

# NOTICE TO ATTORNEYS

The Criminal Department is in the process of scanning all pending court case files in preparation for eFiling.

Effective June 15, 2015, the Judges and clerks will be working from the scanned documents in lieu of the paper case file. All Criminal new filings and documents received by the Circuit Clerk's Office will be scanned into the Judicial Information System (JIS) by court personnel. The original paper documents will be destroyed 30 days after the documents are scanned. The Judges and clerks will be working from the scanned documents inside and outside the courtroom. Attorneys will have access to a court calendar for use within the courtroom.

This will be a major adjustment for all, but will prepare us for the implementation of eFiling in 2015. Criminal cases are scheduled to come up on eFiling in the fall of 2015.

To make this transition easier for everyone, we are requesting assistance from you with the following:

- ✓ All documents filed and received must be legible
- ✓ Paper clip filings and pleadings, no staples required
- ✓ Page number the document, if more than one page
- ✓ If NCR paper is used, the type set must be very dark so that it will scan
- ✓ The 'Filed Stamp' date must be stamped in an open area on the document so that it is legible
- ✓ Black ink should be used rather than blue ink when completing and signing documents

Attorneys can sign up through the eFiling system to gain access to view the scanned documents on their cases. WiFi is available in the Courts Building and the Justice Center. The password may be obtained from the Courts' IT Help Desk at 314-615-3263.

**WE APPRECIATE YOUR PATIENCE DURING THIS TRANSITION!!**

Joan M. Gilmer  
Circuit Clerk  
6/16/2015