

COURT RULES

December 29, 2008

18th JUDICIAL CIRCUIT

TABLE OF CONTENTS

Administration

1. Divisions of Court
2. Hours and Terms of Court
 - 2.1 Hours of Court
 - 2.2 Terms of Court
 - 2.3 Law Days
 - 2.4 Particular Matters on Particular Days
3. Pleadings
 - 3.1 Caption
 - 3.2 Style
4. Filing of Cases
 - 4.1 Criminal Cases

- 4.2 Civil Cases
- 4.3 Probate Cases
- 4.4 Juvenile Cases
- 4.5 Small Claims Cases
- 4.6 Municipal Cases
- 4.7 Special Process Servers
- 4.8 Pro se Divorce and Motions to Modify

5. Fees and Costs

- 5.1 Filing Fee and Cost Deposit
- 5.2 Costs
- 5.3 Witness Fee
- 5.4 Waiver of Fees
- 5.5 Motion for Security

6. Transfer and Assignment of Judges and Cases by Block Assignment

- 6.1 Assignment to Associate Circuit Judges
 - 6.1.1 By Local Court Rules or Order – Domestic Relations Cases
 - 6.1.2 By Local Court Rules or Order – Other Cases
 - 6.1.25 Felony Pleas of Guilty Taken by an Associate Circuit Judge – When
 - 6.1.3 Special Assignment

- 6.1.4 Disposition Before any Judge – Certain Cases – When
- 6.2 Assignment to Circuit Judges
- 6.3 Certification to Circuit Division
- 6.4 Trial de Novo
- 6.5 Disqualification of Judge
- 6.6 Absence of Judge
- 6.7 Absence of Presiding Judge
- 7. Withdrawals of Papers from Clerk’s Office
 - 7.1 When
 - 7.2 Duplicating Policy
- 8. Publication of Dockets
 - 8.1 Trial Docket
 - 8.2 Dismissal Docket
- 9. Courtrooms
 - 9.1 Assignment of Courtroom and Personnel
 - 9.2 Place of Hearing
 - 9.3 Use of Counsel Table
 - 9.4 Courtroom Decorum and Dress
 - 9.5 Who is Permitted Within Bar
- 10. Court Reporters and Compensation for Same

- 11. Recording of Judicial Proceedings
- 12. Monies Paid into Court
 - 12.1 Bond in Civil Cases
- 13. Communications with Court
 - 13.1 Oral Communications with the Court
 - 13.2 Written Communications with the Court

GENERAL RULES

- 21. Attorneys
 - 21.1 Resolution of Conflicting Trial Settings
 - 21.2 Entries of Appearance
 - 21.3 Conduct of Attorneys
 - 21.4 Withdrawals of Attorneys
 - 21.5 Failure of Attorney to Answer Docket Call
 - 21.6 Appointment of Attorneys
 - 21.7 Agreement of Attorneys
 - 21.8 Advice to Client and Witnesses of Courtroom Procedure
- 22. Appointment of Guardian ad Litem
- 23. Transcripts
- 24. Exhibits

PRE-TRIAL MATTERS

- 32. Discovery
 - 32.1 Use of Discovery and Certification to Circuit Division
 - 32.2 Use of Motions to Produce, Requests for Admissions, Examination, Entry, etc., and Interrogatories – Objections Thereto
 - 32.3 Form of Objections to Production, Requests or Interrogatories
 - 32.3.5 Hearings and Notice of Hearings on Motions
 - 32.4 Depositions – Disposition by Clerk
 - 32.5 Motion for Sanctions
 - 32.6 Criminal Discovery
- 33. Pre-trial Motions
 - 33.1 Hearing Dates
 - 33.2 Briefs in Support of Motions, When Required
 - 33.3 Oral Arguments – When Desired and How Requested
 - 33.4 Motions in Limine
- 34. Continuances
 - 34.1 Civil Cases
 - 34.2 Criminal Cases
- 35. Pre-trial Conference
- 36. ¹Setting Cases for Trial

¹ See Rule 67.10

- 36.1 Request for Trial
- 36.2 Date of Calendar Call
- 36.3 Preparation of Calendar
- 36.4 Calendar Call
- 36.5 Inactive Calendar
- 36.6 Revision of and Removal from Prepared Calendar
- 36.7 Special Assignments
- 37. Dismissals
 - 37.1 Dismissal Docket
 - 37.2 Reinstatement of Cause

SETTLEMENT AND DEFAULT

- 41. Settlement
 - 41.1 Notice of Settlement
- 42. Default

TRIALS

- 51. Court-tried Cases
 - 51.1 Default and Uncontested Matters

- 51.2 Contested Matters
- 51.3 Preparation of Findings of Fact and Conclusions of Law
- 52. Selection of Jury
 - 52.1 Jury Questionnaires
- 53. Jury Trials
 - 53.1 Instructions
 - 53.2 Closing Arguments
- 54. Judgment Entry
 - 54.1 Contested Cases
 - 54.2 Default or Uncontested Cases

RULES RELATING TO PARTICULAR ACTIONS

- 61. Adoption
 - 61.1 Filing Requirements
 - 61.2 Home Study
- 62. Driver's Cases
 - 62.1 Application for Hardship Driving Privileges
 - 62.2 Petition for Review
 - 62.3 Breathalyzer Test
- 63. Associate Division Cases
- 64. Cases Arising under Chapters 207 and 208, RSMo, 1978 (Commonly

Known as Title IV-D and H.B. 601 Actions)

65. Civil Commitment

66. Condemnation

67. Criminal Cases

67.1 Pre-trial Release

67.1.1 Bonds – Procedure, Motion to Set and Motion to Reduce

67.1.2 Deposit of Operator’s License

67.2 Preliminary Hearing

67.3 Grand Jury

67.4 Attorneys

67.5 Arraignments

67.5.1 In General

67.5.2 Dates

67.6 Discovery

67.7 Motions

67.8 Plea Bargaining

67.9 Guilty Plea

67.9.1 Where Entered

67.9.2 Petition to Enter a Plea of Guilty

67.10 Calendar

- 67.11 Probation and Parole
- 68. Dissolution of Marriage and Motions to Modify
 - 68.1 Filing Requirements
 - 68.2 Separation Agreement
 - 68.3 Forms of Decrees
 - 68.3.1 Generally
 - 68.3.2 For Maintenance and/or Support
 - 68.4 Parent Education Program and Costs Thereof
 - 68.5.2 Decree for Support
 - 68.6 Pretrial Conference -- Mediation
- 69. Municipal Divisions
 - 69.1 Cooper County Municipal Division
 - 69.1.1 Boonville Municipal Division
 - 69.1.2 Otterville Municipal Division
 - 69.1.3 Blackwater Municipal Division
 - 69.1.4 Bunceton Municipal Division
 - 69.2 Pettis County Municipal Division
 - 69.2.1 Hearing Time
- 70. Partition
- 71. Administrative Reviews

- 72. Probate
- 73. Small Claims
- 74. Trust Estates
 - 74.1 Inventory
 - 74.2 Reports
 - 74.3 Record
 - 74.4 Audit

POST-TRIAL

- 81. Execution
- 82. Garnishment
- 83. Judicial Sales

INTERNAL ORGANIZATION

- 100. 100.1 Presiding Judge
 - 100.1.1 Election
 - 100.1.2 Duties of Presiding Judge
 - 100.1.3 Dispute Resolution – Procedure
- 100.2 Local Court Rules
 - 100.2.1 Formulation
 - 100.2.2 Publication

100.3 Library Fund

RECORDS AND FILES

100.4 Storage of Records

100.4.1 Reproduction, Preservation, Archival Storage and Disposal of Original Circuit Court Files (and Their Contents)

100.4.2 Reproduction and Preservation of Court Records Other Than Files (and Their Contents)

100.4.3 Responsibility for Indexing and Preserving Court Reporter Notes

100.4.4 Identification of Reporter's Notes

100.4.5 Index

100.4.6 Storage of Notes

100.4.7 Notes of Substitute Reporters

100.4.8 Storage of Notes Upon Retirement, Termination or Death of Court Reporter

100.4.9 Boxing and Storing of Old Notes

100.4.10 Responsibility for Furnishing Materials and Space for Storage of Court Reporter Notes

100.4.11 Procedure for Examination of Criminal Records

100.4.12 Procedure for Expunging and Closing Criminal Records

100.5 Clerk's Duties

100.5.1 Monies Paid Into Court

100.6 Selection of Veniremen

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

Appendix F

RULE 2 HOURS AND TERMS OF COURT

2.1 HOURS OF COURT

All sessions of court shall begin at 9:00 a.m., unless otherwise noted by order of the presiding judge, trial judge or notice from the clerk's office.

The court is open five days a week, Monday through Friday, for the purpose of filing papers in the clerk's office. The clerk's office is always deemed open.

Holidays will be governed by applicable statute of the State of Missouri and by order of the Chief Justice of the Missouri Supreme Court or the presiding judge of the circuit. A list of the holidays to be observed shall be maintained by the clerk of the court.

2.2 TERMS OF COURT

1. The circuit court of each county of the circuit shall be in continual session as provided by §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 for Divisions I and IV shall be considered as commencing on the dates as hereafter stated:

a.) Cooper County: on the second Monday in the month of January, May and September. Should said date fall on a holiday, term day will be observed the following day.

b.) Pettis County: on the first Monday in January, May and September. Should said date fall on a holiday, term day 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. Jury panel terms and the number of persons to be summoned for a jury panel for any term are to be determined by the presiding judge based upon the number and nature of jury trials expected for a given time period. Unless changed by order of the presiding judge, jury panels will be called for periods beginning with the term days as set out above.

2.3 LAW DAYS

Divisions I and IV of the circuit court are the only divisions which hold a law day. The law day for Cooper County Division One and Pettis County Division IV shall be as follows:

COOPER COUNTY: second and fourth Mondays of each month except holidays, or as modified by the court. If a law day shall fall on a holiday, then the judge may designate an alternate date for that law day.

PETTIS COUNTY: first and third Mondays of each month except holidays, or as modified by the court. If a law day shall fall on a holiday, then the judge may designate an alternate date for that law day.

2.4 PARTICULAR MATTERS ON PARTICULAR DAYS

a.) On Pettis County Law Days: Civil matters will be heard beginning at 9:00 a.m. Criminal matters will be heard beginning at 1:30 p.m.

On Cooper County Law Day: Experience indicates law day schedules can generally be completed in one-half day. Criminal matters will be heard beginning at 9:00 a.m. Civil matters will be taken up following criminal matters.

b.) Scheduling – Civil: Counsel desiring to have matters heard on law days shall register each case by name and number which they wish heard with the circuit clerk by 9:00 a.m. on Thursday preceding any law day. The clerk shall on Friday prepare a docket of cases for law day. On law days, the court will consider docketed cases as near as possible in the following order:

1. All formal matters which require docket entries only.
2. All other default or uncontested matters.
3. Unscheduled default and uncontested matters as time permits.

Scheduling – Criminal: All undisposed criminal matters unless otherwise scheduled for another day certain will be docketed for the next regular law day to promote an orderly resolution of pending cases within time standards adopted by the Supreme Court.

c.) Law Days for Associate Circuit Judges: Associate circuit judges may be assigned by the presiding judge to preside over and hear circuit division cases by special assignment or transfer or by block assignment. Judges may establish regular law days for block assignment cases. Inquiry may be made of the circuit clerk for a schedule of regularly established law days held by associate circuit judges hearing circuit division cases and for the procedure to schedule cases for associate circuit judge law days.

JUVENILE DAYS – ADOPTION – SCHEDULE AND PROCEDURE

The juvenile officer or designated deputy shall be responsible to schedule adoption and juvenile matters under direction of the court hearing the case. If counsel desires and adoption matter to be heard, the juvenile officer shall be notified at least one week prior to the juvenile day to permit scheduling of cases to be heard. Schedules prepared by the juvenile officer shall refer to cases by number to protect confidentiality. At least one juvenile day per month will be scheduled, which date may be learned by contacting the juvenile officer in the respective county.

RULE 3 PLEADINGS

3.1 CAPTION

The following caption is required:

4.2 CIVIL CASES

1. Civil Filing – Chapter 517 procedure where appropriate.

All civil cases shall be filed with the Circuit Clerk in accord with filing fees, bonds or other costs or deposits which may be required by statute or rule unless the same be waived by order of court. See Rule 5.4.

Pursuant to the holding in B. C. National Banks v. Potts, W. D. #27225, October 31, 2000, there are no longer monetary limits to the jurisdiction of associate divisions (Divisions III and VI). Cases heard in those divisions may be heard under procedures and rules of evidence pursuant to Chapter 517 or in accord with procedure and rules of evidence applicable to cases heretofore filed only in circuit divisions. After the effective date of these local rules, any party filing a case in Division III (Cooper County) or Division VI (Pettis County) **MUST** designate plainly on the first page of the initial pleading whether the filer intends the case to be heard pursuant to procedure and rules of evidence and ten-day summons under Chapter 517 or pursuant to rules of procedure service of summons and evidence applicable to cases heretofore filed in the circuit divisions (I and IV).

Thereafter, if at the filing of the first responsive pleading to the petition, the responding party objects to the designation of procedure pursuant to Chapter 517, the judge of that division may in his/her discretion after giving each side an opportunity to be heard, determine whether the case will be tried pursuant to Chapter 517 or general civil procedure.

Court costs and filing fees will be determined by the clerks based on whether the case is handled as a Chapter 517 case or under general rules and procedures. All case filings utilizing Chapter 517 procedure that are certified to Division 4 or Division 1 for disposition will incur additional filing fees commensurate with an original filing in those divisions that will be taxed at the final disposition of the case.

