff expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;

- (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

12. State whether or not, following the act(s) of negligence alleged in your petition, a statement, interview, or report, or a stenographic, mechanical, electrical, audio, video, motion picture, photograph or other recording, or transcription thereof, of the defendant or any of defendant's agents, servants and employees or of a statement made by the defendant or any of defendant's agents, servants and employees and contemporaneously recorded, has been secured or taken from defendant or any of defendant's agents, servants, and employees; if so, state the following:

- (a) Name of person from whom secured or taken;
- (b) Date, place and time taken;
- (c) Name and address of the person or persons connected with taking it;
- (d) Name and address of all persons present at the time it was taken;
- (e) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (f) Was it signed? and,
- (g) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made.

**ANSWER:**

13. Identify every person, firm or corporation other than your attorney and persons mentioned in answers to other interrogatories, to whom you have made any statement or given information relating to your physical condition or ability to work in connection with any application for employment, disability benefits or pecuniary payments of any nature, since the date of the act(s) of negligence alleged in your petition including, but not limited to, any insurance company.

**ANSWER:**

14. State whether there exists any photographs, x-rays, motion pictures, videotapes, drawings or other visual reproductions of any type depicting the injury(ies) described in your petition and if so, for each set, state:

- (a) The name and address of the person making the visual reproduction(s) and the date thereof;
- (b) What each visual reproduction depicts; and,

- (c) The name and address of the person having custody of each said visual reproduction.

**ANSWER:**

15. State whether, as a result of the act(s) of negligence or injuries alleged in your petition, you have received settlement monies, received any Medicare and/or Medicaid payments, have had Medicare, Medicaid, or other payments made on your behalf, or have received anything whatever of value and, if your answer is in the affirmative, please state:

- (a) The nature of the payment (i.e. settlement money, Medicare payment, Medicaid payment, or the like);
- (b) The name of the person, firm, association, company, corporation or other entity paying the amount and the name of the recipients; and,
- (c) The date said amount was paid and/or received.

**ANSWER:**

16. State whether you have entered into any type of settlement agreement, release, covenant-not-to-sue, covenant-not-to-enforce-judgment, an agreement in the nature of a "Mary Carter Agreement," a covenant-to-sue, or contract to limit recovery to specified assets, with any person, firm, corporation, insurer, or any other entity relating in any way to any of the incidents or injuries mentioned in your petition or any of the damages claimed under this lawsuit. If so, please state as to such settlement, agreement release, covenant, or contract: the date; the amount of consideration involved; and the complete legal name and present address of the person or entity involved.

**ANSWER:**

17. What dollar amount of damages are you seeking in this lawsuit?

**ANSWER:**

18. State the names and addresses of all persons residing in Boone County who are related to plaintiff by blood or marriage.

**ANSWER:**

**Medical Negligence Case (Corporation) - Plaintiff**  
IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

\_\_\_\_\_, )  
 )  
Plaintiff(s), )  
vs. ) Case No.: \_\_\_\_\_  
 )  
\_\_\_\_\_, )  
 )  
Defendant(s). )

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff by and through his/her attorney, and submits the following interrogatories to be answered by this defendant as provided by law:

Definition

Whenever in these interrogatories you are requested to "identify" some person, corporation or other organizations, please provide name, address, and telephone number.

1. State whether or not this defendant is being sued in its full and correct name. If not, state the full and correct name of this defendant.

**ANSWER:**

2. Please state the name and present business of each and every individual who supplied information used to answer these interrogatories and identify his, her or their legal capacity within defendant's corporate administration.

**ANSWER:**

3. Please state whether or not [individual doctor, nurse, etc.] was this defendant's employee, agent, or servant at [the time and place of the occurrence described in plaintiff's petition], and if not, please state the following:

- (a) How their services were charged to plaintiff;
- (b) How [individual doctor, nurse, etc.] was paid or reimbursed by this defendant for any of [individual doctor, nurse, etc.] services performed on or to plaintiff;
- (c) Whether or not this defendant deducted any social security, income tax, or any other deductions of any kind from [individual doctor, nurse, etc.] remuneration;

- (d) Whether there are or were any written contracts, agreements of employment, or indemnification agreements for such services in existence. If so, in whose custody are they at the present time; and,
- (e) Was a W-2 form made by this defendant for any individual listed herein? If so, which persons?

**ANSWER:**

4. Please state whether or not [individual doctor, nurse, etc.] maintained any type of staff privileges whereby he/she would be allowed to admit patients and render treatment thereto while inpatients or outpatients at your facilities, and if your answer to this interrogatory is "yes", please state the following:

- (a) The exact nature of staff privileges granted;
- (b) Whether those privileges were limited to any particular areas of medicine or specialties in medicine;
- (c) Whether or not those privileges included [e.g., surgical] privileges, and if so, please state the general nature and subject matter of the areas or specialties in which those [e.g., surgical] privileges were granted; and,
- (d) Please describe the manner or method in which staff privileges are granted by defendant to physicians.

**ANSWER:**

5. State whether or not, following the date of the occurrence mentioned in the petition in this case, a statement, interview, or report, or a stenographic mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, of the plaintiff, or of a statement made by the plaintiff and contemporaneously recorded, has been secured from plaintiff or taken of plaintiff; if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film, or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

6. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

7. Identify any insurance agreement under which any person carrying on an insurance business may be liable to satisfy part or all of a judgment which may be entered in the action or to indemnify or reimburse for payments made to satisfy the judgment, including any excess coverage or umbrella coverage, and with respect to each please state:

- (a) The type of insurance which gives rise to the interest, including but not limited to whether excess or primary;
- (b) Limits of coverage;
- (c) Effective policy period;
- (d) Whether there exists medical pay coverage in addition to coverage listed in (a) above, and if so, the amount;
- (e) Policy number;
- (f) Identity of all insureds;
- (g) Insurer's identity;
- (h) Is a reservation of rights being made? and,
- (i) Attach a complete copy of the declaration page and policy of any insurance agreement identified.

**ANSWER:**

8. Identify all records the defendant has which pertain to care and treatment of plaintiff (or plaintiff's decedent) including (select appropriate types: Charts, ultrasounds, fetal monitoring strips, x-ray films, C.T. scans, M.R.I. scan, PET scans, nuclear scans, EEGs, EKGs, arteriograms, doppler reports/data, photographs, videotapes, molds, microscopic slides, tissue blocks, or \_\_\_\_\_). With respect to those records, please state:

- (a) Identify who kept the above designated records, where they were kept, and state whether they were kept as part of the standard business practice of the defendant;
  - (i) Were the entries made by this defendant or the defendant's office personnel, made at or near the time of the facts recorded?
  - (ii) Describe any alterations in the record, or any record additions, subtractions, or changes in entries wherein, the alterations, additions, subtractions, or changes in entries were not made at or near the time of the original facts recorded;
  - (iii) Were any records lost, misplaced, destroyed or are any records currently unavailable?

If 8 (a) (iii) is answered affirmatively,

- (1) What record or document?
- (2) When?
- (3) Why?
- (4) By whom?
- (5) In whose custody was it in at the time? and,
- (6) State its contents as nearly as practicable.

**ANSWER:**

9. State whether you were incorporated at any time that this defendant or any of this defendant's agents, servants, or employees rendered any care and treatment to plaintiff, and if so, state, with respect to each said incorporation, the following:

- (a) The inclusive dates of said corporation;
- (b) The exact corporate name;
- (c) The state of incorporation;
- (d) Any other names under which you or the corporation have done business at any time the corporation or any of its agents, servants, or employees rendered any care and treatment to plaintiff and the dates of said use;
- (e) The names and addresses of your corporate officers;
- (f) The name and address of your registered agent;
- (g) The name and address of your registered office;
- (h) State your corporate purpose during all periods of your existence; and,
- (i) If during any part of the year 20\_\_ [year(s) during which acts of negligence alleged in petition occurred] you were not operating as a corporation, as set forth in answers above, state your exact status during that year and the names and addresses of all partners at the time, if applicable.

**ANSWER:**

10. During the course of this defendant's health care provider relationship with plaintiff, and while acting through this defendant's agents, servants, and/or employees, state the name and

address of any health care provider(s) this defendant referred plaintiff to at any time and the date(s) and purpose of said referral.

**ANSWER:**

11. State the date this defendant's health care provider relationship with plaintiff ended, including the date this defendant, by its agents, servants, and employees, last had contact with plaintiff (including telephone or written communication).

**ANSWER:**

**Medical Negligence Case (Individual) - Plaintiff**  
 IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
	)	
	)	
Defendant(s).	)	

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff by and through his/her attorney, and submits the following interrogatories to be answered by this defendant as provided by law:

Definition

Whenever in these interrogatories you are requested to "identify" some person, corporation or other organizations, please provide name, address, and telephone number.

1. State whether or not, following the date of the occurrence mentioned in the petition in this case, a statement, interview, or report, or a stenographic mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, of the plaintiff, or of a statement made by the plaintiff and contemporaneously recorded, has been secured from plaintiff or taken of plaintiff; if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film, or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

2. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

3. Identify any insurance agreement under which any person carrying on an insurance business may be liable to satisfy part or all of a judgment which may be entered in the action or to indemnify or reimburse for payments made to satisfy the judgment, including any excess coverage or umbrella coverage, and with respect to each please state:

- (a) The type of insurance which gives rise to the interest, including but not limited to whether excess or primary;
- (b) Limits of coverage;
- (c) Effective policy period;
- (d) Whether there exist medical pay coverage in addition to coverage listed in (a) above, and if so, the amount;
- (e) Policy number;
- (f) Identity of all insured;
- (g) Insurer's identity;
- (h) Is a reservation of rights being made? and,
- (i) Attach a complete copy of the declaration page and policy of any insurance agreement identified.

**ANSWER:**

4. Has the defendant ever been convicted of a criminal offense or pleaded guilty or nolo contendere (no contest) to a crime consisting of a misdemeanor or felony? Identify the charge and the court, and state the date of conviction or plea, and the sentence imposed.

