

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 I.
- The **Service Address Information** under the defendant's name on the petition.
- One filing information sheet per case filed. (do not attach filing sheet to copies of petition)
- An **Original** and **One Copy** of the petition for each defendant to be served.
(If Landlord Tenant Case, an **Original** and **Three Copies** for each defendant to be served)
- Make **One Check** in the amount of \$81.00; payable to St. Louis Co. Circuit Clerk for both fees: Clerk's fee (\$45.00) and St. Louis Co. 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 Pleadings shall contain:

- The Case Number
- Division and day (example: 31 W)
- The court date
- Attorney's Bar number, address, fax, email (Rule 55.03)
- Shall be **Filed Stamped** and dropped off in room 218. Garnishments-Rm. 215.
- All continuance memos shall contain a **certificate of service** indicating a copy was either hand-delivered or sent to the other party by mail, fax or electronic mail (Rule 43.01(c)).

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 lost or destroyed the attorney shall file memo indicating 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..
- All memos/announcements shall have **Docket Line Numbers** and should be presented in **line number order** to the docket clerk.
- All memos for cases that are not on the docket should be filed in Room 218.
- 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 filed not later than five (5) 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 implementation 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 days before the court date**.
- All service returns shall be filed with the Docket Clerk **5 working days** before court date.

Garnishments/Executions:

- Garnishments/Executions shall be **Filed Stamped** and dropped off in Room 215.

Thank you for your cooperation.