

**COURT RULES
21st JUDICIAL CIRCUIT**

INDEX TO ST. LOUIS COUNTY CIRCUIT COURT RULES

-A-

	Rule
Absence of Judge	6.7
Absence of Presiding Judge	6.8
Administration Rules	71
Administrative Reviews	100
Adoption	
Filing Requirements	61.1
Where Filed	4.4
Adult Abuse	
Where Filed	4.7
Agreement of Attorneys	21.7
Alternative Dispute Resolution.....	38
Appeal - Associate Circuit Cases	6.4.1
Appearance Bonds	12.5
Appearance Bonds, Setting before indictment, information or complaint	67.1.3
Appearance of Attorney	
Entry of	21.2
Withdrawal of	21.4
Appointment of Qualified Interpreter or Translator.....	25.1
Arraignment Docket, Criminal Cases.....	67.5
Assignment of Cases to	
Associate Circuit Judges	6.1
Circuit Judges [Other than Family Court]	6.3
Family Court	6.2
Assignment of Cases to Family Court	
Commissioners	6.9.1
Associate Circuit Cases	6.4
Duty Division	63
Associate Circuit Divisions	
Designated	1
Associate Circuit Judges	
Cases heard by	6.1
Hearing Cases Under Practices and Procedures Applicable Before Circuit Judges [Repealed September 6, 2001]	6.6.4

Attempt to Resolve, Certification of	33.5
Attorneys 21	
Advice to Client and Witness of Courtroom Procedure	21.8
Bar Number on Pleadings	3.1
Entries of Appearance	21.2
Non-Resident	21.2(2)
Resolution of Conflicting Trial Setting	21.1
Signature on Pleadings	3.1
Withdrawal of	21.4

-B-

Bail Bond	12.2
Bankruptcy	75
Bi-State Development Agency Citations	62.1
Board of Jail Visitors [Repealed September 9, 1998]	100.8
Bond in,	
Criminal Cases	12.2
Infraction Cases	12.3
Traffic Cases.....	12.4
Bond Refunds	12.2
Bond, Setting of and Reduction of	67
Bonds, Appearance	12.5
Budget Committee	100.1.5
Budget, Court.....	14

-C-

Call of Dockets	
Civil and Criminal Jury Cases.....	36.1
Domestic Relations Cases.....	36.2
Equity Cases	36.3
Cases Before Traffic Commissioners	62
Cases Heard by Commissioners	6.9
Caption of Pleadings	3.1
Certificate of Attempt to Resolve	33.5
Certification to Circuit Division	
Consolidated Claim	6.4.2
Counter Claim.....	6.4.2
Cross-Claim	6.4.2

Certification to Circuit Court	6.4.3
Jury Demand, Municipal Division Case	69.2
Jury Trial Requests	6.4.1
Third Party Petition	6.4.2
Change of Judge	
Associate or Circuit Judge	
[Repealed September 6, 2001]	6.6.1
Cases assigned to Divisions	6.5.4
Family Court Judge	6.6.3
Municipal Judge	69.5
Probate Judge	6.6.2
Child Custody Affidavit Required	68.1(1)
Child Support Calculations (Form 14) presumed	68.4
Child Support Retroactive Payments	68.9
Circuit Clerk	
Bond in Criminal Cases	12.2
Dismissal Docket	37.1
Filing fee and cost deposit	5.1
Registry Funds.....	12
Circuit Divisions - Designated	1
Civil Cases,	
Where Filed	4.2
Conferences-Pre-Trial	35.1
Civil Jury Case,	
Request for Trial Setting	36.1
Clerks	15
Clerk's Office	
Hours	2.1(2)
Removal of Files From, When	7.1
Complaints (Criminal), Where Filed	4.1(1)
Condemnation Cases	66
Assignment in Divisions	6.2(4)
Fees and Costs.....	5.6
Notice of Payment of Award	66.2
Reports of Commissioners.....	66.1
Conference, Pre-Trial	35
Confession of Judgment	27
Consent to Judgment	27
Consolidated Claim - Certification due to excessive	6.3.2
Consolidation of Cases	33.7
Continuance of Cases	
Civil Cases	34.1

