

**RULE 2 HOURS AND TERMS OF COURT**

**2.1 HOURS OF COURT**

(1) The Court is open five (5) days a week, Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., legal holidays excepted.

(2) The following hours are established for the Office of the Circuit Clerk: 8:00 A.M. to 5:00 P.M. Monday through Friday and on Saturday from 8:00 A.M. to 12 noon for the purpose of filing papers.

(3) The Court and the Office of the Circuit Clerks shall be closed in observance of the public holidays declared and established by §9.010 of the Revised Statutes of the State of Missouri.

**2.2 TERMS OF COURT**

(1) The Circuit Court shall be in continual session as provided by §478.205, RSMo. To the extent that a term of Circuit Court may be required or specified by these rules or by any provision of law, the “terms” of Court shall be considered as commencing on the second Monday in January, the first Monday in May and the third Monday in September.

(2) The Court shall not be required to convene on the first day of any “term” solely because of this rule.

**2.3 LAW DAYS**

See Rule 2.4, post.

**2.4 PARTICULAR MATTERS ON PARTICULAR**

(1) Pre-trial motions in equity cases shall be set for hearing by making application to the clerk of the division in which the case is pending.

(2) Pre-trial motions in criminal and civil cases pending before Circuit Judges shall be set by making application to the division clerk of the division to which the case is assigned.

(3) Pre-trial motions in civil and criminal cases pending before Associate Circuit Judges shall be set by making application to the appropriate docket clerk except for those divisions requiring motions to be set with the courtroom clerk.

(4) Pre-trial motions in matters pending in the family court shall be set by making application to the domestic relations docket clerk except for those divisions requiring motions to be set with the courtroom clerk.

(5) Post-trial motions shall be set and heard by the judge having heard the case.