2. Facsimile Filing of Pleadings

In accord with Missouri Supreme Court Rule 40 relative to civil cases only, a party may file with the clerk of any court who maintains fax machine capacity routine pleadings or motions, together with related correspondence or supporting documentation which taken together do not constitute more than eight pages measuring not larger than 8½ x 11. The clerk of any court shall not accept facsimile transmission of any pleading requiring a contemporaneous filing fee, bond or other case deposit, copies for summons and service, documents which are required to be verified or documents which require contemporaneous personal appearance such as temporary restraining order, ex parte orders, petitions for writs, etc., subject to the following:

a.) Facsimile transmissions received before 4:30 p.m. of a regular work day, excluding Saturdays and Sundays and holidays, shall be deemed filed as of that day at the time transmitted. Filings received after 5:00 p.m. shall be deemed filed as of 8:00 a.m. on the next regular court day and stamped "filed" by the clerk. Holidays are deemed to be national and state holidays and any days designated as a holiday by the Governor or the Missouri Supreme Court.

b.) Every transmission for which service on another party is required shall contain a certification of service upon such parties. If such service is accomplished by facsimile transmission, the certification shall state the time and date of transmission and the telephone number to which the transmission was made, and the method of confirmation that the transmission was received.

c.) The original of any document transmitted shall be retained by the sender and shall be made available to the court within five days of any request therefore. Failure to produce the original shall in the discretion of the court constitute grounds for striking the facsimile pleading or document appearing in the files.

d.) If a party requests from the clerk a copy of a pleading bearing a stamp "filed" by facsimile transmission, such party shall provide in advance a fee of \$2.50 for the first page and \$1.00 for each additional page of such document.

e.) Risk of loss in transmission, receipt or legibility is on the party transmitting. Parties transmitting are advised that fax machines may not be maintained in clerk's offices, but may be installed in the sheriff's office or at other locations in the courthouse. Documents and pleadings transmitted may be subject to handling, review and possible misplacement or failure of delivery by persons other than clerk personnel. Confidential documents should not be transmitted by fax.

f.) Court orders, judgments or decrees, including warrants and search warrants, may be transmitted to clerks of the various divisions or others by facsimile transmission and until receipt of the original document, shall have the same effects and be acted upon by all persons as if they were the original. The court shall cause the original to be transmitted promptly to the appropriate clerk or officer.

g.) Amended motions for post-conviction relief clearly bearing thereon the timely affixed signature and the proper and timely verification thereof shall be accepted for fax filing by the clerk, and be considered filed on the date faxed to the court. However, the original amended motion should be mailed to the clerk not later than five days thereafter, and the clerk may substitute the original for the faxed motion for the court's file. The cover page from the faxed motion bearing the date and the clerk filed the faxed motion should be affixed to the original amended motion before inclusion in the Court's file.

4.3 PROBATE CASES

Probate Cases shall be filed with the Circuit Clerk.

4.4 JUVENILE CASES

Juvenile cases shall be filed with the clerk of the circuit court.

4.5 SMALL CLAIMS CASES

Small claims cases shall be filed with the Circuit Clerk.

4.6 MUNICIPAL CASES

Municipal ordinance violation cases shall be filed with the clerk of the appropriate municipal division when that municipality has made provisions for a municipal judge as provided by law. If the municipality has not made such provisions, the filing shall be with the clerk of the appropriate division presided over by the associate circuit judge. Municipal traffic violation cases may be disposed of in the Municipal Traffic Violations Bureau in the cities of Boonville and Sedalia in accordance with the §479.050 RSMo, 1978.

4.7 SPECIAL PROCESS SERVERS

1. Any person serving within Pettis or Cooper County, Missouri, whether through appointment by the court or otherwise, must establish by affidavit that he or she meets the qualifications provided in section (3)(b) of this rule, as stated below.

2. Any party seeking to obtain service of process through any means other than a Sheriff's office or a State Department of Civil Process, shall file a written motion with the court, requesting approval and/or appointment of a named individual, which shall be accompanied by a proposed order approving the individual to serve process. Any approval or appointment of a process server shall be valid only for the case in which the order is issued.

3. Unless the individual named to serve process in the above referenced motion is on the Court's approved list, as provided in paragraph 4 below, the individual shall file a notarized affidavit with the motion stating the information required in section (a) and that they meet the requirements in section (b) below, and stating that the individual understands how the law requires that process be served and will follow those laws. Said affidavit shall not become part of the court file. All affidavits shall be maintained by the Circuit Clerk for three years, at which time they will be destroyed.

a. The individual's information shall include:

- (1) Legal name;
- (2) Current address;
- (3) Occupation and employer; and
- (4) Telephone number.

b. The individual must meet the following qualifications:

- (1) Be at least eighteen (18) years of age;
- (2) Be a citizen of the United States of America;
- (3) Have a high school diploma or equivalent or work experience;
- (4) Not have plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- (5) Not be fugitive from justice or currently charged with a felony or misdemeanor involving moral turpitude;
- (6) Not be related to or employed by a party in the action; and
- (7) Not have been disqualified to act as a process server within the proceeding twelve (12) months.

4. For those who perform service of process within the regular course of their business, the Circuit clerk shall maintain a list of qualified process servers who have been approved as such by the presiding judge. To be eligible for the approved list an individual shall submit to the Presiding Judge a notarized application and affidavit, containing the information required by section 3.

(a) and 3.(b) above and verifying that service of process is in the regular course of their employment or business. The Presiding Judge will cause notice to be provided to the Circuit Clerk of all persons on the approved list. Placement on the approved list shall allow said individual to be approved or appointed to serve process without submitting an affidavit as provided by section 3 above in every case. When a party requests that a pre-approved process server be appointed to serve process in a particular case the Circuit Clerk or her deputy may appoint such person to serve process for that case. An entire group of persons may be approved as special process servers by naming the group in the Motion and Order for Special Process Server provided that the group is a business whose primary function is the service of process, and the principle of the business files an affidavit naming the group and listing the individuals who are included as members of the group, and each member named in the group files his/her affidavit and becomes currently listed on the "Approved List" of special process servers kept by the Circuit Clerk. If requests are made of the Circuit Clerk to appoint a special process server by business or group name, she may so appoint provided that the person who serves the process is on the approved service list.

5. A person will not be appointed to serve process if said person is deemed to be ineligible by a judge of the circuit. A person may be deemed ineligible and disqualified if a judge of this Circuit determines that probable cause exists to believe the person is guilty of:

- c. Making a false return of service;
- d. Serious and purposeful improper service of process;
- e. Failing to meet the criteria set out in section 3 above;
- f. Misrepresentation of duty or authority; or
- g. Other misconduct showing good cause.

6. Appointment as a special process server or private process server does not confer the Court's authority to carry a concealed firearm.

7. Special process servers may serve garnishments, writs of sequestration subject to all procedural rules mandated by Supreme Court Rule or by Statute. Special process servers may not serve motions for debtor examinations and domestic contempt proceedings.

8. Appropriate forms for the Motion/Order and Affidavits are available in the Circuit Clerk's office.

4.8 PRO SE DIVORCE AND MOTIONS TO MODIFY

1. All Divorces or Motions to Modify filed Pro Se shall be filed in conformity with the "Representing Yourself in Missouri Courts – Access to Family Courts" procedures provided by the Missouri Supreme Court on the www.Courts.mo.gov webpage. Such procedures can be found on the Quick link provided.

2. All such pro se litigants shall complete the "Litigant Awareness Program on that link and attach the Certificate of Completion to the pleadings filed with the Court.

3. This procedure shall be the exclusive procedure for filing pro se Divorces or Motions to Modify Divorce Judgments in the 18th Judicial Circuit.

4. Consistent with Supreme Court Rules, the offices of the Circuit Clerks shall aid such pro se litigants in the process to the extent that such rules allow.

5. Trial judges are allowed to waive the requirements of the rule within their discretion on a case by case basis.

RULE 5 FEES AND COSTS

5.1 FILING FEES AND COST DEPOSIT

In all original cases or proceedings filed in the circuit, there shall be deposited with the appropriate clerk, for which the clerk shall give a receipt, the following sums:

Pettis County

Small Claims	\$ 35.00
Civil Cases filed under Section 517 RSMO and Rent & Possession cases	\$ 48.00
Domestic relations cases	\$102.00
Adoptions	\$180.00
All other Civil cases	\$100.00

Probate cases: See Appendix F

Note: In all cases requiring service of process, the party/attorney requesting services shall include with the filing fee a separate check made payable directly to the sheriff of the county and state where service is requested. The party/attorney requesting service is responsible for contacting the sheriff to determine the amount of the required service fee.

Cooper County

Small Claims	
for claims up to \$100	++\$ 50.00
for claims up to \$3000	\$ 55.00
All original civil cases under Section 517 RSMO and Rent & Possession cases	+\$ 60.00
And for each additional service	\$ 20.00
All original civil cases	\$ 125.00
For service to obtained out of State or in St. Louis city or Jackson County, for each person to be served	\$ 30.00
Adoptions	\$ 180.00

Both Pettis and Cooper Counties

Service by Publication: The party requesting publication shall obtain at his/her cost, a publisher's affidavit and file the same before the case heard.

+ Includes a deposit for sheriff's mileage in Cooper County.

++Sheriff's mileage will be determined upon return being filed. Plaintiff shall pay such fees prior to case being heard or pending matter disposed.

5.2 COSTS

No rule.

5.3 WITNESS FEE

No rule.

5.4 WAIVER OF FEES

Any application for waiver of advanced fees or costs in any cause of action where a filing fee or other advanced costs would ordinarily be required, whether the application is represented by counsel or pro se, must be accompanied by a verified affidavit of assets and income in a form to be provided by the clerk of any division where such filing is sought, unless such affidavit is waived by the judge before whom the application is to be heard. Such affidavit may be in the form as shown at Appendix B.

5.5 MOTION FOR SECURITY

In all appropriate cases, including but not limited to case where guardians ad litem or defendants ad litem are or may be required to be appointed, any party may by motion seek an order of the court regarding advance deposits as security for payment of such fees and costs and the court on its own motion may order deposits in advance from any party or parties to secure payment of same.

RULE 6 TRANSFER AND ASSIGNMENT OF JUDGES AND CASES BY BLOCK ASSIGNMENT

6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGES

6.1.1 BY LOCAL COURT RULES OR ORDER – DOMESTIC RELATIONS CASES

In Pettis County, in all domestic relations cases, including, but not limited to dissolution of marriage, legal separation, separate maintenance, child custody and child support, or modification, contempt or show-cause proceedings relating to any of the foregoing, proceedings relating to executions, garnishment or attachment proceedings, or registration of foreign judgments relating to any of the foregoing shall automatically be assigned to an Associate Circuit Judge who shall preside over and hear the case as a Circuit Judge as hereinafter provided; and cases arising under statutes relating to adult or child abuse in both Pettis and Cooper Counties, shall automatically be assigned to an Associate Circuit Judge presiding over Divisions V and II respectively, as herein provided.

The judge of the division to which assignment is made shall hear and determine all issues in connection with any such case so filed unless that judge be disqualified or recuse in which event the case shall be certified to the Presiding Circuit Judge for further assignment except for dispositions pursuant to Local Rule 6.1.4.

All such cases filed in Pettis County (excepting adult or child abuse cases, which are assigned to the judge of Division V) bearing a filing number in which the last digit is an even number shall be assigned to the judge of Division V, and cases bearing a filing number in which the last digit is an odd number shall be assigned to the judge of Division VI.

All such cases so assigned shall be heard and presided over by the Associate Circuit Judge to whom the case has been assigned, or, if disqualified, a judge assigned by the Presiding Circuit Judge or the Supreme Court, except for disposition pursuant to Local Rule 6.1.4.

6.1.2 BY LOCAL COURT RULES OR ORDER – OTHER CASES

Any judge of the circuit may hear any circuit division case as assigned by the presiding judge or by the Supreme Court or by any other provision in the court rules of this circuit. The judge of Division III in Cooper County and the judge of Division VI in Pettis County shall hear and determine municipal cases in Divisions I and IV upon trial de novo and when, according to law, municipalities have elected to abolish their municipal courts and transfer such proceedings to Divisions III and VI, unless said judge be otherwise disqualified.

In Pettis County, all Small Claims cases filed in Division VI shall automatically be assigned to the Associate Circuit Judge of Division V, who shall hear and determine all issues in connection with such cases, unless that judge be disqualified or recuse, in which event the case in question shall be certified to the Presiding Circuit Judge for further assignment.

In Pettis County, all Chapter 517 RSMo procedural cases filed in Division IV shall automatically be assigned to the Associate Circuit Judge of Division V, who shall hear and determine all issues in connection with such cases, unless that judge be disqualified or recuse, in which event the case in question shall be certified to the Presiding Circuit Judge for further assignment.

6.1.25 FELONY PLEAS OF GUILTY TAKEN BY AN ASSOCIATE CIRCUIT JUDGE – WHEN

Consistent with the intent and purpose of Missouri Supreme Court Rule 17 relating to time standards for processing cases in the trial courts of this state, and pursuant to authority granted the presiding judge by Missouri Supreme Court Rule 14 relating to the assignment of any case or classes of cases to any judge or division within the circuit, the following rule relating to felony criminal cases after waiver of preliminary hearing thereon is adopted effective from and after January 1, 1995.

Upon the filing of any felony case in Division III or Division VI of this court wherein a preliminary hearing is waived, the judge before whom said preliminary hearing was waived may, upon written consent of the defendant and counsel for defendant and counsel for the state, and upon the filing of an information by the prosecutor, proceed to dispose of the case upon plea of guilty on the record with procedures applicable before judges of the circuit division. No formal assignment by the presiding judge shall be required.

In cases in which the preliminary hearing is not waived, or in the absence of consent of the defendant and the state and where the defendant is bound over for trial and the file is transferred to the clerk of the circuit division, the return date for arraignment in the circuit division shall be the next law day for that division.

6.1.3 SPECIAL ASSIGNMENT

No rule.

6.1.4 DISPOSITION BEFORE ANY JUDGE – CERTAIN CASES – WHEN

Notwithstanding the provisions of any other rule relating to assignment of domestic relations cases in this circuit, cases generally considered as “family law cases”, and in any other civil case when it shall appear that the responding party is in default, or in contested cases upon the agreement and written consent of such parties filed with the clerk or agreement set out upon the record, the final disposition of the case on the merits may be taken up and disposed of before any Circuit Judge or Associate Circuit Judge in this Circuit upon the consent of the hearing judge. Consent of any party in default shall not be required. No formal assignment by the Presiding Judge shall be required. This rule does not permit a judge other than the assigned judge to rule upon motions or other matters which are not a final disposition of the case without assignment by the Presiding Judge. Any judge who hears and disposes of a case pursuant to this rule shall be the assigned “judge of the case” for any subsequent motions or hearings.

6.2 ASSIGNMENT TO CIRCUIT JUDGES

No rule.

6.3 CERTIFICATION TO CIRCUIT DIVISION

This procedure is governed by applicable statute of the revised statutes of Missouri and by rule of the Supreme Court.

6.4 TRIAL DE NOVO

No rule.

6.5 DISQUALIFICATION OF JUDGE

This procedure is governed by applicable rule of the Supreme Court.

6.6 ABSENCE OF JUDGE

In the event of any extended absence of an associate judge or municipal judge, the presiding judge shall designate by order another associate circuit judge, municipal judge or the presiding judge, as may be indicated, to serve during such absence.

6.7 ABSENCE OF THE PRESIDING JUDGE

In the event the presiding circuit judge shall be absent from the circuit for an extended period, said judge may by order designate an associate circuit judge as acting presiding judge during such absence.

