

Instructions for filing an original petition for writ and order of documents:

The filing fee is \$70.00, unless you are filing a motion for leave to proceed in forma pauperis or are exempt from paying the filing fee. If you are filing a motion for leave to proceed in forma pauperis, it should be the first document attached. All documents, other than exhibits and the Form 16 must be completely double spaced and prepared in 13 point or larger, Times New Roman font.

The Form 16 cover page may be single spaced and must be prepared in 13 point or larger, Times New Roman font. This is the only document that has a page limit – “exclusive of the caption/style of the case and the identity of the parties and their attorneys in the underlying action” (Rule 84.24(a)(1)) the rest of the requested information on the form pertaining to the statements/questions 2 thru 6 must fit on one page. The sixth (6) and final statement/question is requesting the Circuit Court County and Case No. and the Case No. in the Court of Appeals where the writ was previously denied – See Rules 84.22 and 91.02(a). An interactive Microsoft Word version of the Civil Procedure Form No. 16 is available under "Court Forms" on the Supreme Court website at www.courts.mo.gov.

The petition for writ, suggestions, and index of exhibits must be prepared in 13 point or larger, Times New Roman font. The body of the writ, suggestions, (everything between the initial heading and the signature block) must be entirely double-spaced, no exceptions, including quoted material, footnotes, headings, subheadings, etc. The required index for the provided exhibits must also be double spaced between every line – not just between every description. The initial heading/style/caption and the signature block may be single-spaced. A certificate showing service of the writ upon all opposing counsel, pro se litigants, and the Respondent Judge may be single space if it follows immediately after the signature block at the end of the writ petition or can be provided as a separate document that lists all documents provided including the certificate of service. The certificate of service must provide the names, addresses, phone numbers, and e-mail addresses pursuant to Rule 84.24(a)(4).

Please see Rules 94.03 and 97.03 regarding the required formatting and pagination of the index of exhibits and exhibits.

Electronic documents that are part of the official court record shall be self-contained and shall not contain hyperlinks. See *Rule 103.04*.

The documents are required to be prepared and/or scanned as separate PDF documents that should be submitted electronically in the following order:

- 1.) Form 16 Writ Summary;
- 2.) Petition for Writ;
- 3.) Suggestions in Support;
- 4.) Index of Exhibits
- 5.) Exhibits Documents - (may be scanned separately or as

one document if the file size is not more than 7 MB.)

Please review Rules 81.18, 84.22, 84.24, 91, 94, and 97, and all other rules that apply to the filing of an original writ in this Court.

Please contact the clerk's office with any questions pertaining to the electronic filing of writs at: (573) 751-4144 or (573) 751-7313.