

**RULES OF COURT**  
**THIRTY-SECOND JUDICIAL CIRCUIT**  
**BEING THE COUNTIES OF**  
**CAPE GIRARDEAU, BOLLINGER and PERRY,**  
**STATE OF MISSOURI**

## TABLE OF CONTENTS

### ADMINISTRATION

<b>RULE</b>		<b>PAGE</b>
1.	DIVISIONS OF COURT.....	1
2.	HOURS AND TERMS OF COURT.....	1
	2.1. Hours of Court	
	2.2 Terms of Court	
	2.3 Law Days	
	2.4 Particular Matters on Particular Days	
3.	PLEADINGS.....	2
4.	FILING OF CASES.....	2
	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	
5.	FILING FEES, DEPOSITS, AND COSTS .....	3
	5.1 Filing Fee and Cost Deposit	
	5.2 Costs	
	5.3 Witness Fees	
	5.4 Waiver of Fees	
	5.5 Motion for Security for Costs	
	5.6 Special Process Servers	
6.	ASSIGNMENT OF JUDGES, CASES, & TRANSFER OF CASES.....	5
	6.1 Assignment to Associate Circuit Judge	
	6.1.1 Assignment of Division IV Conflict Cases	
	6.2 Assignment by Local Court Rule or Order	
	6.2.1 Domestic Relations Cases	
	6.2.2 Stipulation for Plea	
	6.2.3 Assignment Upon Disqualification of Both Circuit Judges	
	6.3 Special Assignment	
	6.4 Assignment to Circuit Judges	
	6.5 Municipal Division Assignment	

6.6	Absence of Circuit or Associate Judge	
6.7	Absence of Presiding Judge	
7.	WITHDRAWAL OF PAPERS FROM CLERKS' OFFICE.....	9
7.1	When Allowed	
7.2	Duplicating Policy	
8.	DOCKETING OF CASES.....	10
8.1	Domestic Relations Cases	
8.2	Circuit Civil Cases	
8.3	Publication of Dockets	
8.4	Non-Issuance of Summons or Non-Est Return	
8.5	No General Continuances	
8.6	Dismissal Docket	
9.	COURTROOMS AND PROCEDURE.....	10
9.1	Assignment of Courtroom	
9.2	Place of Hearing	
9.3	Use of Counsel Table	
9.4	Courtroom Decorum and Dress	
10.	COURT REPORTERS & COMPENSATION FOR SAME .....	11
11.	RECORDING OF JUDICIAL PROCEEDINGS.....	11
12.	MONIES PAID INTO COURT .....	11
13.	COMMUNICATIONS WITH COURT .....	12
13.1	Oral Communications with the Court	
13.2	Written Communications with the Court	

**GENERAL RULES**

21.	ATTORNEYS .....	12
21.1	Resolution of Conflicting Trial Settings	
21.2	Entries of Appearance	
21.3	Conduct of Attorneys	
21.4	Withdrawal of Attorneys	
21.5	Failure of Attorneys to Answer Docket Call	
21.6	Appointment of Attorneys	
21.7	Agreement of Attorneys	
21.8	Advise of Clients and Witnesses of Courtroom Procedures	
22.	APPOINTMENT OF GUARDIAN AD LITEM .....	13
23.	TRANSCRIPTS .....	13

24.	EXHIBITS .....	14
25.	FACSIMILE FILING .....	14
26.	MOTIONS .....	14
32.	DISCOVERY .....	14
	32.1 Use of Discovery and Certification to Circuit Division	
	32.2 Interrogatories	
	32.3 Depositions	
	32.4 Motions for Sanctions	
	32.5 Criminal Discovery	
	32.6 Motions Relating to Discovery	
33.	PRE-TRIAL MOTIONS .....	16
	33.1 Hearing Dates	
	33.2 Briefs in Support of Motions - When Required	
	33.3 Oral Arguments	
	33.4 Motions in Limine	
	33.5 Notices	
34.	CONTINUANCES .....	16
	34.1 Civil Cases	
	34.2 Criminal Cases	
35.	PRE-TRIAL CONFERENCES.....	17
36.	SETTING CASES FOR TRIAL .....	17
	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 .....	18
	37.1 Dismissal Docket	
	37.2 Reinstatement of Cause	
<b>SETTLEMENT AND DEFAULT</b>		
41.	SETTLEMENT & DEFAULT.....	18
	41.1 Notice of Settlement	

42.	DEFAULT .....	18
-----	---------------	----

**TRIALS**

51.	COURT TRIED CASES .....	18
-----	-------------------------	----

- 51.1 Default and Uncontested Matters
- 51.2 Contested Matters
- 51.3 Preparation of Findings of Fact and Conclusions of Law

52.	JURY SELECTION.....	18
-----	---------------------	----

- 52.1 Jury Questionnaires
- 52.2 Summoning a Jury

53.	JURY TRIALS .....	19
-----	-------------------	----

- 53.1 Instructions
- 53.2 Arguments

54.	JUDGMENT ENTRY .....	19
-----	----------------------	----

- 54.1 Contested Cases
- 54.2 Default or Uncontested Cases
- 54.3 Submission of Proposed Judgments

