

# ST. LOUIS COUNTY CIRCUIT COURT PROCEDURAL GUIDELINES

## FOR ATTORNEYS

### 1. General Information for All Case Types:

- A. A filing information sheet is no longer necessary to be filed with a case.
- B. Exhibits and verified affidavits can be attached to the petition.
- C. Attorneys that enter appearance on behalf of a party the day the case is set on the docket shall eFile the appropriate pleading and a copy of the confirmation document from the eFiling system shall be provided to the Judge.
- D. When filing a document that a Judge has requested, attorneys shall use a 'Notes to Clerk' stating a document is being filed pursuant to a Judge's request.
- E. All bonds will only be accepted in person by filing the bond with the cashier of the Circuit Clerk's Office.
- F. When filing a motion and a proposed order, the two documents should be filed as separate documents.
- G. Attorneys shall use the specific title for Motions when selecting Document Category and Document Type; for example, Motion to Modify, Motion for Contempt, Motion to Compel, etc.
- H. Further action on a **Foreign Judgment** cannot take place until notice of **Foreign Judgment** has been received by the filing party. Attorneys must wait until they get notification that the Notice has been mailed to the initiating Court prior to submitting Motions to Modify or garnishments.
- I. Any special requests to file a case under seal or by party/litigant prior to being filed must be made in person in front of the Presiding Judge. If allowed to file under seal or by party/litigant initial, the case must be electronically filed with the payment for the filing, a copy of the approved order, including the security level, signed by the Presiding Judge, and any required documents necessary for filing.
- J. Any requests to file a document under seal should be made by motion to the assigned division without the documents having been filed as an attachment. The Court will make their ruling and if approved, the clerk will enter the order, which includes the security level. The documents are to then be filed electronically with a note to the clerk that the documents filed should be done so under seal pursuant to the court order and the date the order was signed.
- K. If a party needs to file a document that has parts of it redacted from public view, then the attorney shall first make a motion to the court without filing the document. If approved by the assigned division, the attorney shall electronically file two versions of the document. One version would be an unmodified document; the other would have the redactions. The attorney shall file a note to the clerk that the unmodified version is to be marked as confidential pursuant to the court order and the date the order was signed.

## 2. Associate Civil:

- A. All pleadings for cases on any docket should be electronically filed no later than three (3) business days prior to that docket date to avoid delays in processing. Any pleadings filed within three (3) business days of a scheduled hearing should be electronically filed and the attorney shall notify the division and/or docket clerk, by telephone, that a document has been submitted.
- B. For bulk filers\*\*, a copy of the docket will be emailed two (2) business days before the docket to allow the dockets to have the most current information entered on the case. If access to the docket is needed before this time, attorneys should access the docket by doing a "Scheduled Hearings & Trial Search" via case.net.

\*\*All other bulk filer guidelines remain in full force and effect and can be found by visiting:

<http://www.stlouisco.com/Portals/8/docs/Document%20Library/circuit%20court/circuit%20court%20pages/BulkFilerGuidelines.pdf>

- C. An alias or pluries summons request in writing is required with an explanation when an attorney requests a summons be issued before the prior summons has been returned non-executed; it shall require judicial approval before the new summons may issue.
- D. All judgments for cases on a call docket should be filed in paper format on the day the case is scheduled. Attorneys may file paper pleadings the day of court when a pro se party is involved.
- E. An **Application for Trial De Novo** on Small Claims matters should be filed electronically, with the payment for the application but the bond payment should be made in person.

## 3. Circuit Civil:

- A. The fee for service of a motion for contempt by the St. Louis County Sheriff is due at the time the motion is filed.
- B. **All Temporary Restraining Orders shall be filed electronically.** The attorney shall notify the summons clerks at 314-615-8439 of the filing so they can be processed as a priority. Failure to do so may cause a delay in the processing of the filing.
- C. Request for subpoenas on out of state cases shall be filed electronically. The attorney shall notify the summons clerks at 314-615-8439 of the filing so they can be processed as a priority. Failure to do so may cause a delay in the processing of the filing.
- D. Payments on a notice of payment of the award on a condemnation case cannot be filed electronically or through the eFiling System.

#### **4. Domestic Relations:**

- A.** Attorneys shall electronically file subsequent pleadings on **Adult Abuse** cases once the initiating documents have been filed in paper.
- B.** All **Temporary Restraining Orders** shall be filed electronically. The attorney shall notify the summons clerks at 314-615-8020 of the filing so they can be processed as a priority. Failure to do so may cause a delay in the processing of the filing.
- C.** Prior to the electronic filing of the Notice of Hearing, attorneys shall contact the Division Clerk or Domestic Relations Department for available court dates.
- D.** Due to sensitive information on judgments and orders, attorneys are encouraged to use Court provided judgment and order forms.
- E.** Attorneys shall use 'Notes to Clerk' to alert the clerk of an underlying Dissolution or Paternity case.
- F.** For additional information on submitting required documents [click here](#).

#### **5. Criminal/Traffic:**

- A.** All Waiver of Preliminary Hearing and Motion for Continuance requests for cases on any docket should be electronically filed no later than three (3) business days prior to the docket date to avoid delays in processing.
- B.** Attorneys shall use the complete and correct case number including any suffixes such as the **-01** when submitting pleadings to the Court.

#### **6. Sheriff:**

- A.** Send all releases by U.S. Mail or fax to the Sheriff's Office rather than e-File.

#### **7. Garnishments/Writs:**

- A.** Request for Garnishment and Interrogatories form should be filed within the same document, rather than e-Filed as two separate documents.
- B.** When filing an execution for possession of a property in a landlord/tenant or unlawful detainer action, the document type should be a writ, not a request for execution. This will allow for timely processing of the execution.

\*\*\*For Assistance with these guidelines or with e-filing questions, please contact Pamela Powell at 314-615-8052 or by email at [circuitcourt@stlouisco.com](mailto:circuitcourt@stlouisco.com).