RULE 7 WITHDRAWALS OF PAPERS FROM CLERK’S OFFICE

7.1 WHEN

No official files of the circuit court of any division thereof shall be removed from the office of the circuit clerk or the office of any division clerk except in the custody of employees of the circuit court or the judge presiding over the case. The clerk may establish a check-out policy to ensure control of such files.

7.2 DUPLICATING POLICY

Requests for copies of court records shall be directed to the Circuit Clerk. No charge shall be made for copies of documents furnished to any city, county, state agency or state department.

Certified copies of court records shall be taxed as costs to the requesting party. The cost shall be \$1.50 per certification and \$2.50 per authentication of copies of court records and shall be taxed as costs to the requesting party, together with the cost of \$1.00 for the first page and \$.50 for each additional page. Any actual and additional costs for reproduction of FTR Gold CD recordings shall be paid by the party requesting the same at the rate of \$30 per CD.

RULE 8 PUBLICATION OF DOCKETS

8.1 TRIAL DOCKET

No rule.

8.2 DISMISSAL DOCKET

Any case pending in Division I (Cooper) and Division IV (Pettis), whether originally filed in said division, or pending on trial de novo or by change of venue or transfer from some other division of this court or some other court within or without the 18th Judicial Circuit in which no activity demonstrating the matter is being actually pursued has been noted on the docket sheet for a period of one year or for such lesser period as may be directed by the presiding judge in an effort to comply with Missouri Supreme Court Rule 17 relating to time standards, shall be noted on a dismissal docket prepared by the clerk which shall note a dismissal date without prejudice at a time not less than thirty days following the publication of such dismissal docket. The clerk is directed to publish a list of cases to be dismissed under this rule on a dismissal docket at least once each year but more often if the size thereof warrants, and mail by ordinary mail a copy thereof to each party without counsel and to each counsel of record at least fifteen days prior to the dismissal date. A certificate of mailing attached to the original dismissal docket maintained by the clerk shall be proof of mailing and delivery thereof. It shall be the responsibility of parties and counsel having matters on the dismissal docket to protect their interests therein without further notice from the clerk.

If counsel desires a case appearing on the dismissal docket not to be dismissed, counsel shall notice opposing counsel for a trial setting or show to the court good cause why such case should not be dismissed and procure from the court an appropriate order removing the case from the dismissal docket.

RULE 9 COURTROOMS

9.1 ASSIGNMENT OF COURTROOM AND PERSONNEL

Scheduling of courtrooms shall be coordinated by the Circuit Clerk.

9.2 PLACE OF HEARING

No rule.

9.3 USE OF COUNSEL TABLE

No rule.

9.4 COURTROOM DECORUM AND DRESS

Appropriate professional attire will be expected of counsel. Parties shall be appropriately attired.

The sheriff or his deputy is charged with the responsibility of maintaining order in this courtroom.

9.5 WHO IS PERMITTED WITHIN BAR

No rule.

RULE 10 COURT REPORTERS AND COMPENSATION FOR SAME

Preparations of any transcript on appeal by an official court reporter shall not begin until the person ordering such transcript makes a cash deposit with the reporter of such amount as the reporter reasonably estimates such transcript will cost. In the event any cash deposit exceeds the cost of the transcript ordered, the excess shall be refunded to the person who ordered the transcript upon its completion. In the event the deposit is insufficient to pay for a transcript, the remaining unpaid portion of the cost shall be due upon the delivery of the transcript to the person who ordered it prepared. Payment will be made to the reporter who prepared it.

Preparation of a typewritten transcript of a record preserved by electronic recording device for purposes of appeal shall not begin until the clerk is paid a sum sufficient to cover the estimated cost of this work. The estimated charge is determined by schedule furnished by the Office of State Courts Administrator. No transcript may be obtained for any other purpose.

See rules 11 and 23.

RULE 11 RECORDING OF JUDICIAL PROCEEDINGS

No persons except court personnel, (including counsel to a party in any preliminary hearing as may be permitted by the court), authorized to preserve the record and duly recognized and authorized media representatives upon full compliance with the terms of Missouri Supreme Court rule 16 and directions of the media coordinator as appointed and authorized by the Missouri Supreme Court and the judge of this court who may be presiding over any proceeding, may broadcast, televise, record or photograph any proceedings in any courtroom in this circuit. No recording, broadcasting, televising or photography relating to any court proceeding or any counsel, party, witness, spectator or other person relating to any court proceeding shall be permitted in the courthouse except in a courtroom in compliance with Supreme Court rule 16. In the event of any question relating to media coverage, the judge presiding over the case in relation to which the issue may arise or the presiding judge shall be the final determiner. Media representatives covering judicial proceedings shall be fully familiar with the provisions of rule 16 and administrative order No. 11 and any rule of this court or any judge thereof presiding over the proceedings. All equipment shall be soundless and shall not require any flash,

lighting or electrical connections or wiring beyond what may be readily available in any courtroom outside the well of the court and at stations within the courtroom designated for media coverage. No microphones or wiring may be laid across any floor or aisles or other place which may interfere with safe use of those areas by any person. Space limitations make it impossible for this court to provide to the media any space outside the courtroom for storage or use of equipment.

RULE 12 MONIES PAID INTO COURT

12.1 BOND IN CIVIL CASES

See Rules of Supreme Court.

RULE 13 COMMUNICATIONS WITH COURT

13.1 ORAL COMMUNICATIONS WITH THE COURT

No rule.

13.2 WRITTEN COMMUNICATIONS WITH THE COURT

No rule.

GENERAL RULES

RULE 21 ATTORNEYS

21.1 RESOLUTIONS OF CONFLICTING TRIAL SETTING

No rule.

21.2 ENTRIES OF APPEARANCE

No rule.

21.3 CONDUCT OF ATTORNEYS

No rule

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 Four of "Professional Responsibility", Canon 2, Ethical Consideration 2-32 and Disciplinary Rule 2-110. An 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:

The attorney shall file a written motion requesting leave of court to withdraw. (See Rule 33). 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 the date and time at which the moving attorney will call up the motion before the court for hearing.

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 Supreme Court Rule 43.01. 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.

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.

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 above.

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

No rule.

21.6 APPOINTMENT OF ATTORNEYS

No rule.

21.7 AGREEMENT OF ATTORNEYS

No rule.

21.8 ADVISE TO CLIENT AND WITNESSES OF COURTROOM PROCEDURE

No rule.

RULE 22 APPOINTMENT OF GUARDIAN AD LITEM

Regulated by statute and rule of the Supreme Court.

RULE 23 TRANSCRIPTS

In cases where the record was made by an official court reporter, all orders for transcripts on appeal or of the testimony of any witness or witnesses shall be made in writing to the official court reporter, and the reporter's acceptance of service of such order shall be filed with the clerk of the circuit court in which the case is pending. All applications for extension of time to file transcripts shall show the date the same was ordered.

Such orders for transcripts on appeal where the record was made by electronic process shall be made direct to the clerk of the court having custody of the record who shall collect the appropriate fee as directed by the court's administrator and forward the tape to the Office of State Courts Administrator for preparation of the transcript.

RULE 24 EXHIBITS

The attorney is responsible for all exhibits before, during and after trial. Exhibits should be marked by the court reporter or recording clerk for identification prior to trial.

PRE-TRIAL MATTERS

RULE 32 DISCOVERY

32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION

No rule beyond rules of the Supreme Court and applicable statutes.

32.2 USE OF MOTIONS TO PRODUCE, REQUESTS FOR ADMISSIONS, EXAMINATION, ENTRY, ETC., AND INTERROGATORIES – OBJECTIONS THERETO

Filing and Form – Motions to Produce, Requests for Admissions, Examination, Entry, etc.

(1) Originals of motions to produce or requests for admissions, examination, entry, etc., shall be served upon adverse counsel or unrepresented parties and certification of service thereof disclosing to whom served, the manner and date of service (signed by the party or counsel causing the same to be served) shall be filed contemporaneously with the clerk of the court in which the action is pending.

(2) Filing, form and limitations – Interrogatories

(a) No party shall propound to another party (husband and wife or others joining in one cause are considered one party) more than fifty (50) interrogatories (each sub-part to constitute one interrogatory for purposes of determining the total allowable number). Any sub-part shall relate directly to the subject matter of the main interrogatory. Upon written motion setting out proposed additional interrogatories and upon good cause shown, the court may grant leave to propound additional interrogatories. In determining “good cause”, the court shall consider whether initial interrogatories have been filed and answered and whether the party seeking to propound additional interrogatories has utilized other available discovery including depositions.

(b) Originals of interrogatories shall be served upon adverse counsel or unrepresented parties and certification of service thereof disclosing to whom served, the manner and date of service (signed by the party or counsel causing the same to be served) shall be filed contemporaneously with the clerk.

(c) Interrogatories shall be typed so as to leave sufficient space after each interrogatory or sub-part thereof for the response. A response shall be preceded immediately by the interrogatory to which it responds. Where insufficient space has been allowed, responses may be made on a separate paper, which shall restate the interrogatory to which the response is made, and attached to other interrogatory responses.

32.3 FORM OF OBJECTIONS TO PRODUCTIONS, REQUESTS OR INTERROGATORIES

A party objecting to production or other requests or to the interrogatories shall first reinstate the request or interrogatory to be followed by the objection. Objections not setting out the items objected to shall not be considered by the court.

Objections shall be stated specifically and shall where appropriate cite applicable rule or statute or case citation or otherwise be supported by suggestions separately filed and referred to.

32.3.5 HEARINGS AND NOTICE OF HEARINGS ON MOTIONS

In any civil case filed in Divisions I, III, IV and VI of the Circuit from and after January 1, 2007, it shall be the responsibility of any party and/or his attorney therein:

1. When such party files any motion to dismiss, motion to quash or any motion directed at any pleading, motion for summary judgment or any pleading, motion for summary judgment or any motion seeking any relief short of trial on the merits; or

2. When filing any objections to any discovery, including but not limited to interrogatories, requests for admissions or notice for depositions, or motions for sanctions, to notice the same up for hearing before the judge of the court before whom the case is pending on a timely law day or other date as may specifically be made available by said judge for hearing such matters.

32.4 DEPOSITIONS

Disposition by Clerk Following final disposition in civil cases, the clerk of any division may cause depositions in the file of the case to be returned to the custody of the attorney for the party on whose behalf it was taken, who shall thereafter be responsible for them. If the clerk shall deliver over depositions as herein provided, notation thereof shall be made on the docket sheet of the case file.

32.5 MOTION FOR SANTIONS

No rule.

32.6 CRIMINAL DISCOVERY

See Supreme Court rule 25.

No rule.

RULE 33 PRE-TRIAL MOTIONS

33.1 HEARING DATES

No rule.

33.2 BRIEFS IN SUPPORT OF MOTIONS, WHEN REQUIRED

All motions shall be in writing and accompanied by a written memorandum setting forth reasons in support thereof with citations and points relied upon. When counsel intends to be heard by means of oral argument, said motion must be filed five days prior to the hearing date and copy served upon opposing counsel. Either party may notice up said motion for hearing. If no memorandum is filed, then upon notice by either party, the court may require such memorandum or briefs as the court may

deem advisable. Time to file written memorandum may be extended by the court for good cause shown.

33.3 ORAL ARGUMENTS-WHEN – DESIRED AND HOW REQUESTED

No rule.

33.4 MOTIONS IN LIMINE

33.2.) All motions should be in writing and accompanied by citations of authority. (See Rule 33.2.)

RULE 34 CONTINUANCES

34.1 CIVIL CASES

No rule.

34.2 CRIMINAL CASES

No rule.

RULE 35 PRE-TRIAL CONFERENCE

Cases are subject to being set for pre-trial conferences in accordance with Missouri Supreme Court rule 62.01. In addition to the provisions of Supreme Court rule 62.01, in all cases of marriage dissolution, custody modification, and paternity cases pending in which there are issues upon which no settlement can be reached for disposition without a contested evidentiary hearing, and after all discovery is completed, counsel for the parties shall advise the judge before whom the case is pending that resolution has not been reached. The judge so notified may order the matter for “mediation” to another regular judge or a judge who may have a general assignment from the Supreme Court to dispose of matters in the county in which the case is pending who has not been previously assigned to the case. The litigants will be obligated to schedule mediation with a designated judge at a time convenient to that judge. The parties are to declare that all discovery is completed and that the cause is ready for trial. Once mediation has been conducted, there shall be no further discovery unless for good cause the trial judge orders that further discovery should be had. A mediation session shall not exceed 45 minutes in total length unless the mediating judge determines otherwise.

If contested issues cannot be resolved by mediation, they shall proceed to trial before the judge assigned to hear the case and no party will be bound by any agreement or statement or of settlement offer at the mediation session, nor shall the same be considered as evidence for any purpose at trial absent agreement of counsel, nor disclosed to the judge trying the case.

In the event the issues are resolved as a result of mediation, and all parties and the mediating judge agrees to hear and dispose of the case as an uncontested case at the conclusion of mediation, he/she may do so pursuant to Local Rule 6.1.4, otherwise the case will be returned to the regularly assigned judge for disposition at a time convenient to that judge. No cost shall be assessed for judge mediation.

RULE 36

36.4 CALENDAR CALL

No rule.

36.5 INACTIVE CALENDAR

No rule. (See rules 8.2 and 37.1)

36.6 REVISION OF AND REMOVAL FROM PREPARED CALENDAR

No rule.

36.7 SPECIAL ASSIGNMENTS

No rule.

RULE 37 DISMISSALS

37.1 DISMISSAL DOCKET

See rule 8.2.

37.2 REINSTATEMENT OF CAUSE

A motion to set aside a dismissal under rule 8.2 may be filed and called up for hearing prior to the order of dismissal becoming final.

SETTLEMENT AND DEFAULT

RULE 41 SETTLEMENT

41.1 NOTICE OF SETTLEMENT

The Court and Circuit Clerk shall be notified promptly in writing by one of the parties or legal counsel if the case is settled after it has been set for trial.

RULE 42 DEFAULT

See rules 2.4, 33 and 5.

In Divisions III and VI, default judgments may be taken only upon appearance of the prevailing party or upon a verified petition and by counsel for the prevailing party or by written confession of judgment or other written consent.

TRIALS

RULE 51 COURT – TRIED CASES

51.1 DEFAULT AND UNCONTESTED MATTERS

See rules 2.4, 42 and 54.2.

No rule.

51.2 CONTESTED MATTERS

See rule 36.1 for trial setting.

