


COURT RULES OF THE 38TH JUDICIAL CIRCUIT

CHRISTIAN COUNTY

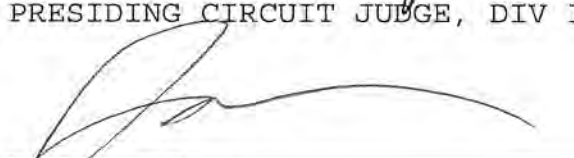
The following Circuit Court Rules are adopted for use in the 38th Judicial Circuit consisting of Christian County, pursuant to the authority granted in Article V, Section 15 of the Missouri Constitution adopted in 1977 and as implemented by the provisions of Section 478.245, RSMo., and in accordance with the mandate of the Supreme Court under Administrative Rule No.6, and shall apply to the Circuit Court of this Circuit and to the Divisions of the Circuit Court of this Circuit.

All prior Rules of the 38th Judicial Circuit are herewith rescinded and declared void.

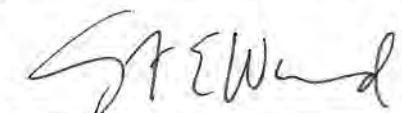
These rules shall become effective June 1, 2024.




LAURA JOHNSON
PRESIDING CIRCUIT JUDGE, DIV I



JESSICA KRUSE
CIRCUIT JUDGE, DIV II



STEVEN WARD
ASSOCIATE CIRCUIT JUDGE, DIV III



DOUG BACON
ASSOCIATE CIRCUIT JUDGE, DIV IV

ADMINISTRATION

1. Divisions of Court
2. Hours and Terms of Court
 - 2.1 Hours of Court
 - 2.2 Terms of Court
 - 2.3 Circuit Court—Divisions I and II
 - 2.4 Associate Circuit Court - Divisions III and IV
 - 2.4.1 Division III
 - 2.4.2 Division IV
 - 2.5 Meeting of the Court En Banc
3. Pleadings
 - 3.1 Caption (See Form 16)
 - 3.2 Style (See Form 16)
4. Filing of Cases
 - 4.1 Criminal Cases (No local rule)
 - 4.2 Civil Cases (No local rule)
 - 4.3 Probate Cases (No local rule)
 - 4.4 Juvenile Cases (No local rule)
 - 4.5 Small Claims Cases (No local rule)
 - 4.6 Municipal Cases
 - 4.7 Redaction of Personal Information
 - 4.8 E-Filing

5. Fees and Costs
 - 5.1 Filing Fees and Cost Deposits
 - 5.2 Costs
 - 5.3 Witness Fee (No local rule)
 - 5.4 Waiver of Fees, Proceeding In Forma Pauperis
 - 5.5 Motion for Security (No local rule)
6. Assignment of Judges, Cases and Transfer of Cases
 - 6.1 Assignment to Associate Circuit Divisions
 - 6.1.1 Division III
 - 6.1.2 Division IV
 - 6.1.3 Special Assignment
 - 6.1.4 Family Court
 - 6.2 Assignment to Circuit Divisions
 - 6.2.1 Domestic Cases
 - 6.2.2 Circuit Civil Cases
 - 6.2.3 Circuit Criminal Cases
 - 6.2.4 Criminal Cases with Multiple Defendants
 - 6.3 Certification to Circuit Division (No local rule)
 - 6.4 Trial de Novo (No local rule)
 - 6.5 Disqualification of Judge
 - 6.6 Absence of Judge
 - 6.7 Absence of Presiding Judge (See Local Rule 100.1.4)
 - 6.8 Consolidation of Civil Actions

- 6.9 Transfer of Criminal Cases to the Same Circuit Division
- 7. Withdrawals of Papers from Clerk's Office
 - 7.1 When Allowed (No local rule)
 - 7.2 Duplicating Policy (No local rule)
- 8. Publication of Dockets
 - 8.1 Trial Docket (See Local Rule 36)
 - 8.2 Dismissal Docket (See Local Rule 37)
- 9. Courtrooms
 - 9.1 Assignment of Courtroom
 - 9.2 Place of Hearing (No local rule)
 - 9.3 Use of Counsel Table (See Local Rule 9.4)
 - 9.4 Courtroom Decorum and Dress
 - 9.5 Who Is Permitted Within Bar (See Local Rule 9.4)
 - 9.6 Cell Phone Usage
- 10. Court Reporters and Compensation for Same
- 11. Recording of Judicial Proceedings
- 12. Monies Paid into Court
 - 12.1 Bond in Civil Cases (No local rule)
- 13. Communications with Court
 - 13.1 Oral Communications with the Court
 - 13.2 Written Communications with the Court

