

TABLE OF CONTENTS
ADMINISTRATION

RULE

- 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**
- 3. Pleadings**
 - 3.1 Caption**
 - 3.2 Style**
 - 3.3 Filing of Document in Courtroom and Amendment in Court**
 - 3.4 *Pro Se* Litigant Filing by Facsimile Transmission**
 - 3.5 Pleadings Shall be Stapled and Contain Punched Holes**
- 4. Filing of Cases**
 - 4.1 General Rule**
 - 4.2 Criminal Cases**
 - 4.3 Circuit and Associate Civil Cases**
 - 4.4 Probate Cases**
 - 4.5 Juvenile Cases**
 - 4.6 Small Claims Cases**
 - 4.7 Municipal Cases**
 - 4.8 Exceptions to Electronic Filing**

- 5. Fees and Costs**
 - 5.1 Filing Fee and Costs Deposit**
 - 5.2 Costs**
 - 5.3 Witness Fees**
 - 5.4 Waiver of Fees or Costs Deposit**
 - 5.5 Motion for Security**
 - 5.6 Condemnation Cases**
- 6. Assignment of Judges, Cases, and Transfer of Cases**
 - 6.1 Assignment of Cases to be Heard Under Practices and Procedures Applicable Before Associate Circuit Judges**
 - 6.2 Assignment of Cases Within the Jurisdiction of the Family Court**
 - 6.3 Assignment of Cases [Other Than Family Court Cases] to be Heard Under Practices and Procedures Applicable Before Circuit Judges**
 - 6.4 Associate Circuit Cases**
 - 6.4.1 Jury Trial Requests in Cases Originally Assigned for Hearing and Determination Before an Associate Circuit Judge**
 - 6.4.2 Counter-Claims, Cross-Claims, Third-Party Petitions, or Consolidated Claims Exceeding the Limits Set Forth in Chapter 517**
 - 6.4.3 Certification to Circuit Court**
 - 6.5 Trial de Novo**
 - 6.5.1 Associate Circuit Judge Divisions**
 - 6.5.2 Municipal Judge Divisions**
 - 6.6 Reassignment of Case Following Change or Disqualification of Judge**
 - 6.6.1 Circuit or Associate Circuit Judge - Repealed 9/6/01**
 - 6.6.2 Probate Division - Repealed 9/6/01**
 - 6.6.3 Family Court Divisions - Repealed 9/6/01**

- 12.7 Payment by Credit Card
- 12.8 Deposit of Fee for Qualified Interpreter or Translator for NonEnglish Speaking Person
- 13. Communication with the Court
 - 13.1 Oral Communications with the Court
 - 13.2 Written Communications with the Court
- 14. Court Budget
- 15. Clerks
- 16. through 20. - Reserved

GENERAL RULES

- 21. Attorneys
 - 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 Advice to Client and Witness of Courtroom Procedure
- 22. Appointment of Guardian ad Litem
- 23. Transcripts
- 24. Exhibits
- 25. Interpreter or Translator
 - 25.1 Appointment of Qualified Interpreter or Translator for NonEnglish Speaking Person
- 26. Presentation of Informal Matters
- 27. Confession of Judgment and Consent to Judgment
- 28. Special Process Servers and Service Returns
 - 28.1 Special Process Servers
 - 28.2 Service Return
- 29. Use of Information Technology Equipment in the Court

- 29.1 Request to use Information Technology in the Courtroom
- 29.2 Requirements after request to use information technology in the courtroom is approved
- 29.3 Discretion of court not limited by this rule
- 29.4 Waiver of liability required
- 30. Procedure on Publication
- 31. Reserved

PRE-TRIAL MATTERS

- 32. Discovery
 - 32.1 Interrogatories
 - 32.2 Depositions
 - 32.3 Motions for Sanctions
 - 32.4 Criminal Discovery
 - 32.5 Disclosure of Experts
- 33. Pre-Trial Motions
 - 33.1 Hearing Dates
 - 33.2 Suggestions in Support of Motions, When Required
 - 33.3 Oral Arguments - When Desired and How Requested
 - 33.4 Motions in Limine
 - 33.5 Certificate of Attempt to Resolve
 - 33.6 Motions for Summary Judgment
 - 33.7 Consolidation of Cases
- 34. Continuances
 - 34.1 Civil Cases
 - 34.2 Criminal Cases
- 35. Pre-Trial Conferences
 - 35.1 Civil Cases
 - 35.2 Criminal Cases
 - 35.3 Non-Jury and Domestic Relations Cases
 - 35.4 Settlement Conferences
- 36. Setting Cases for Trial
 - 36.1 Civil and Criminal Jury Cases

- 36.2 Domestic Relations Cases
- 36.3 Equity Cases
- 36.4 Associate Circuit Cases
- 37. Dismissals
 - 37.1 Dismissal Docket
 - 37.2 Reinstatement of Cause
- 38. Alternative Dispute Resolution
 - 38.1 Establishment of Local Rule
 - 38.2 Notice of Alternative Dispute Resolution Services
 - 38.3 Referral to Alternative Dispute Resolution
 - 38.4 Selection of Neutrals
 - 38.5 Attendance
 - 38.6 Confidentiality
 - 38.7 Compensation
 - 38.8 List of Neutrals
 - 38.9 Disqualifications and Withdrawal of Neutrals
- 39. through 40. - Reserved