**ANSWER:**

5. Identify all records the defendant has which pertain to care and treatment of plaintiff (or plaintiff's decedent) including (select appropriate types: Charts, ultrasounds, fetal monitoring strips, x-ray films, C.T. scans, M.R.I. scan, PET scans, nuclear scans, electrocardiogram, EEG, EKG, arteriograms, doppler reports/data, photographs, videotapes, molds, microscopic slides, tissue blocks, or \_\_\_\_\_). With respect to those records, please state:

- (a) Identify who kept the above designated records, where they were kept, and state whether they were kept as part of the standard business practice of the defendant;
  - (i) Were the entries made by this defendant or the defendant's office personnel, made at or near the time of the facts recorded?
  - (ii) Describe any alterations in the record, or any record additions, subtractions, or changes in entries wherein, the alterations, additions, subtractions, or changes in entries were not made at or near the time of the original facts recorded;
  - (iii) Were any records lost, misplaced, destroyed or are any records currently unavailable?

If 5 (a) (iii) is answered affirmatively,

- (1) What record or document?
- (2) When?
- (3) Why?
- (4) By whom?
- (5) In whose custody was it in at the time? and,
- (6) State its contents as nearly as practicable.

**ANSWER:**

6. State whether you were incorporated at any time that this defendant or any of his/her agents, servants, or employees rendered any care and treatment to plaintiff, and if so, state, with respect to each said corporation, the following:

- (a) The inclusive dates of said corporation;
- (b) The exact corporate name;
- (c) The state of incorporation;
- (d) Any other names under which you or the corporation have done business at any time the corporation or any of its agents, servants, or employees rendered any care and treatment to plaintiff and the dates of said use;
- (e) The names and addresses of your corporate officers;
- (f) The name and address of your registered agent;
- (g) The name and address of your registered office;
- (h) State your corporate purpose during all periods of your existence; and,
- (i) If during any part of the year 20\_\_ [year(s) during which acts of negligence alleged in petition occurred] you were not operating as a corporation, as set

forth in answers above, state your exact status during that year and the names and addresses of all partners at the time, if applicable.

**ANSWER:**

7. Do you specialize now or have you ever specialized or sub-specialized in your practice? If so, identify the specialty or specialties and the inclusive dates of each such specialization.

**ANSWER:**

8. Answer the following questions regarding your background or, alternatively, please attach a current copy of your Curriculum Vitae and provide any of the following information that is not contained in your Curriculum Vitae:

- (a) Name, address, dates, major and degree that you obtained from any school of higher education;
- (b) Name and address of each medical school attended, including:
  - (i) Dates attended;
  - (ii) Whether said school or schools are outside the United States, and if so, are said school or schools accredited, and if so, name and address of accrediting agencies;
  - (iii) The degree(s) received and date each degree(s) was received;
- (c) Name, address and dates of any medical institutions at which you served your internship, residency, or fellowships;
- (d) For each internship, residency, and/or fellowship state:
  - (i) The specialty involved;
  - (ii) Whether the program if outside the United States was accredited, and if so, the name and address of accrediting agency;
- (e) Are you now or have you ever been a diplomate of any specialty board? If so, state the name and address of the board, the date you acquired membership or diplomate status, and the number of attempts it took to pass said specialty boards;
- (f) In what states are you, or have you been, licensed to practice medicine and state the date the license(s) was granted;
- (g) Have you now or at any time in your career had your license or staff privileges revoked, terminated, suspended, or limited in any way, and if so, state:
  - (i) The date or dates of said action;
  - (ii) What action was taken;
  - (iii) For what reason(s);
- (h) Identify the name and current address of defendant's spouse at time of the act of neglect in plaintiff's petition.

**ANSWER:**

9. List by date and time, each occasion which you saw plaintiff during the course of your professional relationship with plaintiff, and the location of each visit, other than visits listed in this defendant's medical records and visits listed in any hospital records.

**ANSWER:**

10. During the course of your professional relationship with plaintiff, state the name and address of any health care provider(s) you referred plaintiff to or consulted with at any time and the date(s) and purpose of said referral or consultation.

**ANSWER:**

11. During the course of your professional relationship with plaintiff, state whether you were supervised by anyone, and if so, the name and residential address of the person(s) exercising said supervision, and the dates of said supervision.

**ANSWER:**

12. During the course of your professional relationship with plaintiff, state whether any care and treatment of plaintiff was provided as part of employment and/or an association with any entity. If so, state the name and address of said entity and describe the employment and/or association.

**ANSWER:**

13. State the date your professional relationship with plaintiff ended, including the date you last had contact with plaintiff (including telephone or written communication).

**ANSWER:**

14. With respect to plaintiff's allegation contained in plaintiff's pleadings, state the full name and last known address of each person who:

- (a) Witnessed or claims to have witnessed the event or occurrence wherein plaintiff alleges an act of negligence occurred?
- (b) Was present or claims to have been present at the scene of the event or occurrence immediately before, at the time of, or immediately after the time plaintiff alleges an act of negligence occurred.

**ANSWER:**

**Premises Case - Defendant**

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

_____	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
_____	)	
	)	
Defendant(s).	)	

**DEFENDANT'S INTERROGATORIES DIRECTED TO PLAINTIFF**

Comes now defendant and in accordance with the Missouri Rules of Civil Procedure, exhibits the following interrogatories to be answered by plaintiff under oath within thirty (30) days.

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to plaintiff; and,
  - (c) His/her position of employment.

**ANSWER:**

2. Background Information:

Please state:

- (a) Plaintiff's full name;
- (b) Name of plaintiff's spouse and date of marriage;
- (c) Plaintiff's maiden name, if applicable;
- (d) Plaintiff's age and date of birth;
- (e) Plaintiff's Social Security number;
- (f) Plaintiff's present address;
- (g) Any other address at which plaintiff has lived during the past five years;
- (h) Plaintiff's present employer's name and position of employment; and,
- (i) Previous employers' names for the past five years and the dates of employment there.
- (j) Whether or not at the time of the occurrence referred to in plaintiff's petition, this plaintiff was performing any business task or job at the request of or on behalf of plaintiff's employer, and if so, please state the nature of the task or job being performed and the name of the employer.

**ANSWER:**

3. Statements:

Are you aware of any statement made by defendant (or its employees) regarding the occurrence mentioned in the petition, whether oral, written, or recorded in any way, including but not limited to, a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. Photographs:

State whether there exists photographs, videotapes, or movies with respect to the automobiles or scene of the occurrence mentioned in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this plaintiff expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,

- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by plaintiff, plaintiff's representatives or plaintiff's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. Criminal Record:

State whether plaintiff has ever pleaded guilty to or has ever been convicted of a felony or misdemeanor, (State or Federal) and if your answer is in the affirmative, please state:

- (a) The date of any such plea or conviction;
- (b) The state and county where said plea or conviction occurred; and,
- (c) The offense for which plaintiff pled guilty or were convicted.

**ANSWER:**

8. Destination, Etc.:

State where plaintiff was coming from and the place of plaintiff's destination at the time of the collision in question.

**ANSWER:**

9. Alcohol, etc.:

State whether the plaintiff consumed alcoholic beverages, medication, or prescription or non-prescription drugs within a ten (10) hour period prior to the occurrence in question, and if so, state the names and addresses of the places where said alcoholic beverages, medication or drugs were consumed and described the quantity and type of drinks, medication or drugs which were consumed in said period of time.

**ANSWER:**

10. Injuries:

State the parts of plaintiff's body, if any, injured in the occurrence mentioned in the petition, and for *each part* of his/her body so injured state the following:

- (a) The date of onset of any symptoms claimed to be related to each such alleged injury;
- (b) Whether plaintiff continues to have complaints with respect to that part of his/her body.

**ANSWER:**

11. Other Illnesses or Injuries:

Has plaintiff had any illnesses, impairment or injuries to the parts of the body injured in the occurrence mentioned in the petition, either before or after the collision that is the subject of this lawsuit?

**ANSWER:**

If you answered "YES" to this question, please state the following for *each injury*:

- (a) The date sustained or suffered;
- (b) The parts of the body involved;
- (c) The nature or type;
- (d) The name and address of each health care provider who treated or examined plaintiff.

**ANSWER:**

12. Claims and Lawsuits:

Has plaintiff ever filed another lawsuit, made a claim for bodily injury, or filed a workers' compensation claim?

**ANSWER:**

If you answered "YES" to this question, please state the following for each claim or lawsuit:

- (a) The date filed or lodged;
- (b) The nature or type of lawsuit or claim;
- (c) The name of the court, commission or other body in which the claim or lawsuit was brought;
- (d) The illnesses, injuries or physical condition alleged;
- (e) State whether any money was received, whether by settlement or trial, and if so, the amount; and,
- (f) The names and addresses of all health care providers who treated plaintiff or examined plaintiff for the claim or lawsuit.

**ANSWER:**

13. Settlements:

Has plaintiff received any settlement monies or other thing of value from any person, company, firm, corporation or association involved in this occurrence as a settlement, in whole or in part, of your claim?

**ANSWER:**

If you answered "YES" to this question, please state the following:

- (a) The name and address of the person, firm, association, company or corporation from whom any such settlement was made;
- (b) The name and address of the person, firm, association, company or corporation on whose behalf any such settlement was made;
- (c) The amount or value of any such settlement;
- (d) Whether any forms or papers (settlement documents) were executed, excluding statements of the facts, and describe and identify the nature of any such papers or documents;
- (e) If you do not possess or have access to the papers or forms (settlement documents) mentioned in Number (d) above, then state the name and address of the person, firm, association, company or corporation that has possession of said papers or forms (settlement documents).

**ANSWER:**

14. Amount Claimed:

Pursuant to R.S.Mo. 509.050, what dollar amount of damages is plaintiff seeking as compensation for your injuries? Please specify the personal injury damages and property damages claimed.

**ANSWER:**

15. Medical Care:

State the names and addresses of all doctors, hospitals or health care providers who have treated examined or attended plaintiff since the occurrence in question and because of it, and for *each* listed, please state:

- (a) The amount of the bill from each such health care provider for services rendered because of the occurrence in question;
- (b) The number of visits and the specific dates of each visit plaintiff has made to each of these health care providers because of the occurrence;
- (c) The conditions for which plaintiff was examined or treated; and,
- (d) If you claim that plaintiff received a medical examination, care or treatment because of the occurrence mentioned in the petition, please sign and return

the attached medical authorization, after inserting the names and address of the doctors, hospitals or health care providers.