General Rules

- 21. Attorneys

- 21.1 Resolution of Conflicting Trial Settings
(No local rule)
- 21.2 Entries of Appearance (No local rule)
- 21.3 Conduct of Attorneys (See Local Rule 9.4)
- 21.4 Withdrawal of Attorneys
- 21.5 Failure of Attorney to Answer Docket Call
(No local rule)
- 21.6 Appointment of Attorneys (No local rule)
- 21.7 Agreement of Attorneys (No local rule)
- 21.8 Advice to Clients and Witnesses of Courtroom
Procedures (See Local Rule 9.4)
- 22. Appointment of Guardian ad Litem
(No local rule)
- 23. Transcripts
(See Local Rule 10)
- 24. Exhibits

PRE-TRIAL MATTERS

- 32. Discovery
 - 32.1 Use of Discovery and Certification to Circuit
Division (No local rule)
 - 32.2 Interrogatories
 - 32.3 Production of Documents and Things
 - 32.4 Depositions (No local rule)
 - 32.5 Motion for Sanctions (No local rule)
 - 32.6 Criminal Discovery (No local rule)
 - 32.7 Golden Rule
 - 32.8 Motions to Compel

- 33. Pre-Trial Motions
 - 33.1 Hearing Dates (See Local Rules 2.3 and 2.4)
 - 33.1.1 Routine Motions
 - 33.2 Briefs in Support of Motions, When Required
(No local rule)
 - 33.3 Oral Arguments - When Desired and How Requested
 - 33.4 Motions in Limine (No local rule)
 - 33.5 Uncontested Motions
 - 33.6 Remote Appearances Allowed When
 - 33.7 Remote Testimony in Civil Cases by Victim of Domestic Assault
- 34. Continuances
 - 34.1 Civil Cases
 - 34.2 Criminal Cases
 - 34.3 Uncontested Motions for Continuance
- 35. Pre-Trial Conferences
- 36. Setting Cases for Trial
 - 36.1 Requests for Trial
 - 36.2 Date of Calendar Call (No local rule)
 - 36.3 Preparation of Calendar (No local rule)
 - 36.4 Calendar Call (No local rule)
 - 36.5 Inactive Calendar (See Local Rule 37.1)
 - 36.6 Revision of and Removal from Prepared Calendar
(No local rule)
 - 36.7 Special Assignments (See Local Rule 6.1.3)

- 37. Dismissals by Court
 - 37.1 Dismissal Docket
 - 37.2 Voluntary Dismissal
 - 37.3 Reinstatement of Cause

SETTLEMENT AND DEFAULT

- 41. Settlement
 - 41.1 Notice of Settlement
- 42. Default (See Local Rule 2.3)

TRIALS

- 51. Court-Tried Cases
 - 51.1 Default and Uncontested Matters
See Local Rules 2.3 and 54.2)
 - 51.2 Contested Matters (See Local Rule 36.1(B))
 - 51.3 Preparation of Findings of Fact and Conclusions
of Law
 - 51.4 Trial Settings (See Local Rule 36.1(B))
- 52. Selection of Jury
 - 52.1 Jury Questionnaires
- 53. Jury Trials
 - 53.1 Instructions
 - 53.2 Closing Arguments (No local rule)
- 54. Judgment Entry
 - 54.1 Contested Cases
 - 54.2 Default or Uncontested Cases