**RULES RELATING TO PARTICULAR ACTIONS**

61.	TRANSFER OF CUSTODY, ADOPTION .....	19
-----	-------------------------------------	----

- 61.1 Filing Requirements
- 61.2 Home Study

62.	DRIVERS CASES .....	20
-----	---------------------	----

- 62.1 Applications for Hardship Driving Privileges
- 62.2 Petitions for Review
- 62.3 Breath Alcohol Content Test

63.	ASSOCIATE DIVISION CASES .....	20
-----	--------------------------------	----

64.	CASES ARISING UNDER CHAPTERS 207 AND 208 RSMo .....	20
	(Commonly Known as Title IV-D and H.B. 601 Actions)	

65.	CIVIL COMMITMENT.....	20
-----	-----------------------	----

66.	CONDEMNATION .....	20
-----	--------------------	----

67.	CRIMINAL CASES .....	20
-----	----------------------	----

67.1	Pretrial Release	
	67.1.1	Motions to Set Bond and for Bond Reduction
	67.1.2	Deposit of Operator's License
67.2	Preliminary Hearing	
67.3	Grand Jury	
67.4	Attorneys	
67.5	Arraignments	
	67.5.1	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	
67.12	Formal Administrative Plan for Collection of Court Debt	
68.	DISSOLUTION OF MARRIAGE, LEGAL SEPARATIONS & MODIFICATIONS AND OTHER FAMILY LAW CASES.....	23
68.1	Filing Requirements	
	68.1.1	Vital Statistics Report
	68.1.2	Parenting Plan
	68.1.3	Paternity Court
68.2	Interim Family Law Order	
68.3	Forms of Judgment	
68.4	Filing of Financial Statements	
	68.4.1	Dissolution Actions - Statements of Property & Income Required
	68.4.2	Motion to Modify/Paternity - Statements of Property & Income Required

- 68.4.3 Supplemented Statements of Property & Income Required
- 68.4.4 Sanctions May be Ordered - When
- 68.4.5 Consolidated Statement Required – Time
- 68.4.6 Standard Discovery for Use in Contested Family Law Actions
  - 68.4.6.1 Dissolution - Standard Interrogatories Required
  - 68.4.6.2 Motion to Modify - Standard Interrogatories Required
  - 68.4.6.3 Parties Required to Exchange Documents
  - 68.4.6.4 Certificate of Service Required
  - 68.4.6.5 Requested Information Shall be Updated Prior to Trial
  - 68.4.6.6 Court May Authorize Additional Discovery and Extend Time for Filing
  - 68.4.6.7 Sanctions May be Imposed for Failure to Comply
  - 68.4.6.8 If Mediation is Ordered

68.5 Pro Se Litigant Awareness Program and Pro Se Pleadings, Forms, and Judgments

68.8 Entry of Judgment Upon Affidavit - Requirements

- 68.8.1 Final Orders Entered - When
- 68.8.2 Affidavit - Filing

68.11 Temporary Child Support

- 68.11.1 Either Parent May Move for Temporary Child Support
- 68.11.2 Verified Motion for Temporary Child Support
- 68.11.3 Copy of Motion to Other Parent
- 68.11.4 Time to Respond – Include Form 14
- 68.11.5 Court May Rule on Motion on Verified Motions and Response
- 68.11.6 Court May Require Hearing
- 68.11.7 The Time Shall Not Be Stayed or Tolloed

68.12 Domestic Call Docket and Pre-Trial Conference

- 68.12.1 Call Docket
- 68.12.2 Trial Setting
- 68.12.3 Pre-Trial Conference

68.13 Dismissal by Court

69.	MUNICIPAL DIVISIONS .....	31
70.	PARTITION .....	31
71.	ADMINISTRATIVE REVIEWS .....	31
72.	PROBATE .....	31

72.1 Adversary Proceedings

73.	SMALL CLAIMS .....	31
74.	TRUST ESTATES .....	31
	74.1 Inventory	
	74.2 Reports	
	74.3 Record	
	74.4 Audit	

**POST-TRIAL**

81.	EXECUTION .....	31
82.	GARNISHMENT .....	32
83.	JUDICIAL SALE .....	32

**INTERNAL ORGANIZATION**

100.	JUDGES .....	32
	100.1 PRESIDING JUDGE	
	100.1.1 Election	
	100.1.2 Duties of Presiding Judge	
	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.....	33
	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 Records
	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 Expunging and Closing Criminal Records	
100.5	Clerk's Duties .....	34
	100.5.1 Monies Paid Into Court	
100.6	Selection of Veniremen .....	34
101.	ADMINISTRATIVE RULES .....	34
	101.1 Time Standards	

**APPENDICES**

APPENDIX A .....	35
APPENDIX B-1 .....	36
APPENDIX B-2 .....	37
APPENDIX C.....	38