

BILL MILLER, CIRCUIT CLERK
FRANKLIN COUNTY
MISSOURI
401 E Main Rm 100A
Union, MO 63084
636-583-7365

Memo

To: All attorneys who practice in Franklin County

From: Ruth Klenke, Unit Manager

Re: Procedure changes

08/27/2013

Please note the following procedure changes that will take effect immediately.

- When filing a Motion for Leave to File a pleading that requires leave of court (e.g. Request for Leave to File Amended Petition), please attach the document you are wishing to file as an exhibit to the Motion for Leave to File. We will no longer accept "lodged" pleadings.
- On traffic/criminal cases, we will no longer accept Entries of Appearance before a case is filed. You must check case.net to determine when your client's case is filed, then submit your Entry.
- When filing any pleading, only one case number may be placed on a pleading. If your client has multiple cases, you must submit a pleading for each case. The exception to this is a client who has a misdemeanor charge and traffic companion cases. In this instance, (only on the judgment), you may include the misdemeanor case number and the traffic (companion) case numbers on one judgment.