RULES RELATING TO PARTICULAR ACTIONS

- 61. Adoption
 - 61.1 Filing Requirements (No local rule)
 - 61.2 Home Study
- 62. Drivers' Cases
 - 62.1 Applications for Hardship Driving Privileges (No local rule)
 - 62.2 Petitions for Review (No local rule)
 - 62.3 Breathalyzer Test (No local rule)
- 63. Associate Division Cases (See Local Rule 6.1)
- 64. Cases Arising Under Chapters 207 and 208, RSMo. 1978 (Commonly Known as Title IV-D and H.B. 601 Actions) (No local rule)
- 65. Civil Commitment (No local rule)
- 66. Condemnation (No local rule)
- 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 (No local rule)
 - 67.2 Preliminary Hearing (No local rule)
 - 67.3 Grand Jury (No local rule)
 - 67.4 Attorneys (See Local Rules 9.4 and 21)
 - 67.5 Arraignments
 - 67.5.1 In General
 - 67.5.2 Dates (No local rule)

- 67.6 Discovery (No local rule)
- 67.7 Motions
 - (See Local Rule 2.3)
- 67.8 Plea Bargaining (No local rule)
- 67.9 Guilty Plea
 - 67.9.1 Where Entered (No local rule)
 - 67.9.2 Petition to Enter a Plea of Guilty (No rule)
- 67.10 Calendar (No local rule)
- 67.11 Probation and Parole (No local rule)
- 68. Domestic Relations Cases
 - 68.1 Filing Requirements
 - 68.1(1) Vital Statistics Report
 - 68.1(2) Parenting Plan
 - 68.1(3) Information Statement - Child Support/Maintenance
 - 68.2 Interim Family Law Order
 - 68.3 Forms of Decrees (No local rule)
 - 68.4 Filing of Financial Statements
 - 68.4(1) Dissolution Actions - Statements of Property & Income Required
 - 68.4(2) Motion to Modify/Paternity/Custody Statement of Income Required
 - 68.4(3) Supplemented Discovery Required
 - 68.4(4) Sanctions May be Ordered - When
 - 68.4(5) Consolidated Statement Required - Time

- 68.4.1 Standard Discovery for Use in Contested Family Law Actions
 - 68.4.1(1) Dissolution - Standard Interrogatories Required
 - 68.4.1(2) Motion to Modify - Standard Interrogatories Required
 - 68.4.1(3) Paternity/Custody - Standard Interrogatories Required
 - 68.4.1(4) Contested cases - Release for Benefits & Financial Disclosure Required
 - 68.4.1(5) Parties Required to Exchange Documents
 - 68.4.1(6) Certificate of Service Required
 - 68.4.1(7) Court May Extend Time for Filing
 - 68.4.1(8) Requested Information shall be Updated Prior to Trial
 - 68.4.1(9) Sanctions May Be Imposed for Failure to Comply

68.5 Modification of Decree (No local rule)

68.6 Parent Education Programs

68.7 Entry of Judgment Upon Affidavit - Requirements

- 68.7(1) Final Orders Entered - When

- 68.7(2) Affidavit - Filing

68.8 Temporary Child Support

- 68.8(1) Either Parent May Move for Temporary Child Support

- 68.8(2) Verified Motion for Temporary Child Support

- 68.8(3) Copy of Motion to Other Parent

- 68.8(4) Time to Respond - Form 14

- 68.8(5) Court May Rule on Motion on Verified Motions and Response
- 68.8(6) Movant Shall Advise Court
- 68.8(7) Court May Require Hearing
- 68.8(8) Court May Issue Such Orders as Appropriate
- 68.8(9) The Time Shall Not Be Stayed or Tolloed
- 68.9 Pre-Trial Conference
 - 68.9(1) Pre-Trial Conference
 - 68.9(2) Time for Conference
 - 68.9(3) Pre-Trial Conference - Purpose
- 68.10 Dismissal by Court (See Local Rule 37.1)
- 68.11 Mediation in Domestic Relations and Paternity Cases
- 69. Municipal Division
 - 69.01 Determining Indigent Status in Municipal Division Cases
 - 69.02 Assignment of Municipal Judges
- 70. Partition (No local rule)
- 71. Administrative Reviews (No local rule)
- 72. Probate (No local rule)
- 73. Small Claims (No local rule)
- 74. Trust Estates
 - 74.1 Inventory (No local rule)
 - 74.2 Reporters (No local rule)
 - 74.3 Record (No local rule)