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

52.1 JURY QUESTIONNAIRES

The Circuit Clerk is the custodians of jury questionnaires. A counsel or pro se party to any case to be tried to a jury may review the questionnaires for trial preparation.

Upon payment of the per page copying fee charged by the Circuit Clerk for copying documents filed in that office, an attorney for any party or any pro se party may obtain a copy of the jury questionnaires for all jurors summoned for a given trial upon the following conditions:

(1) Such copies shall not be available until a jury panel has been summoned for the trial (usually five days before the trial date).

(2) Jury questionnaires are considered confidential to protect sensitive and personal information supplied by the jurors. Any attorney or pro se party obtaining copies thereof are considered officers of the court and shall not reproduce questionnaires nor distribute them or information contained therein to any person not a party or counsel in the case for which the jurors are called, and shall return all of such copies to the bailiff or the clerk immediately after voir dire examination of the panel.

(3) Counsel or pro se parties in any case may examine questionnaires without copying at anytime after a panel has been summoned.

RULE 53 JURY TRIALS

53.1 INSTRUCTIONS

Prior to the commencement of any jury trial, the attorneys are requested to prepare proposed jury instructions and to deliver them to the court at least five days prior to the commencement of the trial, or earlier as may be ordered by the court. This rule shall apply to the prosecuting attorney in criminal cases as well.

53.2 CLOSING ARGUMENTS

No rule.

RULE 54 JUDGMENT ENTRY

54.1 CONTESTED CASES

Unless otherwise ordered, the attorney for the prevailing party shall prepare and submit the form of judgment entry to the court for its approval.

54.2 DEFAULT OR UNCONTESTED CASES

Same as rule 54.1.

RULES RELATING TO PARTICULAR ACTIONS

RULE 61 ADOPTION

61.1 FILING REQUIREMENTS

Prior to the hearing on the petition for adoption, counsel for the petitioners shall file a Certificate of Adoption (Vital Statistics Report) on a form to be provided by the clerk, and procure and file a criminal records check for each adopting parent.

61.2 HOME STUDY

Governed by statute.

RULE 62 DRIVER'S CASES

62.1 APPLICATION FOR HARDSHIP DRIVING PRIVILEGES

No rule.

62.2 PETITION FOR REVIEW

No rule.

62.3 BREATHALYZER TEST

No rule.

RULE 63 ASSOCIATE DIVISION

No rule.

RULE 64 CASES ARISING UNDER CHAPTERS 207 AND 208 RSMo 1978

See Rule 6.1.1.

RULE 65 CIVIL COMMITMENT

No rule.

RULE 66 CONDEMNATION

No rule.

RULE 67 CRIMINAL CASES

67.1 PRE-TRIAL RELEASE

67.1.1 BONDS – PROCEDURE, MOTION TO SET AND MOTION TO REDUCE

Any person charged with a bailable offense shall be entitled to release pending trial as provided by law and conditions set by the court in which the matter is pending.

Motions to set bond and for bond reduction shall be made in writing addressed to the judge of the division in which the case is pending and filed with the clerk thereof. In the event of the absence or unavailability of the judge before whom the case is pending, such motions shall be submitted to the presiding judge.

General bail bond corporations or general bail bond agents duly licensed and qualified by the Commission of Insurance, Department of Insurance, State of Missouri, in accord with §374.715 and §374.763 as amended 1997 (SB No. 248) and whose names and current eligibility appear on the monthly list of duly qualified general bail bond corporations and general bail bond agents distributed to the presiding judge of this circuit by the Missouri Department of Insurance, may post bonds to secure the appearance of defendants in criminal cases in this circuit.

No agent for a general bail bond corporation or for a general bail bond agent may execute and post a bond or security for the appearance of a defendant on behalf of his or her principal (general bail bond corporation or general bail bond agents) unless he or she is duly licensed and qualified by the Commissioner of Insurance, Department of Insurance, State of Missouri, in accord with §374.715 and §374.763 as amended 1997 (SB No. 248) and produces a current bail bond agent license issued by the State of Missouri Department of Insurance and his or her name appears on the monthly list of duly qualified agents for a general bail bond corporation or as a general bail bond agent. When executing and posting any bond in a criminal case, the agent shall be required to post therewith a copy of his or her power-of-attorney from his or her principal (the general bail bond corporation or general bail bond agent).

Each general bail bond corporation or general bail bond agent shall be limited to a total bond amount (aggregate) of \$50,000. for any one defendant unless the judge handling the case (or the presiding judge) in his or her discretion, shall specifically authorize a bond or bonds totaling an amount greater than \$50,000.

The presiding judge shall furnish to each law enforcement agency and court in this circuit a copy of the list of qualified general bail bond agents and general bail bond corporations or general bail bond agents as the same are provided by the Department of Insurance, and no law enforcement agency or court clerk or judge shall permit a bond to be posted in a criminal case by any general bail bond corporation or general bail bond agent or executed by an agent thereof whose name does not appear on said list.

If at any time, upon failure of a bonded defendant to appear, a bond shall be ordered forfeited by any division of this court, the clerk of the court shall in writing notify, if possible, the general bail bond corporation or general bail bond agent or its or his or her agent posting the bond of the

forfeiture. If the absent defendant shall not be produced or the bond not paid to the court within thirty days of the order of forfeiture, the authority of the general bail bond corporation or general bail bond agent to post bonds in this circuit shall be forfeited until the bond amount is fully paid. The clerk shall notify the Department of Insurance of the forfeiture order and default of payment.

For good cause shown in the sole discretion of the court, the court may extend the thirty-day period to produce the bonded defendant or rescind the order of forfeiture.

This rule shall not preclude the posting of cash bonds or property bonds in accord with statute or court rule. General bail bond corporations and general bail bond agents are not required to qualify directly with this court. Qualification with the Missouri Department of Insurance is deemed sufficient.

In cases where real estate is used to secure performance of the bond, the surety shall provide:

1) A written statement of an abstracter certifying the legal description of the real estate; the existence of liens, if any; and the names of the persons holding record title. All property bonds shall be executed by all persons owning any interest therein and by their respective spouses, if any.

2) A written statement of the fair market value of each tract of real estate by a duly licensed real estate broker agent, or other appraiser approved by the court, in business in the location where the real estate is situated.

3) A written statement from any lien holder or other satisfactory evidence disclosing the current unpaid balance on each obligation constituting a lien on the real estate.

The court may require similar documentation or proof of ownership in any case where personal property is used as security for a bond.

In any case where the judge or the clerk is satisfied that he/she is sufficiently familiar with the real estate or other property securing the bond and the value thereof and the condition of title and the names of the owners thereof, he/she may, in the exercise of discretion, waive any or all of the above requirements relating to documentation of title and value.

67.1.2 DEPOSIT OF OPERATOR'S LICENSE

Cooper County: The officers of the Missouri State Highway Patrol, the sheriff and the deputies of Cooper County sheriff's department, and the chief and officers of the Boonville Police Department are authorized by this rule of court, in their discretion, to accept the chauffeur's or operator's license, issued by the State of Missouri, or any person arrested and charged with violation of a traffic law of the State of Missouri while within Cooper County or a traffic ordinance of any municipality of Cooper County in lieu of any other security for his appearance in court to answer any such charges. This rule may be made applicable in Pettis County at any time the judge of Division VI shall so determine.

Further, licenses shall not be deposited in the following instances:

- a) driving while intoxicated, §577.010 RSMo;

- b) operation of motor vehicle with .10% (ten hundredths of one percent) or more alcohol in blood, §577.012 RSMo, or any other percentage amount as may be set by the state legislature by amendment to said section;
- c) leaving the scene of an accident;
- d) driving while one's license is suspended or revoked;
- e) any charge made because of a motor vehicle accident in which death or serious bodily injury has occurred;
- f) speed violations which are over 25 m.p.h. of the posted speed limit;
- g) where the operator's or chauffeur's license will expire within two months of the date of the arrest violation.

Further, pursuant to §544.06 RSMo, personal recognizance may be allowed to the residents of those states which are members of the Compact, subject to exceptions as set forth by the statute and the preceding rule which is applicable to all motorists.

67.2 PRELIMINARY HEARING

No rule.

67.3 GRAND JURY

No rule.

67.4 ATTORNEYS

No rule (See rule 21.)

67.5 ARRAIGNMENTS

No rule.

67.5.1 IN GENERAL

No rule.

67.5.2 DATES

No rule.

67.6 DISCOVERY

No rule.

67.7 MOTIONS

No rule. (See rule 33)

67.8 PLEA BARGAINING

No rule.

67.9 GUILTY PLEA

67.9.1 WHERE ENTERED

No rule.

67.9.2 PETITION TO ENTER A PLEA OF GUILTY

No rule.

67.10 CALENDAR

No rule. (See rule 36)

67.11 PROBATION AND PAROLE

No rule.

RULE 68 DISSOLUTION OF MARRIAGE AND MOTIONS TO MODIFY

68.1 FILING REQUIREMENTS

Prior to hearing a petition for dissolution of marriage, the petitioner or his or her attorney shall file a Certificate of Dissolution of Marriage (Vital Statistics Report) on a form to be provided by the clerk.

All petitions for dissolution of marriage and all motions to modify prior decrees or judgments shall comply with applicable statutes as to contents and shall:

a) include the social security numbers of both petitioner/movant and respondent and all children who may be affected by any decision or ruling in the case,

b) allege circumstances existing for the last 60 days prior to the filing date as to the custody and visitation as to any child who may be affected by any decision or ruling in the case,

c) include a "proposed parenting plan" which shall include all provisions required (as may be applicable to the case) by §452.310.7 RSMo where custody, visitation or child support may be affected by any decision or ruling in the case,

d) be accompanied by a "Form 14" pursuant to rule 88 VAMR as amended by the Missouri Supreme Court effective October 1, 1998, which shall be completed within the guidelines and comments relating to the use of said forms when any issue of custody and support of any child may be involved in the case. In the event information is not available for purposes of completing a "Form 14" at the time of filing, such form shall be filed not later than five days prior to hearing on the petition or motion by the court. §452.340,

e) (1) In a suit for dissolution of marriage or legal separation, a statement under oath of all the marital and non-marital property and debt shall be filed by Petitioner and Respondent within 45 days of service on the Respondent. The statement shall include a brief description of all marital and non-marital assets (real, personal, or otherwise) all debts, the filing party's estimated fair market value of each asset, the amount of each debt, and an indication as to which party has possession or control of the asset. A statement under oath of income and expenses shall also be filed with the statement of property. The statement shall list income from all sources and the anticipated separate expenses of the party making the statement, including expenses for dependents;

(2) The statements required under Section 1 shall be substantially similar to the format found in Appendices A and B of these rules. The answers shall be made in good faith based upon the information available at the time of their making and shall be automatically supplemented upon the receipt of additional information;

(3) The statements required by Section 1 shall not be required by either party in cases of default or non-contested cases, although some abbreviated written statement of property and debt shall be submitted as part of the evidence at the default or un-contested hearing;

(4) The parties are encouraged to and may join in filing a single statement of marital and non-marital property in lieu of filing separate statements so long as the statement is made under oath of both parties;

(5) The parties are encouraged but, not mandated, to submit the required statements on CD disk in Microsoft Word format to aid the Court; and

(6) Failure to comply with the requirements of this rule may be sanctioned as prescribed by Supreme Court Rule 61.

Any respondent who files any responsive pleading to any petition for dissolution or motion to modify shall, in accord with statute, include with such pleading the same information as required in the sub-paragraphs a) through e) above relating to the filing of petitions and motions.

Failure of any party to comply with pleading requirements shall constitute the basis for a refusal by the court to take up and hear any pleading or, in the discretion of the court, to strike a party's pleadings.

68.2 SEPARATION AGREEMENT

In all cases where written separation agreements are made under provision of §452.325 RSMo 1978, a copy of such executed agreement shall be submitted to the court prior to or at the commencement of the hearing. Where property is to be divided, the agreement shall identify generally the property to be set off to each party and the parties shall agree and set out in the agreement the approximate dollar values (total and equity) ascribed to the various properties divided. The agreement shall also set out and affix responsibility for payment of marital debts. The purpose of this rule is to aid the court and the parties in determining the conscionability of division of property in accord with statute and case decisions. Failure of strict compliance as to form and content may or may not constitute a basis for objection or delay of trial of the issues in the discretion of the court.

68.3 FORMS OF DECREES

68.3.1 GENERALLY

In all cases before the courts of this circuit, all temporary or interlocutory orders shall be given effect from the date rendered from the bench or as indicated on the court's docket sheet. ALL FINAL judgments and decrees are rendered when entered. A judgment or decree is entered when a writing signed by the judge and denominated "judgment" or "decree" is filed. Every judgment or decree shall include the names and social security numbers of the parties and every child affected by the court's ruling, including their dates of birth, together with a recitation of the court's orders and judgment on every other issue. Further, all judgments shall contain mandatory language as set out in §452.377.11 RSMo (effective August 28, 1998).

Failure of counsel to prepare and promptly submit to the court a formal written judgment reciting the findings and the action of the court may upon the court's own motion, pursuant to Supreme Court rule 75.01, result in the judgment or order being set aside within the thirty-day period from the date judgment or order is rendered from the bench.

As now provided by statute, the words "judgment" and "decree" shall be synonymous.

68.3.2 FOR MAINTENANCE AND/OR SUPPORT

Every party submitting to the court a judgment in a dissolution case or a judgment, decree or order in any modification action in which any order for the support of any person(s) is made shall include in such judgment, decree or order to be entered by the court:

1) the name or social security number of each party and of each child affected by such decree including the child's date of birth, and

2) an order that involuntary withholding order shall be initiated by the clerk and directed to the employer or other payer to the party subject to any support order and mandatory language as set out in §452.377.11 (effective August 28, 1998).

68.4 PARENT EDUCATION PROGRAM AND COSTS THEROF

In accord with requirements of §452.372 and §452.600 to §452.610.

In any petition for dissolution of marriage or motion to modify same, where there is at least one child under the age of seventeen, both parties to the dissolution or motion 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. In any other case involving paternity, 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 the date of service of process or of receipt of the petition or motion if service is waived. 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 with thirty (30) days from the date respondent was served, 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.

68.5.2 DECREE FOR SUPPORT

In compliance with §452.370.4 RSMo, effective August 13, 1992, every person initiating a motion to modify any prior order for support of any person by reducing the amount to be paid shall allege in said motion whether or not the person entitled to receive such support under the decree or order sought to be modified has made an assignment of such support to the Division of Family Services as a condition for receipt of A.F.D.C., and if such assignment has theretofore been made, the State of Missouri shall be made a party to said motion.

