

Bulk Filer Guidelines

New Petitions Filed shall have:

- The **Assigned Division and Day** (e.g. 31 W)
- The **Prayer Amount** should be in the petition.
- The **Primary Nature of Action** should be listed on the face of the Petition or as Count 1.
- The **Service Address Information** under the defendant's name on the petition.
- An **Original** of the petition to be served.

Submit payment via the e-Filing System in the amount of \$86.00; payable to St. Louis County Circuit Clerk for both fees: Clerk's Fee (\$50.00) and St. Louis County Sheriff (\$36.00). If Landlord Tenant add to the clerk fee, \$56.00 for posting and service at same address; \$62.00 for service and posting at different address and \$36.00 for posting only.

All Pleading shall contain:

- The Case Number
- Division and day (example: 31 W)
- Attorney's bar number, address, fax, email (Rule 55.03)
- Shall be e-Filed.
- Continuance memos shall contain a **certificate of service** indicating a copy was either hand-delivered or sent to the other party.

All Alias/Pluries Summons Request:

- **Do not request an alias/pluries summons** if the previous summons is still pending; the attorney will need to continue the matter to the next continuance date. If summons is lost or destroyed the attorney shall file memo indicating same and requesting same and requesting new summons.

Courtroom/Process Guidelines:

- Only use the continuance date that is on the board in the Courtroom. See the **Judge** for different dates. Submit continuance memos prior to the docket date.
- To the extent that memos/announcements cannot be timely electronically filed in advance, all memos/announcements shall have **Docket Line Numbers** and should be presented in **line number order** to the docket clerk.
- Obtain motion and trial (less than 2 hrs.) dates from the Docket Clerk get long trials (2 or more hours) dates from the division clerk or the Judge.
- A trial by jury shall be deemed waived unless **written demand on a separate memo** be e-Filed not later than five (5) working days before the return date of the summons or the trial date, whichever is later. See Local Rule 36.4.
- An **Affidavit** of the **Plaintiff** is required prior to the granting of a **Default Judgment**. This does not apply to a petition which is filed by sworn statement, verified petition or affidavit, such as a landlord/tenant case. (Administrative Order 5/10/05).

Each Judge reserves the right to use his or her discretion in implantation of the following guidelines.

- Attorneys will not be allowed to call in their docket announcements. Memos/Announcements for all bulk filers should be submitted to the Docket Clerk no later than 3 working **days before the court date**.
- All service returns shall be filed with the Docket Clerk 3 **working days** before court date.

Garnishments/Executions:

- Garnishments/Executions shall be e-Filed.

Thank you for your cooperation.