74.4 Audit (No local rule)

POST TRIAL

81. Execution (No local rule)

82. Garnishment (No local rule)

83. Judicial Sales (No local rule)

INTERNAL ORGANIZATION

100. Internal Organization

100.1 Presiding Judge

100.1.1 Election

100.1.2 Duties of Presiding Judge

100.1.3 Dispute Resolution - Procedure
(No local rule)

100.1.4 Absence of Presiding Judge

100.1.5 Removal of Presiding Judge

100.2 Local Court Rules

100.2.1 Formulation (No local rule)

100.2.2 Publication (No local rule)

100.3 Statutory Funds

100.3.1 Special 38th Circuit Judicial Fund

100.3.2 Family Services and Justice Fund

100.3.3 Time Payment Fund

100.4 Storage of Records

100.4.1 Reproduction, Preservation, Archival Storage
and Disposal of Original Circuit Court Files
(And Their Contents) (No local rule)

- 100.4.2 Reproduction and Preservation of Court
 Records Other Than Files (And Their
 Contents) (No local rule)
- 100.4.3 Responsibility for Indexing and Preserving
 Court Reporter Notes (No local rule)
- 100.4.4 Identification of Reporter's Notes
 (No local rule)
- 100.4.5 Index (No local rule)
- 100.4.6 Storage of Notes (No local rule)
- 100.4.7 Notes of Substitute Reporters(No local rule)
- 100.4.8 Storage of Notes Upon Retirement,
 Termination or Death of Court Reporter
 (No local rule)
- 100.4.9 Boxing and Storing of Old Notes
 (No local rule)
- 100.4.10 Responsibility for Furnishing Materials and
 space for Storage of Court Reporter Notes
 (No local rule)
- 100.4.11 Procedure for Examination of Criminal
 Records (No local rule)
- 100.4.12 Procedure for Expunging and Closing
 Criminal Records (No local rule)
- 100.5 Clerk's Duties
 - 100.5.1 Monies Paid Into Court (No local rule)
- 100.6 Selection of Veniremen (No local rule)
- 100.7 Open Meetings

MISCELLANEOUS RULES

101. Presence of Sheriff and Clerk Required

ADMINISTRATION

RULE 1 DIVISIONS OF COURT

- A. The circuit court of the Thirty-Eighth Judicial Circuit shall consist of a presiding judge and such other judges as may be assigned to hear civil, criminal, family law, juvenile, probate, small claims and traffic matters. The assignment of dockets to the various divisions of the court shall be subject to change from time to time, as directed by the presiding judge.

- B. Divisions I and II shall be presided over by circuit judges; Divisions III and IV shall be presided over by associate circuit judges.

- C. There shall be municipal divisions of the court. If any municipality elects to retain a municipal judge, the municipal judge shall hear and determine municipal ordinance violations in a municipal division of the circuit court located in the municipality so-electing to retain its municipal judge. Any such retention shall be at the sole cost of the municipality. If a municipality does not elect to retain its municipal judge, municipal ordinance violations shall be heard and determined by an associate circuit judge. The situs of any such municipal court shall be set and modified by the court en banc considering the availability of judges, costs and related matters.

- D. The treatment courts of the Thirty-Eighth Judicial Circuit shall provide enhanced supervision to offenders who meet eligibility criteria of the various treatment courts. The treatment courts shall be continually monitored and evaluated for modification as necessary to provide the most current evidence-based programs available. The mission of the treatment courts is to provide supervision and treatment which will allow offenders to change their behavior and avoid further involvement in the criminal justice system. The treatment courts are assigned to Division I.

Rule 2 HOURS AND TERMS OF COURT

2.1 HOURS OF COURT

Court will convene at 9:00 A.M. unless otherwise specified by the division before which any matter is pending.

2.2 TERMS OF COURT

The circuit court shall be in continual session as provided by Section 478.205, RSMo. To the extent that a term of circuit court may be required or specified by these rules or by any provisions of law, the "term" of court shall be considered as commencing on the first Tuesday in the months of February, June, and October.