The state shall be made a party by serving a copy of the motion by certified or registered mail to the prosecuting attorney for the county in which the motion is filed, and evidence of the mailing thereof, by the filing of the postal receipt or certification of the mailing thereof by the attorney for the movant, shall be made a part of the court file.

68.6 PRETRIAL CONFERENCE – MEDIATION

In every case involving dissolution, custody, modification or paternity, in which there are issues upon which no settlement can be reached for disposition without a contested evidentiary hearing, after all discovery is completed and the case is at issue, the parties shall advise the judge before whom the case is pending that no agreed upon resolution has been reached and identifying the issues which remain contested. The judge so notified will refer the matter for pretrial trial conference/mediation to another judge authorized to act within the circuit who has not previously been assigned to the case at a time and place convenient to that judge.

Parties and their counsel will appear before the judge who has been designated to confer/mediate. At the conference the following procedure, unless modified by the judge, shall be followed:

(1) The party or counsel shall identify to the judge:

- (a) All issues upon which there is no contest and the disposition of which has been agreed to, and any issues upon which there exists no agreement and which remain contested; and
- (b) Declare that all discovery is completed and the cause is ready for submission to the judge for mediation or trial. No mediation shall be conducted until each party has declared to the conferring judge that discovery is complete. Once the conference/mediation has been conducted, there shall be no further discovery process absent, (1) a finding by the judge that the parties attempted in good faith to resolve disputed issues, and (2) a showing of good cause for further discovery to the judge assigned to hear the case, and (3) an order from said judge permitting and defining the extent of any additional discovery;

It is the intent of the Court en banc to require the parties to provide in good faith to the mediating judge all relevant facts at the time of the pretrial conference/mediation, and that such procedure not be used by any party as an alternative method of discovery after trial theories and strategies have been disclosed in the mediation process.

(2) Each party shall advise the mediating judge in a succinct but full and complete statement as to what his or her evidence will be at trial on all contested issues, and provide copies of

supporting documentary evidence if appropriate, and further advise as to any compromises for settlement he or she would be willing to accept to promote an uncontested disposition.

(3) The mediating judge shall then consider the respective position of the parties and then advise all parties as to what disposition on the contested issues he/she believes is supported in the law and the evidence is reasonable under the circumstances and is likely to be reached by a judge who tries the case upon a contested hearing.

(4) If the parties can settle their issues at the hearing, the agreement shall be reduced to a written stipulation.

(5) Such conference/mediation shall not exceed 45 minutes in total length unless the conferring/mediating judge determines otherwise.

(6) If contested issues cannot be resolved by mediation, then either party may seek a trial setting for a contested hearing before the judge who is assigned to the case, and no party will be bound by any agreement or statement or of settlement offer at the mediation session, nor shall the same be considered as evidence for any purpose at trial absent agreement of counsel, or disclosed to the judge trying the case.

(7) In the event all issues are resolved as a result of mediation, and all parties and the mediating judge agrees to hear and dispose of the case as an uncontested case at the conclusion of the conference/mediation, he/she may do so pursuant to local rule 6.1.4, otherwise the case will be returned to the regularly assigned judge for disposition.

(8) No costs shall be assessed for judge mediation.

RULE 69 MUNICIPAL DIVISIONS

Upon compliance with applicable statutes (RSMo) the presiding judge will assign all municipal court dockets to the associate circuit judge of the county in which the municipality is located.

69.1 COOPER COUNTY MUNICIPAL DIVISION

69.1.1 Boonville Municipal Division No. 18 shall be held the third Monday of each month and thereafter as continued by the court. Court will convene at 9:00 a.m. at the courthouse in Boonville, Missouri.

69.1.2 Otterville Municipal Division No. 13 shall be held the third Monday of each month and thereafter as continued by the court. Court shall convene at 1:00 p.m. at the courthouse in Boonville, Missouri.

69.1.3 Blackwater Municipal Division No. 16 shall be held the third Monday of each month and thereafter as continued by the court. Court shall convene at 1:00 p.m. at the courthouse in Boonville, Missouri.

69.1.4 Bunceton Municipal Division No. 14 shall be held the third Monday of each month and thereafter as continued by the court. Court shall convene at 1:00 p.m. at the courthouse in Boonville, Missouri.

69.2 PETTIS COUNTY MUNICIPAL DIVISION

69.2.1 All Pettis County Municipal Court dockets assigned to the judge of Division VI shall be heard any Tuesday morning of any month and thereafter as continued by the court. Court shall convene at 9:00 a.m. in the Division VI courtroom in the courthouse in Sedalia, Missouri.

RULE 70 PARTITION

No rule.

RULE 71 ADMINISTRATIVE REVIEWS

No rule (See rule 62 Driver's Cases).

RULE 72 PROBATE

No rule.

RULE 73 SMALL CLAIMS

No rule.

RULE 74 TRUST ESTATES

74.1 INVENTORY

No rule.

74.2 REPORTS

Every trustee shall annually, on the anniversary date of the creation of the trust, unless otherwise ordered, file and present a report of the condition of the trust assets.

74.3 RECORD

No rule.

74.4 AUDIT

No rule.

POST TRIAL

RULE 81 EXECUTION

Execution shall not be issued by the clerk except upon written application accompanied by the required filing fees. Further, the request shall indicate the return date of the execution as allowed by law.

The clerk shall prepare and maintain a supply of forms for such applications, and no execution or writ of garnishment shall issue unless application is made upon the form so provided, setting out the required information.

RULE 82 GARNISHMENT

Garnishments shall not be issued by the sheriff unless the execution order contains information or is accompanied by information setting forth the name of the employer, business address and other pertinent information. Garnishments are to be served in compliance with Missouri Supreme Court Rules 90.03 and 54.13, which require service by the Sheriff or a person over the age of eighteen (18) years who is not a party to the action. Supreme Court Rule 54.13 is determined to not provide for service by certified mail or for service outside the State of Missouri.

RULE 83 JUDICIAL SALES

No rule.

INTERNAL ORGANIZATION

100.1 PRESIDING JUDGE

100.1.1 ELECTION

No rule.

100.1.2 DUTIES OF PRESIDING JUDGE

The presiding judge is the general administrative authority of the court. In this function, the presiding judge shall, among other duties inherent or imposed by law, 1) preside at all court en banc meetings, 2) supervise and appoint any needed committees, 3) supervise preparation of the budget, 4) coordinate all duties and vacations of personnel, 5) handle media and government contacts, 6) standardize procedures between divisions, and 7) assign judicial personnel as permitted by Supreme Court or by statute.

100.1.3 DISPUTE RESOLUTION – PROCEDURE

No rule.

100.2 LOCAL COURT RULES

100.2.1 FORMULATION

No rule.

100.2.2 PUBLICATION

The local court rules shall be available in typewritten or printed form to all attorneys appearing before the court, as well as to any other interested person. A charge sufficient to cover costs may be required.

100.3 LIBRARY FUND

Pursuant to §514.470 and §514.475 RSMo, a law library maintenance fee of fifteen (\$15) dollars is imposed at the time of filing in all civil cases, including cases filed under Chapter 517 RSMo, which fee is hereby designated and appropriated for the maintenance and upkeep of the Pettis County circuit court law library and the Cooper County circuit court law library. On the first day of each month, or as soon thereafter as is practicable, each clerk who is responsible for the collection of such fees shall pay the entire fund created by said deposits during the preceding month to the library fund trustee, or to such other person as library trustee as the presiding judge of the circuit court may from time to time designate. The circuit clerk of Pettis County and the county clerk of Cooper County are designated as trustees of said funds, and as such, shall apply and expend the funds toward the maintenance and upkeep of said libraries under the supervision, direction and order of the circuit court.

The library fund shall consist of the said filing deposit, together with any sums which shall be paid out of the county treasury under the provisions of §50.640 RSMo and any other sums which may be in any respect donated for the purpose of maintaining the library.

The circuit court may designate a person or persons to act as librarian, who shall be compensated at a rate and amount to be designated by the county commission.

The circuit court may designate and post rules and regulations governing the use of the law libraries.

The term "law library" shall include collections of books and publications and computer disk libraries and related software and hardware.

RECORDS AND FILES

100.4 STORAGE OF RECORDS (See Supreme Court administrative rule 8)

100.4.1 REPRODUCTION, PRESERVATION, ARCHIVAL STORAGE AND DISPOSAL OF ORIGINAL CIRCUIT COURT FILES (AND THEIR CONTENTS)

No rule.

100.4.2 REPRODUCTION AND PRESERVATION OF COURT RECORDS OTHER THAN FILES (AND THEIR CONTENTS)

No rule.

100.4.3 RESPONSIBILITY FOR INDEXING AND PRESERVING COURT REPORTER NOTES

No rule.

100.4.4 IDENTIFICATION OF REPORTER'S NOTES

No rule.

100.4.5 INDEX

No rule.

100.4.6 STORAGE OF NOTES

No rule.

100.4.7 NOTES OF SUBSTITUTE REPORTERS

No rule.

100.4.8 STORAGE OF NOTES UPON RETIREMENT, TERMINATION OR DEATH OF COURT REPORTER

No rule.

100.4.9 BOXING AND STORING OF OLD NOTES

No rule.

100.4.10 RESPONSIBILITY FOR FURNISHING MATERIALS AND SPACE FOR STORAGE OF COURT REPORTER NOTES

No rule.

100.4.11 PROCEDURE FOR EXAMINATION OF CRIMINAL RECORDS

No rule.

100.4.12 PROCEDURE FOR EXPUNGING AND CLOSING CRIMINAL RECORDS

No rule.

100.5 CLERK'S DUTIES

100.5.1 MONIES PAID INTO COURT

No rule.

100.6 SELECTION OF VENIREMEN

No rule.

Appendix A
Appendix B
Appendix C
Appendix D
Appendix E
Appendix F

APPENDIX C

**APPLICATION AND AFFIDAVIT FOR PLACEMENT ON
LIST OF APPROVED PRIVATE PROCESS SERVERS**

Process Server's Information:

Legal Name: _____

Current Address: _____

Telephone Number: _____

Primary occupation: _____

Name of employer: _____

Percentage of work allocated to service of process: _____

Please describe your experience and background in performing service of process:

**I, _____, being duly sworn under oath and penalty of
(Name of Process Server)
perjury do hereby state that I meet the following qualifications:**

(Indicate with initials each qualification that applies)

____ I am at least eighteen (18) years of age;

____ I am a citizen of the United States;

____ I have a high school diploma or equivalent or work experience;

____ I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;

____ I am not a fugitive from justice or charged with a felony or a misdemeanor involving moral turpitude;

____ I am not related to or employed (except as a private process server) by a party in the action;

____ I am of good moral character; and

____ I have not been disqualified by any court to act as a process server within the preceding twelve (12) months.

____ I understand and will follow the laws regarding how service of process is to be accomplished.

Process Server's Signature

STATE OF MISSOURI)
COUNTY OF PETTIS) SS.

Subscribed and sworn to before me on this date: _____

(Seal)

My Commission Expires:

Notary Public Signature

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo.

APPENDIX D

IN THE CIRCUIT COURT OF PETTIS COUNTY, MISSOURI

PETITIONER/PLAINTIFF,

VS.

CASE NO. _____

RESPONDENT/DEFENDANT.

**MOTION FOR APPROVAL AND APPOINTMENT
OF PRIVATE PROCESS SERVER**

COMES NOW Petitioner/Plaintiff in the above captioned matter and for its Motion for Approval/ Appointment of a Private Process Server, pursuant to Local Rule 4.7 of the Pettis County Circuit Court Rules, states to the Court as follows:

The Petitioner/ Plaintiff requests that the following individual be approved and appointed to serve process in this case:

Individual's Legal Name (not a company):

The Petitioner/Plaintiff states that:

- The above-named individual is qualified to serve process in this matter and that an affidavit containing the information required by rule 4.7 and attesting to such qualifications is attached and incorporated as Exhibit "A".
- The above-named individual is on the Court's List of Approved Process Servers and all of the information contained in his/her Application and Affidavit currently on file is still correct.
- The above-named individual is on the Court's List of Approved Process Servers and the information contained in his/her Application and Affidavit needs to be updated as indicated in an attachment, provided by me herewith.

Petitioner/ Plaintiff's Signature

ORDER

It is hereby ordered that Petitioner/ Plaintiff's Motion for Approval and Appointment of a Private Process server is sustained and the above-named individual is hereby approved and appointed to serve process in the above captioned matter.

DATE

JUDGE

APPENDIX E

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: _____

Current Address: _____

Occupation and Employer: _____

Telephone Number: _____

**I, _____, being duly sworn under oath and
(Name of Process Server)
penalty of perjury do hereby state that I meet the following qualifications:**

(Indicate with initials each qualification that applies)

- ___ I am at least eighteen (18) years of age;
- ___ I am a citizen of the United States;
- ___ I have a high school diploma or equivalent or work experience;
- ___ I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- ___ I am not a fugitive from justice or currently charged with a felony or misdemeanor involving moral turpitude;
- ___ I am not related to or employed by a party in the action;
- ___ I am of good moral character; and
- ___ I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.
- ___ I understand and will follow the laws regarding how service of process is to be accomplished.

Process Server's Signature

STATE OF MISSOURI)
COUNTY OF PETTIS) SS.

Subscribed and sworn to before me on _____

(Seal)
My Commission Expires _____

Notary Public

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo.

APPENDIX A

IN THE CIRCUIT COURT OF (COOPER)(PETTIS) COUNTY, MISSOURI

DIVISION _____

In re the Marriage of

_____,
Petitioner

and

_____,
Respondent

Case No. _____

STATEMENT OF PROPERTY OF PETITIONER/RESPONDENT

I. PROPERTY

	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). _____ _____ _____ _____				
C. Bank Accounts - list all checking and savings 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 deposit, etc. _____ _____ _____				

* How Acquired - state whether the property was acquired by purchase, gift, inheritance, or otherwise, for the purpose of determining whether such property is marital or non-marital property.

PROPERTY (continued)	Present Value	How Acquired	Date Acquired	Amount Owed
D. Household Goods - include all appliances, furniture, silver, antiques, televisions, stereos, etc. Attach list of each item with a value of at least \$100. or more showing present value, how acquired, date acquired, and amount owed.	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	\$
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.		XXXXXXXXXXXX	XXXXXXXXXXXX	
F. Cash on Hand - list only that in your possession.				XXXXXXXXXXXX
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.				

H. Life Insurance - List the kind of policy, name of issuing company, policy number, owner of policy, insured, beneficiaries, fact value and cash surrender value of the policy, if any (include any policies furnished by your employer).				

I. Retirement, Pension and/or Profit Sharing Plans - List name of the company and its present total value and percentage vested.				