**ANSWER:**

16. Lost Wages:

Does plaintiff claim a loss of earnings, wages or income as a result of the occurrence? If so, please state:

- (a) The name and address of plaintiff's employer at the time of the occurrence.
- (b) The rate of pay with that employer;
- (c) The amount of plaintiff's claim and show exactly how that amount was calculated;
- (d) List each day, by specific date, that plaintiff claims he/she has been unable to work because of the occurrence;
- (e) If plaintiff had a loss of income other than missing time from work, state the amount of the loss, the nature of the loss, and how the amount of the loss was calculated; and,
- (f) Please sign the attached employer authorization and insert the name and address of the employer.

**ANSWER:**

17. Disability Application:

Please state whether or not plaintiff has ever applied for any type of disability benefit from any entity (governmental, insurance, employer), and if so, please state:

- (a) The date of each application;
- (b) The name and address of the entity;
- (c) The reason for the application (i.e., the nature of the injury causing the disability);
- (d) Whether or not any disability benefits were actually received; and,
- (e) When payment of the benefits began and when it ended.

**ANSWER:**

18. Application Statements:

State whether plaintiff has made any written statements or given information regarding plaintiff's physical condition in connection with any application for employment or insurance since the date of the collision and if so, please state:

- (a) The name and address of the party to whom the statement was given; and,
- (b) The date of the statement.

**ANSWER:**

**Premises Case - Plaintiff**

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

_____	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
_____	)	
	)	
Defendant(s).	)	

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff and propounds the following interrogatories to defendant to be answered as provided by law:

1. State:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to defendant; and,
  - (c) His/her position of employment.

**ANSWER:**

2. Background Information:

State:

  - (a) Defendant's full name;
  - (b) Name of defendant's spouse;
  - (c) Defendant's maiden name, if applicable;
  - (d) Defendant's age and date of birth;
  - (e) Defendant's Social Security number;
  - (f) Defendant's present address;
  - (g) Any other address at which defendant has lived during the past five years;
  - (h) Defendant's present employer's name and position of employment; and,
  - (i) Previous employers' names for the past five years and the dates of employment there.

**ANSWER:**

3. Statements:

State whether or not, following the date of the occurrence mentioned in the petition in this case, a statement, interview, or report, or stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, of the plaintiff, or of a statement made by plaintiff and contemporaneously recorded, has been secured from plaintiff or taken of plaintiff, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Whether it was signed;
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. Photographs:

State whether there exists photographs, videotapes, or movies with respect to the scene of the occurrence mentioned in plaintiff's petition taken within one year prior or subsequent to the incident mentioned in plaintiff's petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;

- (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by defendant, defendant's representatives or defendant's attorney to have witnessed the occurrence mentioned in plaintiff's petition, or who were present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. Criminal Record:

State whether defendant has ever pleaded guilty to or has ever been convicted of a felony or misdemeanor, and if your answer is in the affirmative, please state:

- (a) The date of any such plea or conviction;
- (b) The state where said plea or conviction occurred; and,
- (c) The offense for which defendant pleaded guilty or was convicted.

**ANSWER:**

8. Violations:

State whether defendant or defendant's representatives was/were convicted of or pleaded guilty to any violation of a law or ordinance arising out of the defective condition of the property alleged in plaintiff's petition within ninety days before and after the occurrence in question, and if so, state the charges to which such person was convicted or pleaded guilty, the name and address of the court where same occurred, the date of final disposition, and the cause number for each such plea or conviction.

**ANSWER:**

9. Insurance:

State whether or not any insurance company has an interest in the outcome of this litigation against defendant. If so, state the following:

- (a) The name of the insurance company;
- (b) Whether the insurance company is a stock company or a mutual company;
- (c) The name of the insured;
- (d) Type(s) of insurance;
- (e) Effective policy period;
- (f) Policy number;
- (g) Policy limits; and,
- (h) Attach a copy of the declaration page or certificate of coverage of such policy of insurance to your answers to these interrogatories.

**ANSWER:**

10. Status of Defendant:

State whether or not defendant is incorporated, and if so, state:

- (a) The state of incorporation;
- (b) The exact name of the corporation as it appears in its articles of incorporation; and,
- (c) If defendant is not incorporated, state whether or not it is a partnership, and if so, give the names of all partners of or if it is a municipal corporation or a political organization, state its exact name and in what state it is organized to do business.

**ANSWER:**

11. Ownership Interest in Property:

State whether or not this defendant was the owner of the property mentioned in plaintiff's petition, and if so, state:

- (a) The date acquired;
- (b) The name and address from whom acquired;
- (c) If defendant has sold the property subsequent to the occurrence in question, please give the date that it was sold and the name and address to whom it was sold; and,
- (d) If defendant denies that it was the owner at the time and place of the occurrence in question, please state to the best of defendant's knowledge, the name and address of the titled owner at the time of said occurrence.

**ANSWER:**

12. Relationship of Defendant to Owner of Property:

If defendant was not the owner of said property, state whether or not the defendant had any relationship with the owner of said property, including management of said property, securing repairs for said property, or obtaining rents for said property, and state the nature of said relationship.

**ANSWER:**

13. Maintenance:

State the name and address of the person or entity that was employed to maintain the area wherein the alleged occurrence took place at or near the time of the incident, and further state whether or not this person or entity was an employee of defendant or was a separate person or company hired by defendant to maintain this area.

**ANSWER:**

14. Personal Information:

If defendant is an individual rather than a corporation or a partnership, state your present residence address, business address, and job title, and if married, state the name of your spouse and whether or not he/she is employed outside the home, and if so, state his/her job title and business address:

**ANSWER:**

15. Repairs Prior to Alleged Incident:

State if any repairs were made to the area referred to in plaintiff's petition within one year before said alleged occurrence, and if so, state:

- (a) The date of said repair;
- (b) The name and address of the person or entity that made the repair;
- (c) When the repairs were made; and,
- (e) State who employed the person or entity that performed said repairs.

**ANSWER:**

16. Repairs Subsequent to Alleged Incident:

State whether defendant knows of any person or entity that has made any changes within one year after the occurrence in question to the area referred to in plaintiff's petition, and if so, state:

- (a) The person/entity making said repairs;
- (b) The dates of said repairs;
- (c) The purpose of said repairs; and,
- (d) What said repairs consisted of.

**ANSWER:**

17. Witnesses to Condition of Property:

State the names, addresses, and employers of all witnesses to the condition of the premises in the area mentioned in plaintiff's petition within sixty minutes before or after the incident mentioned in plaintiff's petition. State whether or not they are presently employed by this defendant, and if so, state their present job title.

**ANSWER:**

18. Ownership Interest:

State whether or not this defendant was the sole owner of the property at the time of the occurrence mentioned herein or, if not the sole owner, state:

- (a) The type of ownership interest he/she/it had in the property;
- (b) If others also had an interest in the property;
- (c) What type of interest other persons had in the property; and,
- (d) Their name, present residence and business address.

**ANSWER:**

19. Partnership Status:

State whether or not this defendant was a member of a partnership that was the owner of the property where the occurrence referred to in plaintiff's petition took place, and if so, state:

- (a) The name and address of the partnership;
- (b) State the names and addresses of each member of the partnership;
- (c) State whether or not the partnership was incorporated, and if so, give the name and address of the corporation; and,
- (d) If the corporation forfeited its charter, state the exact time that it forfeited its charter and give the names and addresses of the Board of Directors and the names and addresses of the Officers of the corporation.

**ANSWER:**

20. Leasehold Interest Information:

State whether or not the defendant was either the lessor or lessee of the property wherein the plaintiff alleges his/her accident occurred on the date of the incident set out in plaintiff's petition. Please state:

- (a) Whether the defendant was either the lessor or lessee;
- (b) Other parties to the lease;
- (c) The date of any leaseholder or possessory interest acquired in said property;
- (d) If there is a contract regarding any leasehold interest; and,
- (e) Produce copies of leases relating to the property.

**ANSWER:**

21. Police Reports:

State whether or not a police report was made pertaining to the alleged incident, and if so, state:

- (a) The name and address of the police department;
- (b) The complaint number; and,
- (c) The investigating officer, and if you will do so without a request to produce, attach a copy of the police report to your answers to interrogatories.

**ANSWER:**

**Product Liability - Defendant**

IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

_____	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
_____	)	
	)	
Defendant(s).	)	

**DEFENDANT'S INTERROGATORIES DIRECTED TO PLAINTIFF**

Comes now defendant and in accordance with the Missouri Rules of Civil Procedure, propounds the following interrogatories to plaintiff to be answered as provided by law:

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to plaintiff; and,
  - (c) His/her position of employment.

**ANSWER:**

2. **Background Information:**

Please state:

- (a) Plaintiff's full name;
- (b) Name of plaintiff's spouse and date of marriage;
- (c) Plaintiff's maiden name, if applicable;
- (d) Plaintiff's age and date of birth;
- (e) Plaintiff's Social Security number;
- (f) Plaintiff's present address;
- (g) Any other address at which plaintiff has lived during the past five years;
- (h) Plaintiff's present employer's name and position of employment; and,
- (i) Previous employers' names for the past five years and the dates of employment there.
- (j) Whether or not at the time of the collision referred to in plaintiff's petition, this plaintiff was performing any business task or job at the request of or on behalf of plaintiff's employer, and if so, please state the nature of the task or job being performed and the name of the employer.

**ANSWER:**

3. Statements:

Are you aware of any statement made by defendant (or its employees) regarding the occurrence mentioned in the petition, whether oral, written, or recorded in any way, including but not limited to, a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. Photographs:

State whether there exists photographs, videotapes, or movies with respect to the product, the scene of the occurrence mentioned in the petition, or of any injuries alleged to have been sustained as a result of the occurrence mentioned in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this plaintiff expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;

- (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by plaintiff, plaintiff's representatives or plaintiff's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. Criminal Record:

State whether plaintiff has ever pleaded guilty to or has ever been convicted of a felony or misdemeanor, (State or Federal) and if your answer is in the affirmative, please state:

- (a) The date of any such plea or conviction;
- (b) The state and county where said plea or conviction occurred; and,
- (c) The offense(s) for which plaintiff pled guilty or was convicted.

**ANSWER:**

8. Alcohol, etc.:

State whether the plaintiff consumed alcoholic beverages, medication, or prescription or non-prescription drugs within a ten (10) hour period prior to the occurrence in question, and if so, state the names and addresses of the places where said alcoholic beverages, medication or drugs were consumed and described the quantity and type of drinks, medication or drugs which were consumed in said period of time.