2.3 CIRCUIT COURT - DIVISIONS I and II

Subject to change by the court, Divisions I and II shall hear routine civil motions, including domestic motions, and criminal motions, including pleas and sentencings, on Tuesdays, Wednesdays and Thursdays of each week. Parties desiring to bring a case before the court shall give any opposing parties five (5) business days written notice and shall notify the circuit clerk. Parties are encouraged to obtain agreement on a hearing date from the opposing party before noticing a motion for hearing. (See Local Rule 33).

The cases will be placed on the docket in the order in which the clerk is notified as follows:

Civil Matters.....9:00 A.M.
Criminal Matters.....10:00 A.M.

All matters requiring testimony, other than default civil matters, motions for approval of minor or wrongful death settlements or transfer of settlement proceeds, uncontested dissolutions and name changes, require a special setting. Matters anticipated to require more than a total of ten minutes of argument may also require a special setting. Special settings may be obtained through each division.

In routine civil matters in circuit court, parties may appear remotely via Webex by using the "Virtual Hearing Room" link on CaseNet. Parties may appear remotely for special civil settings with notice to the court by efileing a clerk note.

In criminal matters in circuit court, criminal defendants must appear in person unless leave of court is granted to appear via Webex. Counsel may appear remotely via Webex in routine criminal matters by using the "Virtual Hearing Room" link on CaseNet. Counsel may appear remotely via Webex for special criminal settings only with leave of court.

Probation violation matters will generally be heard on Thursday afternoons at 1:30 p.m.

Juvenile law day is held in Division II on the second Thursday afternoon of each month.

2.4 ASSOCIATE CIRCUIT COURT - DIVISIONS III AND IV

2.4.1 Division III

Division III will hear the following cases on the following days, subject to change by the court:

- A. Trials (with evidence) on Ex Parte Orders of Protection at 8:30 a.m. every Tuesday, Wednesday and Thursday;
- B. Criminal cases at 1:30 p.m. on the second and fourth Tuesday;
- C. Civil cases (non-domestic) every Tuesday at 9:00 a.m.;
- D. Domestic law day every Wednesday at 10:00 a.m.;
- E. Trials (non-evidentiary) on Ex Parte Order of Protection and Pro Se cases at 9:00 a.m. on the second Thursday;
- F. Small claims cases on the third Thursday of each month at 9:00 a.m.;
- G. Adoptions at 1:30 p.m. on first and second Thursdays;
- H. Pro se cases at 1:30 p.m. on third Thursdays.

In routine civil matters in Division III, parties may appear remotely via Webex by using the "Virtual Hearing Room" link on CaseNet. Parties may appear remotely for special civil settings with notice to the court by efileing a clerk note.

In criminal matters in Division III, criminal defendants and attorneys must appear in person unless leave of court is granted to appear via Webex.

2.4.2 Division IV

Division IV will hear the following cases on the following days, subject to change by the court:

- A. Probate docket on the second and fourth Monday of each month at 9:00 a.m.;
- B. Criminal docket on Tuesday and Wednesday of each week at 9:00 a.m.;
- C. Orders of Protection at 9:00 a.m. on the first, second, and fourth Thursday;
- D. DOR cases at 10:00 a.m. on the first and third Thursdays;
- E. Criminal non-support cases on the first and third Monday at 9:00 a.m.;
- F. Municipal cases. The schedule for municipal cases may be found on the court's website courts.christiancounty.mo.gov; and
- G. Restitution Docket at 9:00 a.m. on the fourth Friday.

In routine civil matters in Division IV, parties may appear remotely via Webex by using the "Virtual Hearing Room" link on CaseNet. Parties may appear remotely for special civil settings with notice to the court by efileing a clerk note.

In criminal matters in Division IV, criminal defendants and attorneys must appear in person unless leave of court is granted to appear via Webex.

