

**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 on Particular Days**
- 3. Pleadings**
  - 3.1 Caption**
  - 3.2 Style**
  - 3.3 Amendment By Interlineation**
  - 3.4 Filing by Facsimile Transmission**
  - 3.5 Pleading Shall be Stapled and Contain Punched Holes**
- 4. Filing of Cases**
  - 4.1 Criminal Cases**
  - 4.2 Civil Cases**
  - 4.3 Probate Cases**
  - 4.4 Juvenile Cases**
  - 4.5 Small Claims Cases**
  - 4.6 Municipal Cases**
  - 4.7 Adult Abuse Cases**

**June 17, 2009**

- 5. Fees and Costs**
  - 5.1 Filing Fee and Cost Deposit**
  - 5.2 Costs**
  - 5.3 Witness Fees**
  - 5.4 Waiver of Fees**
  - 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  - 6.6.1 Circuit or Associate Circuit Judge - Repealed 9/6/01**
  - 6.6.2 Probate Division - Repealed 9/6/01**
  - 6.6.3 Family Court Divisions - Repealed 9/6/01**
  - 6.6.4 Associate Circuit Judges Hearing Cases Under Practices and Procedures Applicable Before Circuit Judges - Repealed 9/6/01**
- 6.7 Absence of Judge**
- 6.8 Absence of Presiding Judge**
- 6.9 Cases Heard by Commissioners**
  - 6.9.1 Assignment of Cases to Family Court Commissioners**
  - 6.9.2 Scope of Authority of Commissioners**
  - 6.9.3 Transmittal of Findings, Proposals, or Recommendations for Final Resolution to the Court**
- 7. Withdrawals of Files from Clerk's Office**
  - 7.1 When Allowed**
  - 7.2 Duplicating Policy**
- 8. Publication of Dockets - Repealed 10-11-96**
- 9. Courtrooms**
  - 9.1 Assignment of Courtroom**
  - 9.2 Place of Hearing**
  - 9.3 Use of Counsel Table**
  - 9.4 Courtroom Decorum and Dress**
  - 9.5 Photographing or Recording of Judicial Proceedings**
- 10. Court Reporters and Compensation for Same**

- 11. Recording of Judicial Proceedings**
- 12. Monies Paid into Court**
  - 12.1 Bond in Civil Cases**
  - 12.2 Bond in Criminal Cases**
  - 12.3 Bond in Infraction Cases**
  - 12.4 Bond in Traffic Cases**
  - 12.5 Appearance Bonds**
  - 12.6 Money To Be Deposited In An Interest Bearing Account**
  - 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**
- 29. Use of Information Technology Equipment in the Court**
- 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 Entry**
  - 54.1 Contested Cases**
  - 54.2 Default or Uncontested Cases**
- 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. Dissolution of Marriage**
  - 68.1 Filing Requirements**
  - 68.2 Separation Agreement**
  - 68.3 Forms of Decree**
  - 68.4 Filing of Income and Expense, Property Statement and Form 14**
  - 68.5 Modification of Decree**
  - 68.6 Schedules of Property**
  - 68.7 Pattern Interrogatories**
  - 68.8 Entry of Judgment Upon Affidavit - Requirements**
  - 68.9 Retroactive Payment of Child Support**
- 69. Municipal Division**
  - 69.1 Registration of Municipal Judges**
  - 69.2 Jury Trials - Municipal Division**
  - 69.3 Trial De Novo - Municipal Division**
  - 69.4 Indigence**

- 69.5 Change or Disqualification of Judge
- 69.6 Traffic Violations Bureau
- 70. Partition
- 71. Administrative Reviews
- 72. Probate
- 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
- 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
  - 100.2 Local Court Rules
    - 100.2.1 Formulation

- 100.2.2 Publication**
- 100.3 Law Library 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**