**ANSWER:**

9. Injuries:

State the parts of plaintiff's body, if any, injured in the occurrence mentioned in the petition, and for *each part* of his/her body so injured state the following:

- (a) The date of onset of any symptoms claimed to be related to each such alleged injury;

- (b) Whether plaintiff continues to have complaints with respect to that part of his/her body.

**ANSWER:**

10. Other Illnesses or Injuries:

Has plaintiff had any illnesses, impairment or injuries to the parts of the body injured in the occurrence mentioned in the petition, either before or after the collision that is the subject of this lawsuit?

**ANSWER:**

If you answered "YES" to this question, please state the following for *each injury*:

- (a) The date sustained or suffered;
- (b) The parts of the body involved;
- (c) The nature or type;
- (d) The name and address of each health care provider who treated or examined plaintiff.

**ANSWER:**

11. Claims and Lawsuits:

Has plaintiff ever filed another lawsuit, made a claim for bodily injury, or filed a workers' compensation claim?

**ANSWER:**

If you answered "YES" to this question, please state the following for each claim or lawsuit:

- (a) The date filed or lodged;
- (b) The nature or type of lawsuit or claim;
- (c) The name of the court, commission or other body in which the claim or lawsuit was brought;
- (d) The illnesses, injuries or physical condition alleged;
- (e) State whether any money was received, whether by settlement or trial, and if so, the amount; and,
- (f) The names and addresses of all health care providers who treated plaintiff or examined plaintiff for the claim or lawsuit.

**ANSWER:**

12. Settlements:

Has plaintiff received any settlement monies or other thing of value from any person, company, firm, corporation or association involved in this occurrence as a settlement, in whole or in part, of your claim?

**ANSWER:**

If you answered "YES" to this question, please state the following:

- (a) The name and address of the person, firm, association, company or corporation from whom any such settlement was made;
- (b) The name and address of the person, firm, association, company or corporation on whose behalf any such settlement was made;
- (c) The amount or value of any such settlement;
- (d) Whether any forms or papers (settlement documents) were executed, excluding statements of the facts, and describe and identify the nature of any such papers or documents;
- (e) If you do not possess or have access to the papers or forms (settlement documents) mentioned in Number (d) above, then state the name and address of the person, firm, association, company or corporation that has possession of said papers or forms (settlement documents).

**ANSWER:**

13. Amount Claimed:

Pursuant to R.S.Mo. 509.050, what dollar amount of damages is plaintiff seeking as compensation for your injuries? Please specify the personal injury damages and property damages claimed.

**ANSWER:**

14. Medical Care:

State the names and addresses of all doctors, hospitals or health care providers who have treated examined or attended plaintiff since the occurrence in question and because of it, and for *each* listed, please state:

- (a) The amount of the bill from each such health care provider for services rendered because of the occurrence in question;
- (b) The number of visits and the specific dates of each visit plaintiff has made to each of these health care providers because of the occurrence;
- (c) The conditions for which plaintiff was examined or treated; and,
- (d) If you claim that plaintiff received a medical examination, care or treatment because of the occurrence mentioned in the petition, please sign and return

the attached medical authorization, after inserting the names and address of the doctors, hospitals or health care providers.

**ANSWER:**

15. Lost Wages:

Does plaintiff claim a loss of earnings, wages or income as a result of the occurrence? If so, please state:

- (a) The name and address of plaintiff's employer at the time of the occurrence.
- (b) The rate of pay with that employer;
- (c) The amount of plaintiff's claim and show exactly how that amount was calculated;
- (d) List each day, by specific date, that plaintiff claims he/she has been unable to work because of the occurrence;
- (e) If plaintiff had a loss of income other than missing time from work, state the amount of the loss, the nature of the loss, and how the amount of the loss was calculated; and,
- (f) Please sign the attached employer authorization and insert the name and address of the employer.

**ANSWER:**

16. Disability Application:

Please state whether or not plaintiff has ever applied for any type of disability benefit from any entity (governmental, insurance, employer), and if so, please state:

- (a) The date of each application;
- (b) The name and address of the entity;
- (c) The reason for the application (i.e., the nature of the injury causing the disability);
- (d) Whether or not any disability benefits were actually received; and,
- (e) When payment of the benefits began and when it ended.

**ANSWER:**

17. Application Statements:

State whether plaintiff has made any written statements or given information regarding plaintiff's physical condition in connection with any application for employment or insurance since the date of the collision and if so, please state:

- (a) The name and address of the party to whom the statement was given; and,
- (b) The date of the statement.

**ANSWER:**

18. State the following in reference to the product mentioned in your petition:
- (a) The kind of product;
  - (b) The name and address of the manufacturer of the product;
  - (c) The model, year, style, serial number, and identification number of the product;
  - (d) The date of manufacture;
  - (e) The name and address of the owner of the product at the time of the occurrence described in the petition, and the present location and name of the possessor of the product at this time;
  - (f) When, where and from whom (giving exact address) the owner purchased the product, whether the product was new or used when the owner acquired it, and if used, the name and address of all prior owners;
  - (g) State verbatim any writing, words, inscriptions, cautions, warnings, and manufacture names contained on the product at the time it was purchased;
  - (h) State verbatim any writing, words, inscriptions, cautions, warnings, and manufacture names contained on the product at the time of the occurrence;
  - (i) Whether you have any knowledge or information pertaining to any malfunction, alteration, modification and/or failure of the product before or after the incident, and if so, state and describe said knowledge or information and the source thereof;
  - (j) Whether you have knowledge or information that any other person(s) suffered any injury while using the product and, if so, identify said person(s);
  - (k) Whether the product has been repaired, altered, modified, or changed since the incident and, if so, describe;
  - (l) Whether the product had been altered, repaired, modified or changed in any manner before the incident which you claim contributed to plaintiff's injuries, or before the incident but after the product left the possession of this defendant, and if so, describe how and in what manner it was altered, repaired, modified, or changed and how said alteration, repair, modification, or change contributed to plaintiff's injuries;
  - (m) State the length of time or number of occasions before the date of the alleged incident that plaintiff used the alleged defective product;
  - (n) State whether plaintiff received any instruction manuals, brochures or pamphlets regarding the use and operation of the product in question, and, if so, state the nature of the instructions, brochures, or pamphlets received, the source, and date received;
  - (o) State whether you have ever used a similar and/or identical product to the one described in your petition, and, if so, the dates used and the names and addresses of any persons witnessing your use of said product;
  - (p) State whether you will permit defendant to examine and perform non-destructive tests on the product without a court order.

**ANSWER:**

19. Identify all persons known by you to have performed maintenance, service or repair on the product before or after the incident and state the respective dates of said maintenance, service or repair.

**ANSWER:**

20. If you contend the product was defective or unreasonably dangerous at the time it left this defendant's possession, please state:

- (a) In what respect was the product defective, describing in complete detail each and every said defect or defective condition;
- (b) In what respect was the product unreasonably dangerous, describing in complete detail each and every said unreasonable danger;
- (c) Whether said defective or unreasonably dangerous condition was the result of the product's design, manufacturing, packaging, warnings, or lack of warnings, or any modification, alteration, or change by this defendant; and,
- (d) Each and every evidentiary fact upon which you base this contention, and identify the person having knowledge of said facts.

**ANSWER:**

21. State whether you were using the product referred to in plaintiff's petition in accordance with its intended use, instructions and/or any training you received, and if so, state:

- (a) Whether said product was in its original container at the time it was being used;
- (b) State specifically how and in what manner it was being used at the time of the occurrence;
- (c) Whether you were wearing safety and/or protective equipment while using the product at the time referred to in plaintiff's petition, and if not, whether said equipment was available and type of said equipment;
- (d) The name and address of any person who provided you with instructions or training;
- (e) Describe briefly the training you received as to the use and operation of the product;
- (f) Identify specifically any verbal, written or visual warnings you received, which were present or which you were aware of with respect to the use and operation of the product;
- (g) Whether you inspected the product before attempting to use it.

**ANSWER:**

22. State whether the product was altered, changed or modified at any time while it was within your possession and, if so, please state:

- (a) In what respect was the product altered, changed or modified, describing in complete detail each condition;

- (b) Whether the alteration, change, modification or defect referred to in subparagraph (a) rendered the product unreasonably dangerous, describing in complete detail each and every said unreasonable danger;
- (c) Whether the product can be operated safely and properly given the alteration, change, modification or defect; and,
- (d) Each and every evidentiary fact on which you base this contention, and identify the person having knowledge of said facts.

**ANSWER:**

**Product Liability (Manufacturer) - Plaintiff**  
 IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
	)	
	)	
Defendant(s).	)	

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff and in accordance with the Missouri Rules of Civil Procedure propounds the following interrogatories to defendant to be answered as provided by law:

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to defendant; and,
  - (c) His/her position of employment.

**ANSWER:**

2. State whether or not this defendant is being sued in its full and correct name. If not, state the full and correct name of this defendant.

**ANSWER:**

3. Are you aware of any statement made by plaintiff (or its employees) regarding the occurrence mentioned in the petition, whether oral, written or recorded in any way, including but not limited to, a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,
- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. State whether there exists photographs, videotapes, or movies with respect to the product referenced in the petition or the scene of the occurrence referenced in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by defendant, defendant's representatives or defendant's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. State whether or not any insurance company (including any company with excess or umbrella coverage) has an interest in the outcome of this litigation against defendant. If so, state the following:

- (a) The name of the insurance company;
- (b) Whether the insurance company is a stock company or a mutual company;

- (c) Name of the insured;
- (d) Type(s) of insurance;
- (e) Effective policy period;
- (f) Policy number; and,
- (g) Limits of the policy applicable to the occurrence mentioned in these pleadings.

**ANSWER:**

8. Please state whether you were the manufacturer of the product that is the subject matter of plaintiff's petition, and if so, please state:

- (a) The date upon which the subject product was manufactured;
- (b) The address of the factory and/or such other place at which the subject product was manufactured;
- (c) Whether, at the time of the manufacture of the subject product, you had a quality control department and/or individual, or a department and/or individual denominated by a different name which was primarily responsible for quality control procedures for the subject product; and,
- (d) If your answer to the foregoing subpart was in the affirmative, the identity of the supervisor and/or person primarily responsible for implementing the quality control procedures, if any, respecting the manufacturer of the subject product.

**ANSWER:**

9. Please identify any and all production specifications formulated and/or utilized by you in the manufacture of the subject product.