Criminal Cases	34.2
Copies of Court Records	7.2
Cost Deposit	5
Costs in Execution Sales	81.1
Counsel Table, Use of	9.3
Counter Claims, Cross Claims, Third Party Petitions, or Consolidated Claims Exceeding the Limits Set Forth In Chapter 517	6.4.2
Court Budget.....	14
Court en Banc Meetings	100.7
Court Reporters	10
Courtroom Decorum and Dress	21.8
Courtroom Procedure, Advice to Client/Witness of	21.8
Criminal Cases	
Appearance Bonds	67.1.3
Arraignments	67.5
Conferences - Pre-trial.....	35.2
Pre-Trial Release	67.1
Trial Setting.....	36.1
Where Filed	4.1
Criminal Discovery.....	67.6

-D-

Default	42
Depositions	32.2
Disclosure of Experts	
[Repealed-Effective March 27, 1995].....	32.5
Discovery	32
Discovery, Criminal	67.6
Dismissal Dockets	
Circuit Cases	37.1
Publication of	8.2
Removal from	37.1
Disqualification of Judge	
Associate or Circuit Judge	
[Repealed September 6, 2001]	6.6.1
Family Court Judge	
[Repealed September 6, 2001]	6.6.3
Municipal Judge	69.5
Probate Judge	

June 17, 2009

[Repealed September 6, 2001]	6.6.2
Dissolution of Marriage	68
Divisions of Court.....	1
Division Numbers - Designated	1
Dockets	
Arraignment Criminal Cases	67.5
Civil Jury Cases	36.1
Criminal Jury Cases	36.1
Domestic Relations	36.2
Equity Cases.....	36.3
Publication of	8
Sign Up Motion	2.4
Domestic Relations Cases	
Conferences, Pre-Trial.....	35.3
Dismissal Dockets.....	37.1
Entry of Judgment Upon Affidavit - Requirements ...	68.8
Filing Requirements	68.1
Financial Statements	68.4(2)
Income and Expense Statement, Filing of	68.4
Interrogatories to Parties in Domestic Cases	57.1
Non-Contested Hearing Where/When	2.4
Presumed Child Support Calculations (Form 14)	68.4(3)
Production of Documents in Domestic Cases	58.1
Retroactive Payment of Child Support	68.9
Schedules of Property.....	68.6
Statement of Property Filing of	68.4
Trial Setting, Request for	36.2
Where Filed	68.1(3)
Dress and Decorum in Courtroom	21.8
Duplication of Court Records - Charges	7.2
Duties of Presiding Judge	100.1.2
Duty Division	63

-E-

Electronic Recording of Judicial Proceedings	11
Electronic Recording, Transcript of	10
Entry of Attorney's Appearance	21.2

June 17, 2009

Entry of Judgment Upon Affidavit-Requirements.....	68.8
Equipment Use in Courtroom.....	29
Request to Use Equipment.....	29.1
Requirements for Equipment Use.....	29.2
Discretion of Court not Limited by this Rule.....	29.3
Waiver of Liability Requirement.....	29.4
Equity Cases, Request for Trial Setting.....	36.3
Executions.....	81
Costs in Execution Sales.....	81.1
Exhibits.....	24
Experts, Disclosure of.....	32.6

-F-

Facsimile Filing.....	3.4
Fees and Costs.....	5
Condemnation Cases.....	5.6
Fees Fund Time Payments.....	100.9
Fee Deposit for Interpreter or Translator	
For NonEnglish Speaking Person.....	12.8
Felony Complaints, Indictments and	
Informations, Where Filed.....	4.1(1)
Files, Removal of, When.....	7.1
Filing by Facsimile Transmission.....	3.4
Filing Fees and Cost Deposit.....	5.1
Waiver of.....	5.4
Filing, Where	
Adult Abuse Cases.....	4.7
Civil Cases.....	4.2
Criminal Cases.....	4.1(1)
Financial Statements.....	68.4(2)
Income and Expense Statement in	
Domestic Relations Case.....	68.4(3)
Juvenile Cases.....	4.4
Motion to Modify Domestic Relations Case.....	68.1(3)
Municipal Ordinance Cases.....	4.6
Presumed Child Support	
Calculations (Form 14).....	68.4
Probate Cases.....	4.3
Schedules of Property.....	68.6