Any interest in any trust - give name of the trust, name of the trustee, name of settler, name of beneficiaries, nature of the interest you have in the trust and				

	Present Value	How Acquired	Date Acquired	Amount Owed
attach to this list a copy of the trust instrument.	\$			\$
K. Any interest in a contract made but not yet performed - list the parties to the contract and the expected date of performance, if any.				
L. Any interest in any Pending Litigation or Suits yet to be filed.				
M. Any interest in any farm equipment, animals, or crops - give the nature of the property and its location.				
N. Any debt owed to you by others - list the name of the debtor, any security, date of loan and due date, if any, etc.				
O. Future interests - list the interest you hold, the property involved and the present owner.				
P. Partnership Interests - (list the name of partners and percentage interest). Attach a copy of the partnership agreement or set forth its terms with assets and liabilities.				
Q. List any other assets not already listed herein.				

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.	\$	\$

DEBTS (continued)

	Current Balance	Monthly Payment
B. List all credit card balances and store charges - Show the name on the credit card.	\$	\$

C. Other Indebtednesses - Show to whom.		

STATE OF MISSOURI }
 } ss.
COUNTY OF _____ }

The undersigned affiant, being first duly sworn, says that affiant is of lawful age, that affiant has read the foregoing Statement of Property, and that the facts and information set forth therein are true and correct according to the best knowledge and belief of the affiant.

Petitioner/Respondent

Subscribed and sworn to before me this ___ day of _____, 20____.

Clerk/Notary Public

My Commission expires:

APPENDIX B

IN THE CIRCUIT COURT OF (PETTIS)(COOPER) COUNTY, MISSOURI

CIRCUIT DIVISION _____

In re the Marriage of

Petitioner}

Case No. _____

and

Respondent}

**VERIFIED STATEMENT
ASSETS AND INCOME**

1. NAME, ADDRESS and TELEPHONE NUMBER of party requesting to file as a pauper:

_____ Name	_____ Street Address, Rte., Box No.	
_____ City, State	_____ Zip Code	_____ Telephone No.

2. State whether or not you own any interest or claim any interest in and to any real estate, describing it and its location.

If so, state:

- a) whether you own same individually, as tenant by entirety, tenant in common or in joint tenancy _____
- b) the names and addresses of any joint owner(s) _____
- c) the percentage of the whole you claim to own _____
and
- c) -the fair market value of the whole _____
-the amount of current debt thereon (perfected lien) _____
-the equity or net value thereof _____

3. State whether or not you own any motor vehicles, farm machinery, boats, motors, trailers, etc., and, if so, describe same by make, model and serial number, stating:

- a) where located _____
- b) the names and addresses of any joint owner(s) _____
- c) -the fair market value of the whole _____
-the amount of current debt thereon (perfected lien) _____

-the equity or net value thereof _____

4. List generally all other tangible personal property owned by you (household goods, tools, collections, livestock, etc.).

If so, state:

- a) where located _____
b) the names and addresses of any joint owner(s) _____
c) -the fair market value of the whole _____
-the amount of current debt thereon (perfected lien) _____
-the equity or net value thereof _____

5. List all checking or savings accounts, stocks, bonds, deposits, claims for money against others, cash surrender value of any insurance policies, or other intangible assets owned or claimed by you and for each, state:
- 1) identification by account or serial number and name and address of institution, corporation or individual indebted to you thereon.
 - 2) the names and addresses of any joint owners with you, if any.
 - 3) the present cash or market value thereof.

6. State if you are employed (by others or self) in any capacity and by whom, stating name, address and telephone number.

7. State whether or not you are now receiving or expect to receive in the next six months from any source, stating the source any of the following, and the amount thereof:

- a) wages or salary or other compensation for labor or services performed by or on your behalf. If so, state the amount or rate of pay and when payment thereof is expected and from whom. _____

- b) payment of any other indebtednesses due you from any source: _____

- c) whether or not you are now receiving or expect to receive any monies on account of social security, public aid, ADC, food stamps, unemployment or workers compensation, retirement, disability maintenance or support, trust funds or

estates, etc., stating the amount thereof, date(s) payment expected, and name and address from whom payment is made.

8. State whether or not you are incarcerated in any penal institution and, if so, where, your address, the length of time you expect to be incarcerated. Also state if you receive by way of employment or allowance any funds from the institution where you are held, giving the total amount now held to your credit, the name of the offices in charge thereof, and the expected rate of pay or income you expect during the next six months. _____

9. If you have filed or propose to file an action for divorce and you have minor children or a motion to modify a prior order of child support, state whether any party to the proposed action is the recipient of Aid to Dependent Children (ADC) and, if so, the agency or office from which such benefits are received.

Signature

STATE OF MISSOURI)
) ss
COUNTY OF _____)

Comes now _____ being of lawful age, who, after being duly sworn, states that the foregoing statement of assets and income are true and correct according to affiant's best knowledge and belief.

Affiant's Signature

Subscribed and sworn to before me, the undersigned Notary Public, on this ____ day of _____, 2000.

Notary Public

My Commission expires:

PETITIONER AND RESPONDENT

FORM NO. 14 PRESUMED CHILD SUPPORT AMOUNT
CALCULATION WORKSHEET

	<u>CUSTODIAL PARENT</u>	<u>NON-CUSTODIAL PARENT</u>	<u>COMBINED</u>
1. MONTHLY GROSS INCOME:	\$ _____	\$ _____	
2. ADJUSTMENTS			
A. MINUS OTHER COURT OR ADMINISTRATIVELY- ORDERED CHILD SUPPORT PAYMENTS BEING MADE:	\$ _____	\$ _____	
B. MINUS OTHER COURT-ORDERED SPOUSAL SUPPORT PAYMENTS BEING MADE:	\$ _____	\$ _____	
C. MINUS SUPPORT RESPONSIBILITY FOR OTHER CHILDREN IN PRIMARY PHYSICAL CUSTODY:	\$ _____	\$ _____	
3. ADJUSTED GROSS INCOME (LINE 1 MINUS LINES 2A, 2B AND 2C):	\$ _____	\$ _____	\$ _____
4. A. CHILD SUPPORT AMOUNT (FROM CHILD SUPPORT CHART USING COMBINED ADJUSTED GROSS INCOME, LINE 3)			\$ _____
B. CUSTODIAL PARENTS REASONABLE WORK- RELATED CHILD CARE COSTS (ACTUAL COSTS LESS FEDERAL TAX CREDIT)			\$ _____
C. HEALTH INSURANCE COST FOR MINOR CHILD OR CHILDREN (WHO ARE SUBJECT TO THIS ORDER)			\$ _____
D. UNINSURED EXTRAORDINARY MEDICAL EXPENSES			\$ _____
E. EXTRAORDINARY EXPENSE (AGREED BY PARENTS OR ORDERED BY COURT)			\$ _____
5. COMBINED CHILD SUPPORT COSTS (LINES 4A, 4B, 4C, 4D AND 4E COMBINED)			\$ _____
6. PROPORTIONATE SHARES OF COMBINED INCOME (EACH PARENT'S LINE 3 INCOME DIVIDED BY LINE 3 COMBINED INCOME)	_____ %	_____ %	
7. EACH PARENT'S CHILD SUPPORT OBLIGATION (MULTIPLY LINE 6 AND LINE 5)	\$ _____	\$ _____	
8. CREDIT FOR HEALTH INSURANCE COSTS (ONLY IF PAID BY NON-CUSTODIAL PARENT)		\$ _____	
9. PRESUMED CHILD SUPPORT AMOUNT (LINE 7 MINUS LINE 8)		\$ _____	

SUBMITTED BY: _____ DATE: _____

ATTORNEY FOR:
12/2000
FORM 14

IN THE CIRCUIT COURT OF (COOPER)(PETTIS) COUNTY, MISSOURI

CIRCUIT DIVISION _____

In re the Marriage of

Petitioner}

Case No. _____

and

Respondent}

STATEMENT OF INCOME & EXPENSES OF PETITIONER/RESPONDENT

1. INCOME

A. Gross wages and commissions each pay period \$ _____

Paid: weekly _____ bi-weekly _____ semi-monthly _____ monthly _____

Payroll deductions each pay period:

F.I.C.A. (Social Security tax) \$ _____

Federal income tax withheld \$ _____

State income tax withheld \$ _____

Total of above deductions \$ _____

Net take-home each pay period

\$ _____

B. Other income from business, self-employment, rentals, dividends, etc. (list sources and give monthly average):

_____ \$ _____

Total of above other income each month \$ _____

C. Additional income from Social Security, AFDC, VA, pensions, annuities, bonuses, and all other sources (list sources and give monthly average):

_____ \$ _____

Total of above additional income each month \$ _____

Total average montly net income (from A, B and C) \$ _____

Your share of gross income as shown on last year's federal income tax return: \$ _____

2. EXPENSES (Give all expenses on a monthly average.)

A. Rent or mortgage payments \$ _____

B. Utilities

Gas \$ _____

Water _____

Electricity \$ _____
 Telephone \$ _____
 Trash service \$ _____

\$ _____

C. Automobiles
 Gas and oil \$ _____
 Maintenance (routine) _____
 Taxes & license _____
 Payment on auto loan _____

\$ _____

D. Insurance
 Life \$ _____
 Health and Accident _____
 Disability _____
 Homeowners (if not included
 in mortgage payment) \$ _____
 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 \$ _____

I. Other living expenses

	<u>Yours</u>	<u>Children in your custody</u>
Food	\$ _____	\$ _____
Clothing	_____	_____
Medical care	_____	_____
Prescription drugs	_____	_____
Dental care	_____	_____
Recreation	_____	_____
Laundry & cleaning	_____	_____
Barber shop	_____	_____
Beauty shop	_____	_____
School & books	_____	_____
Totals,	\$ _____	\$ _____

\$ _____

J. Daycare center or babysitter \$ _____

K. All other expenses not presently identified

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

\$ _____

Total average monthly expenses (from A through K) \$ _____

STATE OF MISSOURI)
) ss
 COUNTY OF _____)

The undersigned affiant, being first duly sworn, says that affiant is of lawful age, that affiant has read the foregoing

Statement of Income & Expenses, and that the facts and information set forth therein are true and correct according to the best knowledge and belief of the affiant.

Petitioner/Respondent

Subscribed and sworn to before me on this ____ day of _____, 20____.

Clerk/Notary Public

My Commission expires:

CIVIL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
CIRCUIT CIVIL COSTS						
Basic Civil Legal Services Fund surcharge	3184		488.031 & 477.650	801.01	\$ 10.00	OSCA-BCLS Fund
Clerk fee	3200		COR 21.01(a)(10)	801.01	\$ 45.00	\$36 Dept. of Rev./\$9 County
Court Automation Fund fee	3002		COR 21.01(a)(4)	801.01	\$ 7.00	Dept. of Revenue
Court Reporter fee (all Circuit Division cases)	3004		COR 21.01(a)(19)	801.01	\$ 15.00	Dept. of Revenue
Domestic Relations Resolution Fund surcharge	3140		488.635	801.01	\$ 3.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21 st Circuit)	3010		488.024	801.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification with Sheriffs' Retirement Fund		3300			\$ 83.00	Automatically allocated
Cost Simplification w/o Sheriffs' Retirement Fund (21st Circuit only)		3350			\$ 80.00	Automatically allocated
ASSOCIATE CIVIL COSTS						
Basic Civil Legal Services Fund surcharge	3186		488.031 & 477.650	801.01	\$ 8.00	OSCA-BCLS Fund
Clerk fee - Chapter 517 cases	3210		COR 21.01(a)(9)	801.01	\$ 15.00	\$12 Dept. of Rev./\$3 County
Court Automation Fund fee	3002		COR 21.01(a)(4)	801.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21 st Circuit)	3010		488.024	801.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification with Sheriffs' Retirement Fund		3302			\$ 33.00	Automatically allocated
Cost Simplification w/o Sheriffs' Retirement Fund (21st Circuit only)		3352			\$ 30.00	Automatically allocated
SMALL CLAIMS COSTS						
Clerk fee	3214		COR 21.01(a)(6)	801.01	\$ 10.00	\$8 Dept. of Rev./\$2 County
Court Automation Fund fee	3002		COR 21.01(a)(4)	801.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21 st Circuit)	3010		488.024	801.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification with Sheriffs' Retirement Fund		3304			\$ 20.00	Automatically allocated
Cost Simplification w/o Sheriffs' Retirement Fund (21st Circuit only)		3354			\$ 17.00	Automatically allocated
CIVIL COSTS NOT INCLUDED IN COST SIMPLIFICATION						
Adoption - Putative Father Registry fee	3414		453.020	801.01	\$ 50.00	DOR-Putative Father Registry Fund
Bad Check fee	3166		570.120.6	803.02	Reasonable service charge	County
Basic Civil Legal Services Fund surcharge - if appeal filed for Supreme Court and Court of Appeals	3182		488.031 & 477.650	801.01	\$ 20.00	OSCA-BCLS Fund
Clerk fee - Application for Trial de Novo, Chapter 517 and Small Claims	3200		COR 21.01(a)(10)	801.01	\$ 45.00	\$36 Dept. of Rev./\$9 Co.
Clerk fee - Notice of Appeal	3068		COR 21.01(b)	803.02	\$ 50.00	Dept. of Revenue
Copy fees - Judicial Records	3106		COR 21.01(a)(22)	803.02	Reasonable fees per local court rule	County
Court Appointed Special Advocate Fund surcharge - Domestic Relations cases	3168		488.636	801.01	\$ 2.00	Dept. of Revenue
Courthouse Restoration surcharge - St. Louis City (all civil cases including small claims)	3148		488.447.1	801.01	\$ 45.00	St. Louis City
Crime Victims' Compensation Fund Juvenile Delinquency and Status Offenses	3036		211.031.1(3)	801.01	\$ 7.50	Dept. of Revenue

Please Note: Refer to the Missouri Revised Statutes and the Missouri Court Clerk Handbook for further cost details.

* Indicates change from prior year.