**ANSWER:**

10. Please identify each person who had a responsibility to oversee or supervise the manufacture of the subject product.

**ANSWER:**

11. As to each such person identified in your answer to the foregoing interrogatory, please set forth a description of their education, work experience, or other qualifications considered by you before investing such person(s) with such responsibility and/or authority.

**ANSWER:**

12. Please state whether you designed the subject product.

**ANSWER:**

13. If your answer to the foregoing interrogatory is affirmative, please identify:

- (a) The date or dates upon which the subject product was designed;
- (b) The location of the facility where the subject product was designed;

- (c) The name(s) of the person(s) who participated in the design;
- (d) An identification of each and every drawing, plan, or document relating to the design of the subject product;
- (e) Whether any such document, plan or drawing identified in your answer to subpart (d) has been submitted to any governmental entity for approval, registration, or patent, and if so, the date of said submission and entity to which such document was submitted.

**ANSWER:**

14. Do you contend that the retailer who supplied the subject product to the plaintiff was aware of any alleged defect in such product?

**ANSWER:**

15. If your answer to the foregoing interrogatory is in the affirmative, please identify:
- (a) Each and every fact upon which you base such contention;
  - (b) The name, business and residence address, and telephone number of any person having knowledge of any such facts; and,
  - (c) An identification of each and every writing relating to any such fact.

**ANSWER:**

16. Please state whether you provided any written instructions as to the use of the subject product.

**ANSWER:**

17. If your answer to the foregoing interrogatory is in the affirmative, please identify:
- (a) The written instructions;
  - (b) The name, business and residence address, and telephone number of the person(s) who drafted the wording of said instruction; and,
  - (c) Each and every writing relating to the composition of all printed matter distributed with or affixed to the product.

**ANSWER:**

18. Identify any and all complaints, lawsuits, or claims submitted to you relating to the alleged defect(s) of similar makes and models of the subject product referenced in plaintiff's petition.

**ANSWER:**

19. Please state whether you performed any test, of whatever nature or description, for the purpose of determining whether the subject product met reasonable performance expectations for its intended use.

**ANSWER:**

20. If your answer to the foregoing interrogatory is affirmative, please identify:
- (a) A description of each such test conducted by you;
  - (b) The date and location where each test was conducted;
  - (c) Whether any aspect of any such test was recorded or memorialized or any document or writing, including photographs, films, videotapes or other visual representations of whatever nature or description;
  - (d) An identification of any such document or visual representation;
  - (e) Whether the results of any such test(s) were submitted, or referred to in any manner whatsoever, and any document filed with or tendered to any public entity or regulatory agency; and,
  - (f) The name, business and residence address, and telephone number of the person(s) charged with the responsibility to evaluate the performance of the subject product in each such test referred to in your answers to the proceeding subparts of this interrogatory.

**ANSWER:**

21. Identify any facts known to you indicating that the subject product had been altered or modified between the time of manufacture and the time the product was sold to plaintiff and/or installed for plaintiff's use thereof.

**ANSWER:**

22. Identify any facts known to you indicating that the subject product had been altered or modified after sale to plaintiff or installation of the subject product.

**ANSWER:**

23. Identify any facts or circumstances known to you indicating that plaintiff was not using the subject product in a manner reasonably anticipated.

**ANSWER:**

**Product Liability (Retail Distributor) - Plaintiff**  
 IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
	)	
	)	
Defendant(s).	)	

**PLAINTIFF'S INTERROGATORIES DIRECTED TO DEFENDANT**

Comes now plaintiff and in accordance with the Missouri Rules of Civil Procedure propounds the following interrogatories to defendant to be answered as provided by law:

1. Please state:
  - (a) The name and address of the person or persons answering these interrogatories;
  - (b) His/her relationship to defendant; and,
  - (c) His/her position of employment.

**ANSWER:**

2. State whether or not this defendant is being sued in its full and correct name. If not, state the full and correct name of this defendant.

**ANSWER:**

3. Are you aware of any statement made by plaintiff (or its employees) regarding the occurrence mentioned in the petition, whether oral, written or recorded in any way, including but not limited to, a stenographic, mechanical, electrical, audio, video, motion picture, photograph, or other recording, or transcription thereof, and if so, state the following:

- (a) Date, place, and time taken;
- (b) Name and address of the person or persons connected with taking it;
- (c) Names and addresses of all persons present at the time it was taken;
- (d) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (e) Was it signed?
- (f) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made; and,

- (g) Please attach an exact copy of the original of said statement, interview, report, film or tape to your answers to these interrogatories; if oral, please state verbatim the contents thereof.

**ANSWER:**

4. State whether there exists photographs, videotapes, or movies with respect to the product referenced in the petition or the scene of the occurrence referenced in the petition. If so, state the following:

- (a) Describe each photograph, video, or movie;
- (b) State the date each was taken;
- (c) State the name and address of the person taking each such photo, video, or movie; and,
- (d) State the name and address, employer, insurer, and job title of the person presently having control or custody of each photograph, video or movie.

**ANSWER:**

5. Experts:

List and identify:

- (a) Each person this defendant expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

6. Witnesses:

State the names and addresses of every person known by defendant, defendant's representatives or defendant's attorney, to have witnessed the occurrence mentioned in the petition, or who was present at the scene within sixty minutes of the occurrence. Designate which of such people actually claim to have witnessed the occurrence.

**ANSWER:**

7. State whether or not any insurance company (including any company with excess or umbrella coverage) has an interest in the outcome of this litigation against defendant. If so, state the following:

- (a) The name of the insurance company;
- (b) Whether the insurance company is a stock company or a mutual company;
- (c) Name of the insured;
- (d) Type(s) of insurance;
- (e) Effective policy period;
- (f) Policy number; and,
- (g) Limits of the policy applicable to the occurrence mentioned in these pleadings.

**ANSWER:**

8. Please identify each person who had a responsibility to oversee or supervise the sale, distribution or installation of the subject product.

**ANSWER:**

9. As to each such person identified in your answer to the foregoing interrogatory, please set forth a description of their education, work experience, or other qualifications considered by you before investing such person(s) with such responsibility and/or authority.

**ANSWER:**

10. Do you contend that the manufacturer who supplied the subject product to you was aware of any alleged defect in such product?

**ANSWER:**

11. If your answer to the foregoing interrogatory is in the affirmative, please identify:

- (a) Each and every fact upon which you base such contention;
- (b) The name, business and residence address, and telephone number of any person having knowledge of any such facts; and,
- (c) An identification of each and every writing relating to any such fact.

**ANSWER:**

12. Please state whether you provided any written instructions as to the use of the subject product.

**ANSWER:**

13. If your answer to the foregoing interrogatory is in the affirmative, please identify:

- (a) The written instructions;
- (b) The name, business and residence address, and telephone number of the person(s) who drafted the wording of said instruction; and,
- (c) Each and every writing relating to the composition of all printed matter distributed with or affixed to the product.

**ANSWER:**

14. Identify any and all complaints, lawsuits, or claims submitted to you relating to the alleged defect(s) of similar makes and models of the subject product referenced in plaintiff's petition.

**ANSWER:**

15. Please state whether you performed any test, of whatever nature or description, for the purpose of determining whether the subject product met reasonable performance expectations for its intended use.

**ANSWER:**

16. If your answer to the foregoing interrogatory is affirmative, please identify:

- (a) A description of each such test conducted by you;
- (b) The date and location where each test was conducted;
- (c) Whether any aspect of any such test was recorded or memorialized or any document or writing, including photographs, films, videotapes or other visual representations of whatever nature or description;
- (d) An identification of any such document or visual representation;
- (e) Whether the results of any such test(s) were submitted, or referred to in any manner whatsoever, and any document filed with or tendered to any public entity or regulatory agency; and,
- (f) The name, business and residence address, and telephone number of the person(s) charged with the responsibility to evaluate the performance of the subject product in each such test referred to in your answers to the proceeding subparts of this interrogatory.

**ANSWER:**

17. Identify any facts known to you indicating that the subject product had been altered or modified between the time of manufacture and the time the product was sold to plaintiff or installed on plaintiff's behalf thereof.

**ANSWER:**

18. Identify any facts known to you indicating that the subject product had been altered or modified after sale to plaintiff or installation by plaintiff or on plaintiff's behalf thereof.

**ANSWER:**

19. Identify any facts or circumstances known to you indicating that plaintiff was not using the subject product in a manner reasonably anticipated.

**ANSWER:**

**Medical Negligence Case (Wrongful Death) - Defendant**  
 IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI

	)	
	)	
Plaintiff(s),	)	
vs.	)	Case No.: _____
	)	
	)	
	)	
Defendant(s).	)	

**DEFENDANT'S INTERROGATORIES DIRECTED TO PLAINTIFF**

Comes now defendant and submits the following interrogatories to plaintiff, to be answered in writing and signed under oath in accordance with the Missouri Rules of Civil Procedure:

Definitions

1. "Health care provider" shall refer to any medical doctor, osteopath, chiropractor, therapist, psychiatrist, psychologist, social worker, counselor, hospital, medical clinic, or any other provider of diagnostic or therapeutic services.
2. "Injury" or "injured" shall refer to any harm or damage to the plaintiff's decedent's physical or emotional well being.

Interrogatories

1. Please state the following information concerning yourself and the plaintiff's decedent:
  - (a) Full name, social security number, place and date of birth, present address, and any other names used;
  - (b) If you or plaintiff's decedent have ever been married, state the full name of each spouse, the date of marriage to each spouse, the date on which each marriage ended, the present address of each spouse and the names, birth dates, and present addresses of each child had with each spouse;
  - (c) Each and every address at which you or plaintiff's decedent have resided in the past twenty years including the dates of your residence at each address and the names of all persons residing at each address;
  - (d) The highest grade of formal schooling completed, the institution at which it was completed, and any certificates or degrees received including any vocational or specialized education or training in a trade, business or the military;
  - (e) Whether you or plaintiff's decedent have been convicted of or pled guilty to a crime consisting of a misdemeanor or felony and, if so, the offense for which convicted, or to which a guilty plea was entered, the date of conviction or

plea, and the name and address of the court where the conviction or plea was entered;

- (f) Whether plaintiff's decedent was ever a plaintiff in a personal injury suit, proceeding for workers' compensation benefits, or a proceeding for social security benefits and, if so, when, where and in what court the action was commenced; and,
- (g) Whether you or plaintiff's decedent have ever served in the Armed Forces of the United States or of a foreign country.