June 17, 2009

Small Claims Cases	4.5
Statement of Property in Domestic Relations Cases.....	68.4
Traffic (State & County) Cases.....	4.1(3)
Findings of Fact and Conclusions of Law, Preparation of	51.3
Fines, Traffic Violations Bureau [Repealed 06/11/01]....	69.6
Forms of Pleadings	3.2

-G-

Garnishments	82
Grand Jury	67.3
Guilty Plea in Criminal Case where Entered.....	67.9.1

-H-

Hardship Driving Privilege	
Application for, Where Filed	62
[Repeal Rules 62 and 62.1, Effective January 1, 2002, Replace with Cases Before Traffic Commissioners]	
Hearings, When	
Domestic Relations Non-Contested Cases	2.4
Holidays	2.1
Hours & Terms of Court.....	2.1
Hours of Court	2
Particular Matters on Particular Days	2.4
Terms of Court.....	2.2

-I-

Income and Expense Statement	
Filing of in Domestic Relations	68.4
Indictments, Where Filed	4.1(1)
Indigence, Municipal Division Case	69.4
Informal Matters, Presentation of.....	26
Informations, Where Filed.....	4.1(1)
Instructions in Jury Trials	53.1

Interlineation, Amendment by	3.3
Interlocutory Judgment by Default	42
Interpreter or Translator	25.1
Interrogatories, Civil Cases.....	32.1
Objections.....	32.2
Parties in Domestic Cases, to	57.1

-J-

Jail Visitors, Board of	100.8
Judgment Entry, Preparation of	54
Judicial Proceedings, Recording of.....	11
Jury, Civil Case,	
Request for Trial Setting in	36.1
Jury Closing Arguments.....	53.2
Jury, Criminal Case,	
Request for Trial Setting in	36.1
Jury, Deferred Service	52.2
[Repealed September 8, 2004]	
Jury Instructions.....	53.1
Counsel/Party Contact with Jurors	53.3
Jury Questionnaires.....	52.1
Jury Trials	6.3.1
Associate Circuit Case	6.4.1
Municipal Division Case	69.2
Juvenile Cases, Where Filed	4.4

-L-

Law Days	2.3
Law Library Fund	100.3
Local Court Rules, Formulation of	100.2.1
Location of Counsel Table	9.3

-M-

Memorandum to Accompany Pleading	3.2(2)
Minute Entry, Proposed to be filed	3.2(2)
Misdemeanor Cases, Where Filed	4.1

Money and Property Paid into Court	12
Motions	
After Findings of a Traffic Court Commissioner . .62.1 [Repeal Rules 62 and 62.1, Effective January 1, 2002 Replace with Cases Before Traffic Commissioners]	
Bond set and Bond Reduction	67.1.1
Certificate of Attempt to Resolve	33.5
Civil, Post-Trial	2.4
Civil, Pre-Trial	2.4
Consolidation of Cases	33.7
Continuances	34
Criminal Cases	67.6
Format of	3.2(1)
Interrogatories, re	32.2
Motion to Modify, Where Filed	68.1(3)
Non-Testimony	2.4(1)
Post Conviction Relief	67.7
Post Trial	2.4(2)
Pre-Trial	33
Psychiatric Examinations, for	67.6
Sanctions, for	32.3
Setting of	2.4
Suggestions in Support, When Required.....	33.2
Summary Judgment	33.6
Testimony	2.4
Municipal Division - Designated.....	1
Municipal Division, Jury Trial	69.2
Municipal Division, Trial De Novo from	69.3
Municipal Judge	
Absence of [Repealed September 6, 2001].....	6.6(3)
Change or disqualification of	69.5
Registration of	69.1

-N-

Non-Contested Matters.....	2.4
Non-Resident Attorney, Entry of	21.2(2)
Non-Testimony Motions, Setting of.....	2.4
Notice of Settlement	41.1