CIVIL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
CIVIL COSTS NOT INCLUDED IN COST SIMPLIFICATION (cont.)						
Domestic Violence Shelter surcharge (all circuit civil cases including Domestic Relations cases)	3070		488.445.2	801.01	\$ 2.00	County
Family Court surcharge (all proceedings falling within the jurisdiction of the family court)	3006		488.2300.1	801.01	\$ 30.00	County/Family Services and Justice Fund
Interpreter/Translator fees - person requiring interpreter or translator must be party to or witness in case Foreign Language - Bill as ordered by the court Hearing Impaired - Bill to OSCA	3072		476.806 476.760.5	803.02	Reasonable fee and expenses approved by court	Interpreter/Translator
Juvenile Delinquency and Status Offense Assessments	3136		211.181.2 211.181.3 211.181.3	801.01	\$10.00 Delinquency \$25.00 Status/Misd/Ord \$50.00 Status/Felony	Disbursed to local court restitution fund (Section 211.185 RSMo)
Law Library surcharge - All counties except Jackson County, if adopted by court en banc	3008		488.426	801.01	Up to \$ 15.00	Law Library Treasurer
Law Library surcharge - Jackson County only, if adopted by the court en banc	3008		488.426	801.01	Up to \$ 20.00	Law Library Treasurer
Law Library additional surcharge - Franklin County only, except Adoption or Small Claims cases, if adopted by court en banc	3008		488.426	801.01	\$ 10.00	Law Library Treasurer
Mechanics Lien Filing	3074		COR 21.01(a)(1)	803.02	\$ 5.00	\$4 Dept. of Rev./\$1 Co.
Naturalization Certificate	3076		COR 21.01(a)(11)	803.02	\$ 1.50	\$1.20 Dept. of Rev./\$0.30 Co.
Non-Negotiable Payment Fee - Payment other than by cash or negotiable instrument, unless prohibited by local court rule	3162		COR 21.01(a)(21)	803.02	\$ 4.00	County
Overpayment	3420		488.014	803.02	Up to \$5.00	County/St. Louis City
Parent Education Class Cost	3400		452.610	803.02	varies	Provider or County
Passport Processing Clerk Fee	Debit Account		483.537	803.02	\$ 25.00	100% Court
Postage	3104		COR 21.01(a)(22)	803.02	Reasonable fees per local court rule	County
Public Records Copy fee - Administrative Records	3106		610.026.1(1)	803.02	Max. \$0.10/page plus \$0.20/min clerk time	County
Settlement Costs, court not notified timely of settlement of civil case	3040		514.112	803.02	Actual costs	County
Sheriffs' fees - Each summons, writ or other order of the court	3062		488.435	801.01	\$ 20.00	Sheriff
Each subpoena	3062		488.435	801.01	\$ 10.00	Sheriff
Each contempt or attachment proceeding	3056		488.5320	801.01	\$ 75.00	County
*Sheriffs' Deputy Salary Supplementation surcharge - Each civil summons, writ, subpoena or other order of the court	3065		488.435	801.01	\$10.00	Sheriff
Sheriff's service mileage	3064		488.435	801.01	Mileage at IRS rate	Sheriff
Time Payment fee	3188		488.5025	801.01	\$ 25.00	TPF Treasurer \$10/ DOR-CAF \$8/ DOR-GR \$7
Vital Records - Birth, Marriage, Divorce, or Fetal Death Record Legitimation, Adoption, Court Order or Recording Death Record	3082		193.265.1	803.02	\$15.00 each \$15.00 each \$13.00 first \$10 each additional	Mo. Dept. of Health & Senior Services-Bureau of Vital Records
Witness Per Diem - In State * Mileage	3084 3087		491.280.1 491.280.1	803.02	\$ 25.00/day \$0.475/mile state rate for FY'09	Witness
Witness Per Diem - Out of State Mileage	3088 3087		488.035 488.035	803.02	\$ 15.00/day \$0.10/mile	Witness

NOTE: Some costs may be attached by a docket code which attaches the cost simplification code and cost amounts on CBAACCD. Add additional costs on CBAACCD as needed.

Please Note: Refer to the Missouri Revised Statutes and the Missouri Court Clerk Handbook for further cost details.

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CRIMINAL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
FELONY CASE COSTS (including Conservation/Watercraft Felonies)						
Basic Civil Legal Services Fund surcharge	3184		488.031 & 477.650	802.02	\$ 10.00	OSCA-BCLS Fund
Clerk fee	3202		COR 21.01(a)(8)	802.02	\$ 45.00	\$36 Dept. of Rev./\$9 County
County fee	3018		488.4014.1	802.02	\$ 75.00	County
Court Automation Fund fee	3002		COR 21.01(a)(4)	802.02	\$ 7.00	Dept. of Revenue
Court Reporter fee (all Circuit Division cases)	3004		COR 21.01(a)(19)	802.02	\$ 15.00	Dept. of Revenue
Crime Victims' Compensation Fund surcharge	3036		488.5339.1 & 595.045.1	802.04	\$ 7.50	Dept. of Revenue
DNA Profiling Analysis Fund surcharge	3406		488.5050	802.02	\$ 30.00	Dept. of Revenue
Head Injury Fund surcharge	3180		304.028	802.02	\$ 2.00	Dept. of Revenue
Independent Living Center Fund surcharge	3038		488.5332	802.02	\$ 1.00	Dept. of Revenue
Motorcycle Safety Trust Fund surcharge	3053		302.137	802.02	\$ 1.00	Dept. of Revenue
Peace Officer Standards and Training (POST) Commission surcharge	3050		488.5336.1	802.02	\$ 1.00	Treas. St. of MO-POST Fund
Prosecuting Attorney and Circuit Attorneys' Retirement Fund	3196		488.026 & 56.807.7	802.02	\$ 4.00	Pros. Attorney Retirement Fund
Prosecuting Attorney Training Fund surcharge	3054		488.5017 & 56.765	802.02	\$ 1.00	\$0.50 Dept. of Rev./ \$0.50 County
Sheriffs' fee	3056		488.5320.1	802.02	\$ 75.00	County
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	802.02	\$ 3.00	Sheriffs' Retirement Fund
Spinal Cord Injury Fund surcharge	3171		304.027	802.02	\$ 2.00	Dept. of Revenue
Cost Simplification - Felony cases w/ Sheriffs' Retirement Fund		3306			\$279.50	Automatically allocated
Cost Simplification - Felony cases w/o Sheriffs' Retirement Fund (21st Circuit only)		3356			\$276.50	Automatically allocated
MISDEMEANOR CASE COSTS						
Basic Civil Legal Services Fund surcharge	3186		488.031 & 477.650	802.02	\$ 8.00	OSCA-BCLS Fund
Clerk fee	3206		COR 21.01(a)(7)	802.02	\$ 15.00	\$12 Dept. of Rev./\$3 County
County fee	3020		488.4014.1	802.02	\$ 25.00	County
Court Automation Fund fee	3002		COR 21.01(a)(4)	802.02	\$ 7.00	Dept. of Revenue
Crime Victims' Compensation Fund surcharge	3036		488.5339.1 & 595.045.1	802.04	\$ 7.50	Dept. of Revenue
DNA Profiling Analysis Fund surcharge	3404		488.5050	802.02	\$ 15.00	Dept. of Revenue
Head Injury Fund surcharge	3180		304.028	802.02	\$ 2.00	Dept. of Revenue
Independent Living Center Fund surcharge	3038		488.5332	802.02	\$ 1.00	Dept. of Revenue
Motorcycle Safety Trust Fund surcharge	3053		302.137	802.02	\$ 1.00	Dept. of Revenue
Peace Officer Standards and Training (POST) Commission surcharge	3050		488.5336.1	802.02	\$ 1.00	Treas. St. of MO-POST Fund
Prosecuting Attorney and Circuit Attorneys' Retirement Fund	3196		488.026 & 56.807.7	802.02	\$ 4.00	Pros. Attorney Retirement Fund
Prosecuting Attorney Training Fund surcharge	3054		488.5017 & 56.765	802.02	\$ 1.00	\$0.50 Dept. of Rev./ \$0.50 County
Sheriffs' fee	3058		488.5320.1	802.02	\$ 10.00	County
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	802.02	\$ 3.00	Sheriffs' Retirement Fund
Spinal Cord Injury Fund surcharge	3171		304.027	802.02	\$ 2.00	Dept. of Revenue
Cost Simplification - Misd. cases w/ Sheriffs' Retirement Fund		3308			\$102.50	Automatically allocated
Cost Simplification - Misd. cases w/o Sheriffs' Retirement Fund (21st Circuit only)		3358			\$ 99.50	Automatically allocated

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* Indicates change from prior year.

CRIMINAL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
TRAFFIC CASE COSTS (Violations Bureau)						
Clerk fee	3210		COR 21.01(a)(9)	802.02	\$ 15.00	\$12 Dept. of Rev./\$3 County
County fee	3022		488.4014.1	802.02	\$ 10.00	County
Court Automation Fund fee	3002		COR 21.01(a)(4)	802.02	\$ 7.00	Dept. of Revenue
Crime Victims' Compensation Fund surcharge	3036		488.5339.1 & 595.045.1	802.04	\$ 7.50	Dept. of Revenue
Head Injury Fund surcharge	3180		304.028	802.02	\$ 2.00	Dept. of Revenue
Independent Living Center Fund surcharge	3038		488.5332	802.02	\$ 1.00	Dept. of Revenue
Motorcycle Safety Trust Fund surcharge	3053		302.137	802.02	\$ 1.00	Dept. of Revenue
Peace Officer Standards and Training (POST) Commission surcharge	3050		488.5336.1	802.02	\$ 1.00	Treas. St. of MO-POST Fund
Prosecuting Attorney and Circuit Attorneys' Retirement Fund	3196		488.026 & 56.807.7	802.02	\$ 4.00	Pros. Attorney Retirement Fund
Prosecuting Attorney Training Fund surcharge	3054		488.5017 & 56.765	802.02	\$ 1.00	\$0.50 Dept. of Rev./ \$0.50 County
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	802.02	\$ 3.00	Sheriffs' Retirement Fund
Spinal Cord Injury Fund surcharge	3171		304.027	802.02	\$ 2.00	Dept. of Revenue
Cost Simplification - Traffic cases w/ Sheriffs' Retirement Fund		3310			\$ 54.50	Automatically allocated
Cost Simplification - Traffic cases w/o Sheriffs' Retirement Fund (21st Circuit only)		3360			\$ 51.50	Automatically allocated
CONSERVATION/WATERCRAFT CASE COSTS - Non-Felony (Violations Bureau)						
Basic Civil Legal Services Fund surcharge	3186		488.031 & 477.650	802.02	\$ 8.00	OSCA-BCLS Fund
Clerk fee	3210		COR 21.01(a)(9)	802.02	\$ 15.00	\$12 Dept. of Rev./\$3 County
County fee	3022		488.4014.1	802.02	\$ 10.00	County
Court Automation Fund fee	3002		COR 21.01(a)(4)	802.02	\$ 7.00	Dept. of Revenue
Crime Victims' Compensation Fund surcharge	3036		488.5339.1 & 595.045.1	802.04	\$ 7.50	Dept. of Revenue
DNA Profiling Analysis Fund surcharge	3404		488.5050	802.02	\$ 15.00	Dept. of Revenue
Head Injury Fund surcharge	3180		304.028	802.02	\$ 2.00	Dept. of Revenue
Independent Living Center Fund surcharge	3038		488.5332	802.02	\$ 1.00	Dept. of Revenue
Motorcycle Safety Trust Fund surcharge	3053		302.137	802.02	\$ 1.00	Dept. of Revenue
Peace Officer Standards and Training (POST) Commission surcharge	3050		488.5336.1	802.02	\$ 1.00	Treas. St. of MO-POST Fund
Prosecuting Attorney and Circuit Attorneys' Retirement Fund	3196		488.026 & 56.807.7	802.02	\$ 4.00	Pros. Attorney Ret. Fund
Prosecuting Attorney Training Fund surcharge	3054		488.5017 & 56.765	802.02	\$ 1.00	\$0.50 Dept. of Rev./ \$0.50 County
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	802.02	\$ 3.00	Sheriffs' Retirement Fund
Spinal Cord Injury Fund surcharge	3171		304.027	802.02	\$ 2.00	Dept. of Revenue
Cost Simplification - Cons./Water cases w/ Sheriffs' Retirement Fund		3311			\$ 77.50	Automatically allocated
Cost Simplification - Cons./Water cases w/o Sheriffs' Retirement Fund (21st Circuit only)		3361			\$ 74.50	Automatically allocated

CRIMINAL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
MUNICIPAL CASE (FILED IN ASSOCIATE DIVISION) COSTS						
Clerk fee	3218		COR 21.01(a)(5)	400.06	\$ 15.00	\$12 Dept. of Rev./\$3 County
Court Automation Fund fee	3002		COR 21.01(a)(4)	400.06	\$ 7.00	Dept. of Revenue
Crime Victims' Compensation Fund surcharge	3036		488.5339.1 & 595.045.1	400.06	\$ 7.50	Dept. of Revenue
Peace Officer Standards and Training (POST) Commission surcharge	3050		488.5336.1	400.06	\$ 1.00	Treas. St. of MO-POST Fund
Cost Simplification - Municipal cases		3312			\$ 30.50	Automatically allocated
CRIMINAL COSTS NOT INCLUDED IN COST SIMPLIFICATION						
Bad Check fee	3166		570.120.6	803.02	Reasonable service charge	County
Basic Civil Legal Services Fund surcharge - if appeal filed for Supreme Court and Court of Appeals	3182		488.031 & 477.650	802.02	\$20.00	OSCA-BCLS Fund
*Board Bill - Billed to State - Indigent defendant (statutory maximum \$37.50 subject to current appropriation limit of \$22.00 effective 07/01/08)			221.105	802.02	Actual cost, max. \$22.00/day/person	Paid directly to County by DOC
Board Bill - Taxed as cost to the defendant (not paid by state)	3012		221.070	802.02	Set by the court	County
*Board Bill - Taxed as cost to the defendant (paid by state/reimbursement)	3014		221.070, 221.105 & 550.070		Actual cost, max. \$22.00/day/person	Reimbursed to DOC
Clerk fee - Application for a Trial de Novo from Municipal Division	3208		COR 21.01(a)(5)	803.02	\$ 30.00	\$24 Dept. of Rev./\$6 County
Clerk fee - Notice of Appeal	3068		COR 21.01(b)	803.02	\$ 50.00	Dept. of Revenue
Copy fees - Judicial Records	3106		COR 21.01(a)(22)	803.02	Reasonable fee per local court rule	County
County Law Enforcement Restitution Fund, if authorized by county	3410		50.565, 558.019.10 & 559.021.4	802.02	Up to \$ 300.00	County
Court fee - St. Louis City municipal ordinance violations	3174		488.2210	400.06	Up to \$ 20.00	St. Louis City
Courthouse Operation surcharge - Greene, Cass and Jefferson Counties, if authorized by county for criminal, traffic and ordinance violations	3150		488.2275.1	802.02	\$ 10.00	County
Courthouse Restoration fee - St. Louis City municipal ordinance violations	3176		488.2215	400.06	Up to \$ 5.00	St Louis City
Court Information and Records Management fee - Kansas City and Springfield municipal ordinance violations	3153		488.2220	400.06	Up to \$ 5.00	City
Crime Victims' Compensation Fund judgment - Alcohol	3034	Misdemeanor	595.045.8	802.04	\$ 10.00	Dept. of Revenue
	3030	Felony C & D			\$ 46.00	
	3026	Felony A & B			\$ 68.00	
Crime Victims' Compensation Fund judgment - Other	3032	Misdemeanor	595.045.8	802.04	\$ 10.00	Dept. of Revenue
	3028	Felony C & D			\$ 46.00	
	3024	Felony A & B			\$ 68.00	
Domestic Violence Shelter surcharge, all criminal cases & violations of county or municipal ordinance, if authorized by county governing body	3090		488.607	802.02	\$ 2.00	City, County or St. Louis City
DNA Profiling Analysis Fund – Chapter 195 Serious Felony (additional surcharge)	3407		488.5050	802.02	\$30.00	Dept. of Revenue
DNA Testing - Post Conviction	3412		650.058.2 (1)	802.02	Reasonable cost	Dept. of Rev.-DNA Post Conviction-GR