**ANSWER:**

2. List any job or position of employment, including self-employment, held by plaintiff's decedent during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date, stating as to each, the following:

- (a) The name and address of the employer;
- (b) The date of commencement and termination of employment;
- (c) The place of employment;
- (d) The nature of employment and the duties performed;
- (e) The name and address of decedent's immediate supervisor; and,
- (f) If a loss of support claim is being made, state the decedent's rate of pay or compensation received.

**ANSWER:**

3. State the name and address of each health care provider who has examined or treated plaintiff's decedent during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date. For each health care provider identified, state:

- (a) The date of each examination or treatment;
- (b) The injury, illness, condition, complaint or other reason for which each examination or treatment was conducted; and,
- (c) Whether the injury, illness, condition or complaint for which examination or treatment was performed has been relieved, and if so, the approximate date of relief.

**ANSWER:**

4. State the name and address of each hospital at which plaintiff's decedent had been examined or treated during the period beginning twenty years before the first act of negligence alleged in your petition and continuing through the present date. For each hospital identified, state:

- (a) If admitted, the date of admission and the date of discharge;
- (b) If not admitted, the date of the visit; and,

- (c) The injury, illness, condition, complaint or other reason for the hospitalization or visit.

**ANSWER:**

5. State whether, during the period beginning twenty years before the first act of negligence alleged in the petition and continuing through the present day, plaintiff's decedent had suffered any medical significant injury or illness. If so, as to each said injury or illness, state:

- (a) The date on which the injury took place or illness began;
- (b) The parts of the decedent's body which were injured or affected; and,
- (c) The name and address of each health care provider who treated the plaintiff's decedent for the injury or illness.

**ANSWER:**

6. State whether plaintiff's decedent had been examined or treated by any health care provider following the occurrence(s) mentioned in your petition and for each, state:

- (a) The name and address of each health care provider who examined or treated the decedent;
- (b) The name and address of each hospital, or clinic where the decedent was examined or treated either as an inpatient or outpatient;
- (c) Describe the treatment or examination rendered; and,
- (d) The total amount of charges by each health care provider, hospital or clinic for services rendered.

**ANSWER:**

7. What expenses, listing them item by item, were incurred in connection with the funeral, burial, cremation or other means of attending to the decedent's remains and what is the name and address of each person incurring liability for such expenditures?

**ANSWER:**

8. State whether you have incurred any other expenses not listed in answers to the previous interrogatories that you claim were necessitated by or attributable to the act(s) of negligence alleged in your petition. If your answer is in the affirmative, please state:

- (a) The product or service for which the expense was incurred;
- (b) The name and address of the person or entity from whom the product or service was purchased;
- (c) The date upon which said product or service was purchased; and,
- (d) The amount charged for the product or service purchased.

**ANSWER:**

9. State the full name and last known address of each person who:
- (a) Witnessed or claims to have witnessed any act of negligence alleged in your petition;
  - (b) Was present or claims to have been present at the scene immediately before, at the time of or immediately after any act of negligence alleged in your petition.
  - (c) Has personal knowledge or claims to have personal knowledge of the nature and extent of the injuries you claim decedent to have suffered as a result of the act(s) of negligence alleged in your petition; and,
  - (d) Has or claims to have personal knowledge of any act of negligence alleged.

**ANSWER:**

10. Experts:

List and identify:

- (a) Each person this plaintiff expects to call as an expert witness at the trial, whether the witness is a retained expert or non-retained expert, stating for each such expert:
  - (i) Name;
  - (ii) Address;
  - (iii) Occupation;
  - (iv) Place of employment;
  - (v) Qualifications to give an opinion (if such information is available on an expert's curriculum vitae, you may attach a copy thereof in lieu of answering this interrogatory subpart); and,
- (b) With respect to each expert listed, please state the subject matter on which the expert is expected to testify and the expert's hourly deposition fee.

**ANSWER:**

11. State whether or not, following the act(s) of negligence alleged in your petition, a statement, interview, or report, or a stenographic, mechanical, electrical, audio, video, motion picture, photograph or other recording, or transcription thereof, of the defendant or any of defendant's agents, servants and employees or of a statement made by the defendant or any of defendant's agents, servants and employees and contemporaneously recorded, has been secured or taken from defendant or any of defendant's agents, servants, and employees; if so, state the following:

- (a) Name of person from whom secured or taken;
- (b) Date, place and time taken;
- (c) Name and address of the person or persons connected with taking it;
- (d) Name and address of all persons present at the time it was taken;
- (e) Whether the statement was oral, written, shorthand, recorded, taped, etc.;
- (f) Was it signed? and,
- (g) Names and addresses of the persons or organizations under whose direction and upon whose behalf it was taken or made.

**ANSWER:**

12. Identify every person, firm or corporation other than your attorney and persons mentioned in answers to other interrogatories, to whom you or the decedent made any statement or given information relating to the decedent's physical condition or ability to work in connection with any application for employment, disability benefits or pecuniary payments of any nature, since the date of the act(s) of negligence alleged in your petition including, but not limited to, any insurance company.

**ANSWER:**

13. State whether there exists any photographs, x-rays, motion pictures, videotapes, drawings or other visual reproductions of any type depicting the alleged injury(ies) and damages described in your petition and if so, for each, state:

- (a) The name and address of the person making the visual reproduction(s) and the date thereof;
- (b) What each visual reproduction depicts; and,
- (c) The name and address of the person having custody of each said visual reproduction.

**ANSWER:**

14. State whether, as a result of the act(s) of negligence or injuries alleged in your petition, you or plaintiff's decedent have received settlement monies, received any Medicare and/or Medicaid payments or had Medicare and/or Medicaid payments made on your behalf, or have received anything whatever of value and, if your answer is in the affirmative, please state:

- (a) The nature of the payment (i.e. settlement money, Medicare payment, Medicaid payment, or the like);
- (b) The name of the person, firm, association, company, corporation or other entity paying the amount and the name of the recipients; and,
- (c) The date said amount was paid and/or received.

**ANSWER:**

15. State whether you have entered into any type of settlement agreement, release, covenant-not-to-sue, covenant-not-to-enforce-judgment, an agreement in the nature of a "Mary Carter Agreement," a covenant-to-sue, or contract to limit recovery to specified assets, with any person, firm, corporation, insurer, or any other entity relating in any way to any of the incidents or injuries mentioned in your petition or any of the damages claimed under this lawsuit. If so, please

state as to such settlement, agreement release, covenant, or contract: the date; the amount of consideration involved; and the complete legal name and present address of the person or entity involved.

**ANSWER:**

16. What dollar amount of damages is plaintiff seeking in this lawsuit?

**ANSWER:**

17. What was the date, time and place of decedent's death and the immediate cause of death?

**ANSWER:**

18. Was a death certificate prepared after the death of the decedent? If so, state:

- (a) Whether it was filed;
- (b) The office in which it was filed; and,
- (c) The address of the person listed on the certificate as informant.

**ANSWER:**

19. Was an autopsy performed on the body of the decedent? If so, state:

- (a) The name, address and official capacity of each person authorizing or ordering the autopsy;
- (b) Why the autopsy was performed;
- (c) The name and address of the person performing the autopsy;
- (d) The date and time the autopsy was performed; and,
- (e) The name and address of each person having custody of the results of the autopsy.

**ANSWER:**

20. State whether you claim to have lost any pecuniary value from the death of your decedent as the result of the alleged negligence of these defendants and, if so, state with specificity the amount claimed to be lost and describe in exact detail how said value was calculated.

**ANSWER:**

21. State whether your decedent's estate is being administered and, if so, state the following:

- (a) The name of the estate and file number; and,
- (b) The City, County and State of administration and the name and address of the applicable court.

**ANSWER:**

22. State the name and address of every person who supported the decedent, in whole or in part, and as to each person named, state the following:

- (a) The relationship between the decedent and the person; and,
- (b) The amount of support in dollars, for the three years preceding the date of the decedent's death.

**ANSWER:**

23. State the name and address of each person whom the decedent supported, in whole or in part, and as to each person named, state the following:

- (a) The relationship between the decedent and the person; and,
- (b) The amount of support in dollars, for the three years preceding the date of the decedent's death.

**ANSWER:**

24. State the names and addresses of all persons residing in Boone County who are related to plaintiff by blood or marriage.

**ANSWER:**

25. Pursuant to Section 573.080 R.S.Mo., state the name and address of all persons entitled to seek damages for the alleged wrongful death that is the subject matter of this lawsuit.

**ANSWER:**



IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

Judge or Division:	Case Number:
State of Missouri vs.	

(Date File Stamp)

**Entry of Appearance by Attorney and  
Waiver of Personal Appearance by Defendant  
FELONIES – ASSOCIATE CIRCUIT**

**Attorney Entry of Appearance and Waiver**

\_\_\_\_\_ hereby enters his/her appearance as attorney for the above-named defendant, and hereby acknowledges receipt of the complaint filed, or waives same.

Defendant and counsel waive personal appearance for the initial hearing in associate circuit court.

\_\_\_\_\_  
Attorney for Defendant

Date: \_\_\_\_\_

**Waiver of Appearance for Initial Hearing**

I, \_\_\_\_\_, am the defendant in the above-entitled case and my attorney and I have either received a copy of the complaint filed in this case, or waive receiving it. I understand that I have a right to be present for the initial hearing, and I hereby waive my right to be personally present for the initial hearing.

\_\_\_\_\_  
Defendant

Date: \_\_\_\_\_



IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

Judge or Division:	Case Number:
State of Missouri vs.	

(Date File Stamp)

**Entry of Appearance, Waiver of Personal Appearance for Arraignment, Waiver of Formal Arraignment, and Plea of Not Guilty FELONIES – CIRCUIT**

**Attorney Entry of Appearance and Waiver**

\_\_\_\_\_ hereby enters his/her appearance as attorney for the above-named defendant, and acknowledges receipt of a copy of the information filed, or waives same.

Defendant and counsel hereby:

- waive personal appearance for arraignment,
- waive formal arraignment, and
- enter a plea of not guilty to the charge(s).

\_\_\_\_\_  
Attorney for Defendant

Date: \_\_\_\_\_

**Waiver of Appearance for Arraignment, Waiver of Arraignment, and Plea of Not Guilty by Defendant**

I, \_\_\_\_\_, am the defendant in the above-entitled case and my attorney and I have either received a copy of the information filed or waive receiving it.