-O-

Official Files, Removal From Clerk's Office, When Allowed	7.1
--	-----

-P-

Payment by Credit Card	12.7
Petition, Filing of	4
Petitions for Review	
Administrative Reviews	71
Assignment.....	6.3(3)
Drivers' Cases	62
[Repeal Rules 62 and 62.1, Effective January 1, 2002, Replace with Cases Before Traffic Commissioners]	
Photocopies of Court Records, Costs of.....	7.2
Photographing or Recording of Judicial Proceedings	9.5
Pleadings	
Caption (Petition)	3.1
Format	3.2
Minute entry.....	3.2(2)
Paper size.....	3.2(1)
Signatures on	3.2
Style of	3.1
Pleading Shall be Stapled and Contain Punched Holes	3.5
Poor Person, Waiver of Fees	5.4
Post Conviction Relief - Motion for	67.7
Post Trial Motions	2.4
Presiding Judge	
Absence of	6.8
Assistant, Election of	100.1.1(5)
Death or Resignation.....	100.1.7
Duties of	100.1.2
Election of	100.1.1
Removal of	100.1.4
Presumed Child Support Calculations (Form 14)	68.4
Pre-Trial Matters	
Conferences	35
Motions, Filing of, Criminal Cases	67.6

Motions, Suggestions in Support	33.2
Release, Criminal Cases	67.1
Probate Cases	72
Probate Cases, Where Filed	4.3
Probate Division - Designated	1
Procedure on Publication.....	30
Process, Special Servers	28
Production of Documents in Domestic Cases	58.1
Property, Schedules of, Domestic Cases	68.6
Property and Money Paid into Court.....	12
Psychiatric Examination, Motion for	67.6(1)
Publication of Dockets [Repealed 10-11-96]	8
Publication, Procedure on.....	30

-Q-

Quorum, Court en Banc Meetings	100.7
--------------------------------------	-------

-R-

Reassignment of Case Following Change or Disqualification of Judge [Repealed September 6, 2001].....	6.6
Recording of Judicial Proceedings	11
Recordings, Transcript of Electronic	10
Registration of Municipal Judge	69.1
Registry, Monies Paid Into	12
Removal of Files, When Allowed	7.1
Removal of Presiding Judge	100.1.4
Retroactive Payment of Child Support	68.9
Review of Final Agency Decisions, except drivers' cases	71
Assignment of Petition (Driver's cases)	6.1
Assignment of Petition (Except Driver's cases)	6.2(3)
Revocation of Drivers' License, Petition to Review	62
[Repeal Rules 62 and 62.1, Effective January 1, 2002, Replace with Cases Before Traffic Commissioners]	
Rules Committee	100.1.6
Rules, Formulation of Local Court	100.2.1

-S-

Safekeeping, Property Delivered into Court for	12
Sanctions, Motions for	32.3
Schedule of Property	68.6
Scope of Authority of Commissioners.....	6.9.2
Search Warrants	67.12
Selection of Jury	52
Separation Agreement, Domestic Relations Cases	68.2
Setting Cases for Trial	36
Settlement	41
Settlement Conferences	35.4
Signature of Attorney on Pleadings	3.2
Size of Paper, Pleadings and Motions.....	3.2
Small Claims Case, Where Filed	4.5
Special Process Servers	28
Statement of Property, Filing of in Domestic Relations Cases	68.4
Style of Pleadings.....	3.2
Subpoenas, Witness for Depositions, Costs of	32.3
Summons in Lieu of Warrant	67.1.4
Summary Judgment, Motion for	33.6

-T-

Taxed as Costs, Depositions	32.3
Terms of Court	2.2
Third Party Petition, Certification due to	6.4.2
Traffic Violations Bureau Municipal Division Cases [Repealed June 11, 2001]	69.6
Transcripts, Preparation of	10
Transfer of Cases	6
Transfer of Supervision of Probation	67.13
Transmittal of Findings, Proposals, or Recommendations For Final Resolution to the Court.....	6.9.3
Trial De Novo Associate Circuit Judge Divisions.....	6.5.1
Municipal Division	69.3
Trial Settings	36
Associate Circuit Cases.....	36.4
Civil Jury Cases	36.1

Criminal Cases	36.1
Domestic Relations Cases	36.2
Equity Cases	36.3

-U-

-V-

Vital Statistics, Certificate Required by Law	
Adoption Case	61.1
Domestic Relations case	68.1
Voir Dire Examination	52.1

-W-

Waiver of Fees.....	5.4
Warrant, Summons in Lieu	67.1.4
Withdrawal of Attorney.....	21.4
Withdrawal of Files, When Allowed	7.1
Witness, Advise of Courtroom Procedure	21.8

-X, Y, Z-