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CRIMINAL COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
CRIMINAL COSTS NOT INCLUDED IN COST SIMPLIFICATION (cont.)						
Drug Commissioner surcharge - Jackson Co. Drug Commissioner cases	3152		488.5358	802.02	\$ 30.00	Drug Commissioner
Drug Testing by a State Lab	3190		488.029	802.02	\$ 150.00	Dept. of Revenue
Drug Testing by a Private Lab	3192		195.003	802.02	Actual costs	County Reimbursement
Extradition costs	3178		548.243	803.02	Amount approved by the court	Reimbursed to DOC or entity who paid expenses to extradite
Inmate Security Fund surcharge, if authorized by governing body	3194		488.5026	802.02	\$ 2.00	County
Interpreter/Translator fees - must be party to or witness in case Foreign Language & Hearing Impaired - Bill to OSCA	3072		476.760.5 & 476.806	803.02	Reasonable fee and expenses approved by court	Interpreter/Translator
Jury fees, taxed to the defendant	3040		488.045 & 494.480	803.02	Actual costs taxed by the Judge	County
Jury fees, paid by state in certain criminal cases - Billed to DOC			550.020.2	802.02	\$ 3.50/day per juror	Paid directly to County by DOC
Juvenile Detention Facility surcharge, 30th Circuit only	3154		488.2205.1	802.02	Up to \$ 10.00	County
Law Enforcement Arrest costs: Highway Patrol Local (County) Municipal	3042 3044 3540-3549		488.5334	802.02	Amount approved by the court	Mo State Hwy. Patrol-Troop _ County City
Law Enforcement Training Fund surcharge, if authorized by county	3046		488.5336.1	802.02	\$ 2.00	County
Non-Negotiable Payment Fee - Payment other than by cash or negotiable instrument, unless prohibited by local court rule	3162		COR 21.01(a)(21)	803.02	\$ 4.00	County
Overpayment	3420		488.014	803.02	Up to \$5.00	County/St. Louis City
Postage	3104		COR 21.01(a)(22)	803.02	Reasonable fee per local court rule	County
Public Records Copy fee - Administrative Records	3106		610.026.1(1)	803.02	Max. \$0.10/page plus \$0.20/min clerk time	County
Sheriffs' fees - Contempt or Attachment proceeding Traffic & Conservation/Watercraft, heard in court Infractions, incl. Traffic & Conservation/Watercraft, heard in court	3056 3058 3060		488.5320	802.02 802.02 802.02	\$ 75.00 \$ 10.00 \$ 6.00	County County County
Sheriffs' service mileage	3061		488.5320.4	802.02	Mileage at IRS rate	County
Storage costs - CAFA Proceeding	3080		513.623	803.02	Set by the court	Storage facility
Time Payment fee	3188		488.5025	803.02	\$ 25.00	TPF Treasurer \$10/ DOR-CAF \$8/ DOR-GR \$7
Witness Per Diem - In State * Mileage	3084 3087		491.280.1	803.02	\$ 25.00/day \$0.475/mile state rate for FY'09	Witness
Witness Per Diem - Out of State Mileage	3088 3087		488.035	803.02	\$ 15.00/day \$0.10/mile	Witness

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PROBATE COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
DECEDENT ESTATES						
Basic Civil Legal Services Fund surcharge **Circuit - Boone, Buchanan, Clay, Cole, Greene, Jackson, Jasper, Jefferson, and St. Louis County & City Associate	3184		488.031 & 477.650	800.01	\$ 10.00	OSCA-BCLS Fund
	3186				\$ 8.00	
Clerk fee (for additional fee based on Final Inventory Value, see Probate Costs Not Included in Cost Simplification)	3258		COR 21.01(a)(12)	800.01	\$115.00	\$92 Dept. of Rev./\$23 Co.
Court Automation Fund fee	3002		COR 21.01(a)(4)	800.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	800.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification - Circuit cases with Sheriffs' Retirement Fund		3315			\$135.00	Automatically allocated
Cost Simplification - Associate cases with Sheriffs' Retirement Fund		3314			\$133.00	Automatically allocated
Cost Simplification - Circuit cases w/o Sheriffs' Retirement Fund (21st Circuit)		3365			\$132.00	Automatically allocated
INCAPACITATED/DISABLED ESTATES						
Basic Civil Legal Services Fund surcharge, Circuit**/Associate	3184/3186		488.031 & 477.650	800.01	\$ 10.00/ \$ 8.00	OSCA-BCLS Fund
Clerk fee	3230		COR 21.01(a)(14)(C)	800.01	\$ 75.00	\$60 Dept. of Rev./\$15 Co.
Court Automation Fund fee	3002		COR 21.01(a)(4)	800.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	800.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification - Circuit cases with Sheriffs' Retirement Fund		3317			\$ 95.00	Automatically allocated
Cost Simplification - Associate cases with Sheriffs' Retirement Fund		3316			\$ 93.00	Automatically allocated
Cost Simplification - Circuit cases w/o Sheriffs' Retirement Fund (21st Circuit)		3367			\$ 92.00	Automatically allocated
MINORS' ESTATES						
Basic Civil Legal Services Fund surcharge, Circuit**/Associate	3184/3186		488.031 & 477.650	800.01	\$ 10.00/ \$8.00	OSCA-BCLS Fund
Clerk fee	3234		COR 21.01(a)(14)(A)	800.01	\$ 60.00	\$48 Dept. of Rev./\$12 Co.
Court Automation Fund fee	3002		COR 21.01(a)(4)	800.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	800.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification - Circuit cases with Sheriffs' Retirement Fund		3319			\$ 80.00	Automatically allocated
Cost Simplification - Associate cases with Sheriffs' Retirement Fund		3318			\$ 78.00	Automatically allocated
Cost Simplification - Circuit cases w/o Sheriffs' Retirement Fund (21st Circuit)		3369			\$ 77.00	Automatically allocated

PROBATE COURT COSTS

Effective 08-28-08
Except COR 21.01 & 21.02 effective 07-01-06

DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
ALL OTHER PROBATE						
Basic Civil Legal Services Fund surcharge, Circuit**/Associate	3184/3186		488.031 & 477.650	800.01	\$ 10.00/ \$ 8.00	OSCA-BCLS Fund
Clerk fees:						
Admit a Will to Probate	3268		COR 21.01(a)(17)	800.01	\$ 35.00	\$28 Dept. of Rev./\$7 County
Chapter 145 Proceedings (Estate Taxes), including one certified copy	3220		COR 21.01(a)(16)(D)	800.01	\$ 35.00	
Dispense with Administration, including one certified copy	3226		COR 21.01(a)(16)(F)	800.01	\$ 35.00	
Dispense with Conservatorship, including one certified copy	3228		COR 21.01(a)(16)(G)	800.01	\$ 35.00	
Heirship, including one certified copy	3242		COR 21.01(a)(16)(C)	800.01	\$ 35.00	
Involuntary Hospitalization (except DMH billed cases), including one certified copy	3244		COR 21.01(a)(16)(B)	800.01	\$ 35.00	
Sale of Real Estate by Non-Resident Conservator, including one certified copy	3246		COR 21.01(a)(16)(E)	800.01	\$ 35.00	
Refusal to Grant Letters to creditor, spouse, or unmarried minor child, including one certified copy	3250		COR 21.01(a)(15)	800.01	\$ 35.00	
Small Estates, including one certified copy	3252		COR 21.01(a)(16)(A)	800.01	\$ 35.00	
Court Automation Fund fee	3002		COR 21.01(a)(4)	800.01	\$ 7.00	Dept. of Revenue
Sheriffs' Retirement Fund surcharge (except 21st Circuit)	3010		488.024	800.01	\$ 3.00	Sheriffs' Retirement Fund
Cost Simplification - Circuit Other Probate cases with Sheriffs' Retirement Fund		3321			\$ 55.00	Automatically allocated
Cost Simplification - Associate Other Probate cases with Sheriffs' Retirement Fund		3320			\$ 53.00	Automatically allocated
Cost Simplification - Circuit Other Probate cases w/o Sheriffs' Retirement Fund (21st Circuit)		3371			\$ 52.00	Automatically allocated
PROBATE COSTS NOT INCLUDED IN COST SIMPLIFICATION						
Annual Clerk fee - Decedents' Estate	3224		COR 21.01(a)(13)	800.01	\$ 30.00	80% Dept. of Rev./20% County
Incapacitated or Disabled Persons' Estate (Adult)	3232		COR 21.01(a)(14)(D)	800.01	\$ 30.00	
Minors' Estate	3236		COR 21.01(a)(14)(B)	800.01	\$ 25.00	
Bad Check fee	3166		570.120.6	800.02	Reasonable service charge	County
Basic Civil Legal Services Fund surcharge - if appeal filed for Supreme Court and Court of Appeals	3182		488.031 & COR 21.01(b)	800.01	\$ 20.00	OSCA-BCLS Fund
Certified copies (not provided for above)	3254		COR 21.01(a)(18)	800.02	\$1.00/page and \$1.50/certification	80% Dept. of Rev./20% County
Clerk fee - Notice of Appeal	3068		COR 21.01(b)	800.02	\$ 50.00	Dept. of Revenue
Clerk fee - Decedent's Estates - Additional Fee based on Final Inventory Value	3266		COR 21.01(a)(12)	800.02		
\$ 50,001 - \$100,000					\$ 50.00	80% Dept. of Rev.
\$100,001 - \$150,000					\$ 100.00	20% County
\$150,001 - \$200,000					\$ 150.00	
\$200,001 - \$250,000					\$ 200.00	
\$250,001 - \$300,000					\$ 250.00	
\$300,001 - \$350,000					\$ 300.00	
\$350,001 - \$400,000					\$ 350.00	
\$400,001 - \$450,000					\$ 400.00	
Over \$450,000					\$ 450.00	
Clerk fee - Receiving or Keeping a Will During Testator's Lifetime	3248		COR 21.01(a)(3)	800.01	\$ 3.00	80% Dept. of Rev./20% County

Please Note: Refer to the Missouri Revised Statutes and the Missouri Court Clerk Handbook for further cost details.

* Indicates change from prior year.

PROBATE COURT COSTS

Effective 08-28-08
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DESCRIPTION OF COST	JIS ACCOUNT CODE		CITATION RSMo/COR	COURT CLERK HANDBOOK	AMOUNT OF COST	DISBURSE TO STATE/COUNTY
	Individual Code	Cost Simplification Code				
PROBATE COSTS NOT INCLUDED IN COST SIMPLIFICATION (cont.)						
Copy fees - Judicial Records	3106		COR 21.01(a)(22)	800.02	Reasonable fees per local court rule	County
Court Reporter fee, if an official reporter is used	3004		COR 21.01(a)(20)	800.01	\$ 15.00	Dept. of Revenue
Judgment Creditor of a Distributee Notice	3270		COR 21.01(a)(2)	800.01	\$ 10.00	80% Dept. of Rev./20% County
Courthouse Restoration surcharge - St. Louis City	3148		488.447.1	800.01	\$ 45.00	St. Louis City
Interpreter/Translator fees - person requiring interpreter or translator must be party to or witness in case Foreign Language - Bill as ordered by the court Hearing Impaired - Bill to OSCA	3072		476.806 476.760.5	800.02	Reasonable fee and expenses approved by court	Interpreter/Translator
Law Library surcharge - All counties except Jackson County, if adopted by court en banc	3008		488.426	800.01	Up to \$ 15.00	Law Library Treasurer
Law Library surcharge - Jackson Co. only, if adopted by court en banc	3008		488.426	800.01	Up to \$ 20.00	Law Library Treasurer
Law Library additional surcharge - Franklin County only, except Adoption or Small Claims cases, if adopted by the court en banc	3008		488.426	800.01	\$ 10.00	Law Library Treasurer
Overpayment	3420		488.014	800.02	Up to \$5.00	County/St. Louis City
Non-Negotiable Payment fee - Payment other than by cash or negotiable instrument, unless prohibited by local court rule	3162		COR 21.01(a)(21)	800.02	\$ 4.00	County
Passport Processing Clerk fee	Debit Acct		483.537	800.02	\$ 30.00	100% Court
Postage	3104		COR 21.01(a)(22)	800.02	Reasonable fees per local court rule	County
Public Records Copy fee - Administrative Records	3106		610.026.1(1)	800.02	Max. \$0.10/page plus \$0.20/min clerk time	County
Sheriffs' fees - Each summons, writ or other order of the court Each civil subpoena	3062		488.435	800.02	\$ 20.00 \$ 10.00	Sheriff
*Sheriffs' Deputy Salary Supplementation surcharge - Each civil summons, writ, subpoena or other order of the court	3065		488.435	800.02	\$10.00	Sheriff
Sheriffs' service mileage	3064		488.435	800.02	Mileage at IRS rate	Sheriff
Time Payment fee	3188		488.5025	800.02	\$ 25.00	TPF Treasurer \$10/ DOR-CAF \$8/ DOR-GR \$7
Vital Records - Death Record	3082		193.265.1	800.02	\$13.00 for first, \$10.00 for each additional	Mo. Dept. of Health & Senior Services-Bureau of Vital Records
Witness Per Diem - In State * Mileage	3084 3087		491.280.1	800.02	\$ 25.00/day \$0.475/mile state rate for FY '09	Witness
Witness Per Diem - Out of State Mileage	3088 3087		488.035	800.02	\$ 15.00/day \$0.10/mile	Witness

NOTE: Some costs may be attached by a docket code which attaches the cost simplification code and cost amounts on CBAACCD. Add additional costs on CBAACCD as needed.