I understand that I have a right to be present for arraignment and a right to formal arraignment.

I hereby:

- waive my right to be personally present for arraignment,
- waive formal arraignment, and
- enter a plea of not guilty to the charge(s).

\_\_\_\_\_  
Defendant

Date: \_\_\_\_\_



IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

<b>Judge or Division:</b>	<b>Case Number:</b>
State of Missouri vs.	

(Date File Stamp)

**Entry of Appearance, Waiver of Personal Appearance for Arraignment,  
Waiver of Formal Arraignment, and Plea of Not Guilty  
MISDEMEANORS**

**Attorney Entry of Appearance and Waiver**

\_\_\_\_\_ hereby enters his/her appearance as attorney for the above-named defendant, and hereby acknowledges receipt of a copy of the information filed or waives same. On behalf of defendant, I hereby:

- waive personal appearance for arraignment,
- waive formal arraignment, and
- enter a plea of not guilty to each the charge(s).

\_\_\_\_\_  
Attorney for Defendant  
Date:\_\_\_\_\_

**IN THE CIRCUIT COURT OF BOONE COUNTY, MISSOURI**

\_\_\_\_\_, )  
**Petitioner(s)/Plaintiff(s)** )  
 )  
**v.** ) **Case No.** \_\_\_\_\_  
 )  
 ) **Date** \_\_\_\_\_  
\_\_\_\_\_, )  
**Respondent(s)/Defendant(s)** )

**CONSENT TO RULING**

The undersigned, being attorneys of record for the parties hereto, consent to the Court entering an Order:

- Overruling (Petitioner's/Plaintiff's) (Respondent's/Defendant's) Motion to Dismiss and allowing \_\_\_\_\_ days to file a responsive pleading.
- Ruling on Pending Motion(s) for \_\_\_\_\_ without evidence or argument, referring to any briefs filed by the parties in support or opposition.
- Allowing (Petitioner/Plaintiff) (Respondent/Defendant) \_\_\_\_\_ days to answer pending interrogatories and requests for production.
- Awarding (Petitioner/Plaintiff) (Respondent/Defendant) temporary child support in the amount of \$\_\_\_\_\_ per month and temporary maintenance in the amount of \$\_\_\_\_\_ per month payable on the \_\_\_\_\_ day of each month (directly to Petitioner/Plaintiff) (directly to Respondent/Defendant) (through the Family Support Payment Center).
- Awarding temporary attorney fees in the amount of \$\_\_\_\_\_ to (Petitioner(s)/Plaintiff(s)) (Respondent(s)/Defendant(s)).
- Taking judicial notice of all pleadings, property statements, and income and expense statements filed herein, awarding (temporary child support), (temporary maintenance) and (temporary attorney fees) to (Petitioner(s)/Plaintiff(s)) (Respondent(s)/Defendant(s)) without further evidence or argument.
- Taking judicial notice of all pleadings, awarding temporary custody/visitation as follows:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SO ORDERED,

\_\_\_\_\_  
Attorney for Petitioner(s)/Plaintiffs

\_\_\_\_\_  
JUDGE/COMMISSIONER - Div. \_\_\_\_\_

\_\_\_\_\_  
Attorney for Respondent(s)/Defendant(s)

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT OF MISSOURI  
EN BANC**

**IN RE: DOCKET SCHEDULES FOR BOONE AND CALLAWAY COUNTIES  
05-08**

**ORDER**

Administrative Order 02-08 is hereby repealed effective January 1, 2009.

IT IS HEREBY ORDERED that effective January 1, 2009, the attached docket schedules for Boone and Callaway Counties shall be in effect.

IT IS FURTHER ORDERED that the Circuit Clerks of Boone and Callaway Counties shall distribute a copy of this order and attachments to members of the Bar of the Thirteenth Judicial Circuit.

Done this 12th day of November, 2008.

For the Court,

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GENE HAMILTON  
Presiding Judge

- Note: Week one shall always begin with the first Monday of the month.

**BOONE COUNTY  
CIRCUIT COURT DOCKET SCHEDULE  
Effective January 1, 2009**

WEEK	DIVISION I		DIVISION II		DIVISION III		DIVISION IV	
	AM	PM	AM	PM	AM	PM	AM	PM
<b>WEEK 1</b>	Set Boone County Docket Criminal Docket 9:00 Not-In-Custody Cases w/ Private Attorney 10:30 Not-In-Custody Cases w/ Public Defender (Arraign/Mtns/PV & PT Hrgs )	1:30 Criminal Docket In-Custody Cases (Arraign/Mtns/PV & PT Hrgs/Writs)			9:00 Civil Docket (Motions/Defaults/ Contested Motions) Temp Motion Docket (DOM Cases)	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)	9:00 Civil Docket (Motions/Defaults/ Contested Motions)	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>			9:00 Settlement Conferences				9:00 Misdemeanor PV Hrgs	1:30 Unsupervised Misdemeanor PV Hrgs
<b>WEEK 2</b>	Criminal Docket 9:00 Not-In-Custody Cases w/ Private Attorney 10:30 Not-In-Custody Cases w/ Public Defender (Arraign/Mtns/PV & PT Hrgs)	1:30 Criminal Docket In-Custody Cases (Arraign/Mtns/PV & PT Hrgs/Writs)	9:00 Civil Docket 10:30 Criminal Docket Not-In-Custody w/ Private Attorney (Mtns/PV & PT Hrgs)	1:30 Criminal Docket In-Custody Cases All PD Cases (Mtns/PV & PT Hrgs/ Writs)		2:00 General Criminal Docket	9:00 Civil Docket (Motions/Defaults/ Contested Motions) Temp Motion Docket (DOM Cases)	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>			9:00 Settlement Conferences					
<b>WEEK 3</b>		2:00 General Criminal Docket	Criminal Docket 9:00 Not-In-Custody w/ Private Attorney 10:30 Not-In-Custody w/ Public Defender (Arraign/Mtns/PV & PT Hrgs)	1:30 Criminal Docket In-Custody Cases (Arraign/Mtns/PV & PT Hrgs/Writs)	9:00 Civil Docket (Motions/Defaults/ Contested Motions)	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)	9:00 Civil Docket (Motions/Defaults/ Contested Motions) Temp Motion Docket (DOM Cases)	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)
<b>Monday</b>		Set Boone County In-Custody Criminal Docket Set Boone County DOM Dock						
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>			9:00 Settlement Conferences				9:00 Misdemeanor PV Hrgs	1:30 Unsupervised Misdemeanor PV Hrgs
<b>WEEK 4</b>	9:00 Civil Docket 10:30 Criminal Docket Not-In-Custody Cases w/ Private Attorney (Arraign/Mtns/PV & PT Hrgs)	1:30 Criminal Docket In-Custody Cases All PD Cases (Arraign/Mtns/PV & PT Hrgs/Writs)	9:00 Civil Docket 10:30 Criminal Docket Not-In-Custody w/ Private Attorney (Mtns/PV & PT Hrgs)	1:30 Criminal Docket In-Custody Cases All PD Cases (Mtns/PV & PT Hrgs/ Writs)	9:00 Civil Docket (Motions/Defaults/ Contested Motions) Temp Motion Docket (DOM Cases) Uncontested Dissolutions	Criminal Docket 1:30 In-Custody Cases All PD Cases 3:00 Not-In-Custody Cases w/ Private Attorneys (Mtns/PV & PT Hrgs/Writs)		2:00 General Criminal Docket
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>			9:00 Settlement Conferences					
<b>WEEK 5</b>								
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>			9:00 Settlement Conferences					

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**BOONE COUNTY**  
**ASSOCIATE CIRCUIT COURT DOCKET SCHEDULE**  
**Effective January 1, 2009**