SETTLEMENT AND DEFAULT

- 41. Settlement
 - 41.1 Notice of Settlement
- 42. Default
- 43. through 50. - Reserved

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
 - 52.2 Deferred Jury Service
- 53. Jury Trials

- 53.1 Instructions
- 53.2 Closing Arguments
- 53.3 Counsel/Party Contact with Jurors
- 54. Judgment/Order Entry
 - 54.1 Preparing Judgment
 - 54.2 Default or Uncontested Cases
 - 54.3 Final Orders Entered – Name Change (Adult) Upon Affidavit
- 55. through 56. - Reserved
- 57.1 Interrogatories to Parties in Domestic Cases
- 58.1 Production of Documents in Domestic Cases
- 59. through 60. - Reserved

RULES RELATING TO PARTICULAR ACTIONS

- 61. Adoption
 - 61.1 Filing Requirements
 - 61.2 Home Study
- 62. Cases Before Traffic Commissioners
 - 62.1 Bi-State Development Agency Citations
- 63. Duty Divisions
- 64. Cases Arising under Chapters 207 and 208, RSMo.
(Commonly Known as Title IV-D and H.B. 601 Actions)
- 65. Civil Commitment
- 66. Condemnation
 - 66.1 Reports of Commissioners
 - 66.2 Notice of Payment of Award
- 67. Criminal Cases
 - 67.1 Pre-trial Release
 - 67.1.1 Motions to Set Bond and for Bond Reduction
 - 67.1.2 Deposit of Operator's License
 - 67.1.3 Appearance Bonds
 - 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 for Post-Conviction Relief**
- 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 Search Warrants**
- 67.13 Transfer of Supervision of Probation**
- 68. Family Court Proceedings**
 - 68.1 Initial Filing Requirements**
 - 68.2 Filing of Income and Expense and Property Statements**
 - 68.3 Automatic Family Court Order**
 - 68.4 Parenting Plans**
 - 68.4.2 Parent Education Program**
 - 68.5 Mandatory Exchange of Documents**
 - 68.6 Settlement Conferences With The Court**
 - 68.7 Pretrial Conference**
 - 68.8 Non-contested Hearings**
 - 68.9 Entry of Judgment Upon Affidavit Requirements**
 - 68.10 Forms of Decree**
 - 68.11 Contested Hearings**
 - 68.12 Retroactive Payment of Child Support**
- 69. Municipal Division**
 - 69.01 Operations of Municipal Divisions**
 - 69.02 Registration of Municipal Judges**

- 69.03 Jury Trials Municipal Division
- 69.04 Trial De Novo – Municipal Division
- 69.05 Disqualification of Judge
- 69.06 Agreement to Share Municipal Courtroom
- 69.07 Incorporation of Operating Rule #4
- 70. Partition
- 71. Administrative Reviews
- 72. Probate
 - 72.1 Circuit Clerk Appointing Authority
 - 72.2 Electronic Filing in the Probate Division
 - 72.3 Electronic Filing of Settlements in the Probate Division
 - 72.4 Application of Civil Rules of Procedure to Adversary Proceedings
- 73. Small Claims
- 74. Trust Estates
 - 74.1 Inventory
 - 74.2 Reports
 - 74.3 Record
 - 74.4 Audit
- 75. RE Bankruptcy
- 76. through 80. - Reserved

POST TRIAL

- 81. Execution
 - 81.1 Costs in Execution Sales
- 82. Garnishment
 - 82.1 Garnishment Proceedings
 - 82.2 Termination of Continuous Wage Garnishment
- 83. Judicial Sales
- 84. through 99. - Reserved

INTERNAL ORGANIZATION

- 100. Administration Rules

- 100.1 Presiding Judge**
 - 100.1.1 Election**
 - 100.1.2 Duties of Presiding Judge**
 - 100.1.3 Dispute Resolution - Procedure**
 - 100.1.4 Removal of Presiding Judge**
 - 100.1.5 Budget Committee**
 - 100.1.6 Rules Committee**
 - 100.1.7 Death or Resignation of Presiding Judge**
 - 100.1.8 Surcharge Committee**
 - 100.1.9.1 Chief Juvenile Officer**
- 100.2 Local Court Rules**
 - 100.2.1 Formulation**
 - 100.2.2 Publication**
- 100.3 Surcharge Fund**
- 100.4 Storage of Records**
 - 100.4.1 Reproduction, Preservation, Archival Storage and Disposal 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 Reporters' 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 for 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**

- 100.7 Court en Banc Meetings**
- 100.8 Board of Jail Visitors**
- 100.9 Time Payment Fee Fund**
- 100.10 Commissioner Review Committee**