

How to Submit Required Pleadings

For DOMESTIC RELATIONS Cases Filed through the Missouri eFiling System

Pursuant to St. Louis County Local Court Rule 68, the following documents are required to be filed on new family court cases, motions to modify, and family access motions on existing cases. Please be aware this list may not be all inclusive.

Each document must be filed as a separate filing by using the Add New Document option.

Please do not submit as an attachment to the petition since it requires its own docket entry. You may reference the instructions on How to eFile a New Case in the Circuit Court ([link for How to eFile a New case- http://www.courts.mo.gov/file.jsp?id=49070](http://www.courts.mo.gov/file.jsp?id=49070)) or How to eFile on an Existing Case in the Circuit Court ([link for How to eFile on existing- http://www.courts.mo.gov/file.jsp?id=49114](http://www.courts.mo.gov/file.jsp?id=49114)) by referring to the e-Filing procedures. ([Help filing circuit court cases – this is the eFiling procedures link http://www.courts.mo.gov/page.jsp?id=48973](http://www.courts.mo.gov/page.jsp?id=48973))

Due to issues of confidentiality, in any dissolution case in which paternity must be established, a separate paternity case must be filed with no additional filing fee required. In order to avoid a separate filing fee, the attorney must include a “Note to the Clerk” indicating the companion divorce case and its case number.

NOTE: Please be sure to submit the appropriate filing fee, unless your petition includes an Affidavit in Support of Request to Proceed as a Poor Person. If you are requesting service by the St. Louis County Sheriff, you will also need to include the service fee. See Schedule of Deposit and Fees at: <https://wp.stlcourtscourts.com/circuit-clerk>. Please ensure every pleading contains an electronic signature or an original signature.

The chart below will assist attorneys and their staff in successfully filing specific Family Court matters. The chart is divided into two sections. The left side of the chart details the attorney’s eFiling process for specific filings and the right side details St. Louis County’s required documents and the appropriate document category and type for filing each document. Forms for the Required Documents may be found at: <https://wp.stlcourtscourts.com/forms>.

<u>TYPE OF FILING</u>	<u>DOCUMENT CATEGORY</u>	<u>DOCUMENT TYPE</u>	<u>ADDITIONAL REQUIRED DOCUMENTS</u>	<u>DOCUMENT CATEGORY</u>	<u>DOCUMENT TYPE</u>
New Family Court Case (Petition)	Petition/Initial Pleading	Petition Filed in Family Court	<ol style="list-style-type: none"> 1) Family Tracking Sheet 2) Statement of Income and Expense 3) Statement of Property 4) Certificate of Dissolution (If Applicable) 	<ol style="list-style-type: none"> 1) Filing –Other Miscellaneous 2) Filing – Other Miscellaneous 3) Filing – Other Miscellaneous 4) Certificate of 	<ol style="list-style-type: none"> 1) Family Tracking Sheet 2) Income & Expense Statement 3) Property Statement 4) Dissolution
Motion to Modify (Select File on Existing Case and the use the Current Case Number)	Motion To/For	Modify - Family	<ol style="list-style-type: none"> 1) Family Tracking Sheet 2) Statement of Income and Expense 3) Statement of Property 4) Exhibits (All preceding judgments and/or modifications. See Administrative Order 139) 	<ol style="list-style-type: none"> 1) Filing –Other Miscellaneous 2) Filing – Other Miscellaneous 3) Filing – Other Miscellaneous 4) Filing – Other Miscellaneous 	<ol style="list-style-type: none"> 1) Family Tracking Sheet 2) Income & Expense Statement 3) Property Statement 4) Exhibit
Family Access Motion (Select File on Existing Case and the use the Current Case Number)	Motion To/For	Family Access	N/A	N/A	N/A

<u>TYPE OF FILING</u>	<u>DOCUMENT CATEGORY</u>	<u>DOCUMENT TYPE</u>	<u>ADDITIONAL REQUIRED DOCUMENTS</u>	<u>DOCUMENT CATEGORY</u>	<u>DOCUMENT TYPE</u>
Service by Process Server	Motion To/For	Special Process Server	Request for Appointment of Process Server	N/A	N/A
Request for Summons	Request For/To	Summons	N/A	N/A	N/A
Affidavit in Support of Request to Proceed as a Poor Person	Motion To/For	Proceed in Forma Pauperis	N/A	N/A	N/A
Motion for Appointment of Next Friend (Required for Paternity and Name Change of Minor)	Motion To/For	Appointment of Next Friend	N/A	N/A	N/A
Consent to Act as Next Friend (Required for Paternity and Name Change of Minor)	Consent by/for/to	Appointment of Next Friend	N/A	N/A	N/A
Proposed Order of Appointment of Next Friend (Required for Paternity and Name Change of Minor)	Filing – Other/Miscellaneous	Proposed Order	N/A	N/A	N/A