WEEK	DIVISION V		DIVISION VI		DIVISION VII		DIVISION VIII		DIVISION IX		DIVISION X		DIVISION XI	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>WEEK 1</b> <b>Monday</b>	9:00 Civil Returns	1:30 Civil Trials			8:30 Adoption 9:00 Juvenile (Gen)	1:30 Adult Abuse					9:00 Contested Dissolutions		9:00 Probate	1:30 Arraign/Gen 2:30 P.H.
<b>Tuesday</b>	9:00 Criminal Trials	1:30 Arraign/Gen 2:30 P.H.					9:00 Temporary Motions		9:00 DWI Hearings	1:30 Mental Health Court	9:00 Traffic	1:30 Uncontested Dissolutions	8:15 Probate M.H. 9:30 P.H.	1:30 General Docket 2:00 Criminal Trls.
<b>Wednesday</b>	9:00 P.V. Hrgs	1:30 Arraign/Gen 2:30 P.H.			9:00 Contested Dissolutions		9:00 Contested Dissolutions		9:00 Drug Court	1:30 Drug Court	9:00 Adult Abuse		9:00 Criminal Trials	1:30 General Docket 2:00 P.V. Hrgs.
<b>Thursday</b>	9:00 Criminal Trials	1:30 Criminal Trials	9:00 Criminal Trials	1:30 Arraign/P.H. General Dock			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)		1:30 Reintegration Court	9:00 Adult Abuse	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 Criminal Trials	
<b>Friday</b>	9:00 Civil Trials				9:00 Juvenile (Contested)	1:30 Juvenile (Contested)	9:00 Juvenile (General)	1:30 Paternity	9:00 DUR/DUS	1:30 Arraign 2:30 P.H.	9:00 Traffic	1:00 Weddings 1:30 Temporary Motions	9:00 Criminal Trls. Guilty Pleas/ On the Record	1:30 Guardianship/ Conservatorship Hearings 2:30 Pre-Trial Probate
<b>WEEK 2</b> <b>Monday</b>	9:00 Civil Returns	1:30 Civil Trials			8:30 Adoption 9:00 Juvenile (Gen)	1:30 Juvenile (Contested)	11:00 Attorney General Child Support Modification Hrgs	1:30 Paternity			9:00 Contested Dissolutions		9:00 Probate	1:30 Arraign/Gen 2:30 P.H.
<b>Tuesday</b>	9:00 Criminal Trials	1:30 Arraign/Gen 2:30 P.H.	9:00 Small Claims	1:30 Small Claims					9:00 DWI Hearings	1:30 Mental Health Court	9:00 Traffic	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 P.H.	1:30 General Docket 2:00 Criminal Trls.
<b>Wednesday</b>	9:00 P.V. Hrgs.	1:30 Arraign/Gen			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)	9:00 Contested Dissolutions		9:00 Drug Court	1:30 Drug Court	9:00 Adult Abuse	1:30 Centralia Municipal Ct.	9:00 Criminal Trials	1:30 General Docket 2:00 P.V. Hrgs.
<b>Thursday</b>	9:00 Civil Trials	1:30 Civil Trials (Contested)					9:00 Juvenile (Contested)	1:30 Juvenile (Contested)		1:30 Arraign/ Reintegration Ct	9:00 Adult Abuse	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 Criminal Trials	
<b>Friday</b>	9:00 Civil Trials	1:30 General Dock 2:00 Criminal Trls.			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)	9:00 Juvenile (General)		9:00 DUR/DUS	1:30 Arraign 2:30 P.H.	9:00 Traffic	1:30 Civil Trials (Contested)	9:00 Probate (Cont)	1:00 Weddings 1:30 Probate (Cont)
<b>WEEK 3</b> <b>Monday</b>	9:00 Civil Returns	1:30 Civil Trials			9:00 Juvenile (Gen)	1:30 Juvenile (Gen)					9:00 Contested Dissolutions		9:00 Probate	1:30 Arraign/Gen 2:30 P.H.
<b>Tuesday</b>	9:00 Criminal Trials	1:30 Arraign/Gen 2:30 P.H.	9:00 Small Claims	1:30 Small Claims			9:00 Temporary Motions		9:00 DWI Hearings	1:30 Mental Health Court	9:00 Traffic	1:30 Uncontested Dissolutions	8:15 Probate M.H. 9:30 P.H.	1:30 General Docket 2:00 Criminal Trls.
<b>Wednesday</b>	9:00 P.V. Hrgs.	1:30 Arraign/Gen 2:30 P.H.			9:00 Contested Dissolutions		9:00 Contested Dissolutions		9:00 Drug Court	1:30 Drug Court	9:00 Adult Abuse		9:00 Criminal Trials	1:30 General Docket 2:00 P.V. Hrgs.
<b>Thursday</b>	9:00 Criminal Trials	1:30 Criminal Trials	9:00 Criminal Trials	1:30 Arraign/P.H. General Dock			9:00 Juvenile (Contested)	1:30 Juvenile (Gen)		1:30 Reintegration Court	9:00 Adult Abuse	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 Criminal Trials	
<b>Friday</b>	9:00 Civil Trials	1:00 Weddings 1:30 General Docket 2:30 P.H.			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)		1:30 Paternity	9:00 DUR/DUS	1:30 Arraign 2:30 P.H.	9:00 Traffic	1:30 Temporary Motions	9:00 Criminal Trls. Guilty Pleas/ On the Record	1:30 Guardianship/ Conservatorship Hearings 2:30 Pre-Trial Probate
<b>WEEK 4</b> <b>Monday</b>	9:00 Civil Returns	1:30 Civil Trials			9:00 Juvenile (Gen)	1:30 Adult Abuse		1:30 Paternity			9:00 Contested Dissolutions	6:00 Sturgeon Municipal Ct.	9:00 Probate	1:30 Arraign/Gen 2:30 P.H.
<b>Tuesday</b>	9:00 Criminal Trials	1:30 Arraign/Gen 2:30 P.H.	9:00 Small Claims	1:30 Small Claims			9:00 Temporary Motions	1:30 Uncontested Dissolutions	9:00 DWI Hearings	1:30 Mental Health Court	9:00 Traffic	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 P.H.	1:30 General Docket 2:00 Criminal Trls.
<b>Wednesday</b>	9:00 P.V. Hrgs.	1:30 Arraign/Gen			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)	9:00 Contested Dissolutions		9:00 Drug Court	1:30 Drug Court	9:00 Adult Abuse		9:00 Criminal Trials	1:30 General Docket 2:00 P.V. Hrgs.
<b>Thursday</b>							9:00 Juvenile (Contested)	1:30 Juvenile (Contested)		1:30 Arraign/ Reintegration Ct	9:00 Adult Abuse	1:30 Civil Returns 2:30 Civil Trials	8:15 Probate M.H. 9:30 Criminal Trials	
<b>Friday</b>	9:00 Civil Trials	1:30 General Dock 2:00 Criminal Trls.			9:00 Juvenile (Contested)	1:30 Juvenile (Contested)	9:00 Juvenile (Gen)		9:00 DUR/DUS	1:00 Weddings 1:30 Arraign 2:30 P.H.	9:00 Traffic	1:30 Civil Trials (Contested)	9:00 Criminal Trls. Guilty Pleas/ On the Record	1:30 Guardianship/ Conservatorship Hearings 2:30 Pre-Trial Probate
<b>WEEK 5</b> <b>Monday</b>											9:00 Contested Dissolutions		9:00 Probate	1:30 Arraign
<b>Tuesday</b>		1:30 Arraign							9:00 DWI Hearings	1:30 Mental Health Court	9:00 Traffic	1:30 Uncontested Dissolutions	8:15 Probate M.H.	
<b>Wednesday</b>	9:00 Civil Returns	1:30 Arraign					9:00 Contested Dissolutions		9:00 Drug Court	1:30 Drug Court	9:00 Adult Abuse			
<b>Thursday</b>			9:00 Criminal Trials	1:30 Arraign/P.H. General Dock			9:00 Juvenile (Contested)			1:30 Reintegration Ct	9:00 Adult Abuse	1:30 Civil Returns	8:15 Probate M.H.	
<b>Friday</b>							9:00 Juvenile (General)		9:00 DUR/DUS	1:30 Arraign 2:30 P.H.	9:00 Traffic			1:30 Guardianship/ Conservatorship Hearings 2:30 Pre-Trial Probate

**CALLAWAY COUNTY  
CIRCUIT COURT DOCKET SCHEDULE  
Effective January 1, 2009**

WEEK	DIVISION I		DIVISION II		DIVISION III		DIVISION IV	
	AM	PM	AM	PM	AM	PM	AM	PM
<b>WEEK 1</b>	Set Callaway County Domestic Docket		9:00 Criminal Docket 11:00 Civil Docket	1:30 Settlement Conferences				
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>WEEK 2</b>					9:00 Criminal Docket 11:00 Civil Docket			
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>WEEK 3</b>	Set Callaway County Docket 9:00 Criminal Docket 11:00 Civil Docket							
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>WEEK 4</b>						9:00 Criminal Docket 11:00 Civil Docket		
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>WEEK 5</b>								
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								

**CALLAWAY COUNTY**  
**ASSOCIATE CIRCUIT COURT DOCKET SCHEDULE**  
**Effective January 1, 2009**

WEEK	DIVISION V		DIVISION VI		DIVISION VII		DIVISION VIII		DIVISION IX		DIVISION X		DIVISION XI	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>WEEK 1</b> <b>Monday</b>			8:30 Mental Health 9:00 Small Claims/ Civil Returns	1:30 Civil Trials 4:00 Drug Court										
<b>Tuesday</b>			8:30 Mental Health 9:00 Conditional Releases	1:30 General Probate	8:30 Adoption 9:00 Juvenile 10:30 Adult Abuse	1:30 Juvenile (Contested)								
<b>Wednesday</b>			9:00 Traffic Arraign 10:30 Appearances	1:30 Fulton Municipal Division										
<b>Thursday</b>					9:00 Temp Mtns/ Uncontested Dissolutions	1:30 Uncontested Dissolutions								
<b>Friday</b>			9:00 Arraignments Felony/Misd. Show Cause Hrgs. 10:30 Appearances	1:30 Preliminary Hearings/ Criminal Trials										
<b>WEEK 2</b> <b>Monday</b>			8:30 Mental Health 9:00 Small Claims/ Civil Returns	1:30 Civil Trials 4:00 Drug Court										
<b>Tuesday</b>					8:30 Adoption 9:00 Juvenile 10:30 Adult Abuse	1:30 Juvenile (Contested)	9:00 Contested Paternity—IVD/ Contested Dissolutions							
<b>Wednesday</b>			9:00 Traffic Arraign 10:30 Appearances	1:30 Traffic Trials										
<b>Thursday</b>				1:30 Civil Trials	9:00 Temp Mtns/ Contested Dissolutions									
<b>Friday</b>			9:00 Arraignments Felony/Misd. Show Cause Hrgs. 10:30 Appearances	1:30 Preliminary Hearings/ Criminal Trials										
<b>WEEK 3</b> <b>Monday</b>			8:30 Mental Health 9:00 Small Claims Civil Returns	4:00 Drug Court				1:30 Temp Mtns/ Uncontested Paternity/Diss						
<b>Tuesday</b>					8:30 Adoption 9:00 Juvenile 10:30 Adult Abuse	1:30 Juvenile (Contested)								
<b>Wednesday</b>			9:00 Traffic Arraign 10:30 Appearances	1:30 Fulton Municipal Division							1:00 Conflict Cases			
<b>Thursday</b>					9:00 Temp Mtns/ Uncontested Dissolutions	1:30 Uncontested Dissolutions								
<b>Friday</b>			9:00 Arraignments Felony/Misd. Show Cause Hrgs. 10:30 Appearances	1:30 Preliminary Hearings/ Criminal Trials										
<b>WEEK 4</b> <b>Monday</b>			8:30 Mental Health 9:00 Small Claims/ Civil Returns	1:30 Civil Trials 4:00 Drug Court										
<b>Tuesday</b>					8:30 Adoption 9:00 Juvenile 10:30 Adult Abuse	1:30 Juvenile (Contested)								
<b>Wednesday</b>			9:00 Traffic Arraign 10:30 Appearances	1:30 Traffic Trials										
<b>Thursday</b>				1:30 Civil Trials	9:00 Temp Mtns/ Contested Dissolutions									
<b>Friday</b>			9:00 Arraignments Felony/Misd. Show Cause Hrgs. 10:30 Appearances	1:30 Preliminary Hearings/ Criminal Trials										
<b>WEEK 5</b> <b>Monday</b>				4:00 Drug Court										
<b>Tuesday</b>					8:30 Adoption 9:00 Juvenile 10:30 Adult Abuse	1:30 Juvenile (Contested)								
<b>Wednesday</b>			9:00 Traffic Arraign 10:30 Appearances	1:30 Traffic Trials										
<b>Thursday</b>														
<b>Friday</b>			9:00 Arraignments Felony/Misd. Show Cause Hrgs. 10:30 Appearances	1:30 Preliminary Hearings/ Criminal Trials										