2.5 MEETING OF THE COURT EN BANC

The meeting of the court en banc shall be held at least twice a year, but may be specially called by the presiding judge or by any two judges by giving written notice to the presiding judge. Written notice shall be given for all meetings and shall include the proposed agenda. All meetings of the court en banc shall be on the record. If the court is unable to agree to a

procedure, "Robert's Rules of Order" shall apply. Every judge, including the presiding judge, shall be entitled to one vote. A quorum shall be a majority of all of the voting members of the court en banc. Unless otherwise specifically provided, a majority of a quorum present at any meeting shall decide any matter before the court en banc.

RULE 3 PLEADINGS

All persons filing a pleading with the court must include their email address or note that they do not have one.

All pleadings shall be filed in text searchable PDF, except those filed by parties ineligible for electronic filing.

3.1 CAPTION (See Form 16)

3.2 STYLE (See Form 16)

RULE 4 FILING OF CASES

All documents and papers filed by attorneys must be filed electronically. See Supreme Court Operating Rule 27 and Supreme Court Rule 103. Pro se litigants are permitted to file papers in the office of the appropriate clerk based on case type. Those documents filed by pro se litigants will be scanned into the electronic file and maintained electronically.

4.1 CRIMINAL CASES (No local rule)

4.2 CIVIL CASES (No local rule)

4.3 PROBATE CASES (No local rule)

4.4 JUVENILE CASES (No local rule)

4.5 SMALL CLAIMS CASES (No local rule)

4.6 MUNICIPAL CASES

Municipal ordinance violation cases shall be filed with the clerk of the appropriate municipal division when that municipality has made provisions for a municipal judge as provided by law. If the municipality has not made such

provisions, the filing shall be with the clerk of the associate circuit court.

4.7 REDACTION OF PERSONAL INFORMATION

The responsibility for any mandatory redaction of personal information rests solely with counsel, the parties or any other person filing the document. Parties must file both redacted and unredacted versions of proposed orders and judgments. Persons filing documents with redactions must comply with Supreme Court Operating Rule 2.02.

4.8 E-FILING

Except for documents filed by pro se litigants, and documents prepared or accepted in the courtroom during trials and hearings, and as otherwise provided in these rules or by law, all filings in all types of cases shall comply with Supreme Court Rule 103.09 and Court Operating Rule 27.

With regard to documents filed by pro se litigants, documents originally filed in the municipal division, documents prepared or accepted in the courtroom during trials and hearings, and as otherwise provided in these rules, the circuit clerk shall be responsible for determining the procedures for the proper filing.

RULE 5 FEES AND COSTS

5.1 FILING FEES AND COST DEPOSITS

E-filing fees and costs shall be paid by approved electronic checks, credit cards, and debit accounts. All other fees and accounts shall be paid by cash, certified check, business check, money order or the equivalent, or by credit card or debit card approved by the circuit clerk. Personal checks shall not be accepted.

The circuit clerk shall be responsible for the collection of all costs after the initial filing fee except fees in a case pending in a municipal division having its own staff.

The court en banc shall set forth by administrative order the filing fees, service fees, and cost deposits for actions

filed in divisions of circuit court. This administrative order may be obtained from the circuit clerk.

5.2 COSTS

The court en banc shall set forth by administrative order the costs and fees for actions filed in divisions of circuit court. This administrative order may be obtained from the circuit clerk.

5.3 WITNESS FEE (No local rule)

5.4 WAIVER OF FEES, PROCEEDING IN FORMA PAUPERIS

Persons requesting permission to proceed in forma pauperis shall complete and submit to the clerk a "Motion and Affidavit in Support of Request to Proceed as a Poor Person". A form affidavit is available from the clerk or may be found at www.courts.mo.gov.

5.5 MOTION FOR SECURITY (No local rule)

]

RULE 6 ASSIGNMENT OF JUDGES, CASES AND TRANSFER OF CASES

6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT DIVISIONS

6.1.1 DIVISION III

Absent other order from the presiding judge, the following classes of cases are hereby assigned to Division III:

- A. Actions for support brought pursuant to Chapters 207 and 208, RSMo., and pursuant to the Uniform Reciprocal Enforcement of Support Law as set forth in Chapter 454, RSMo.;
- B. Actions brought pursuant to the Adult Abuse Act, Sections 455.010 to 455.085, RSMo.;
- C. Actions brought pursuant to the Protective Services for Adults Act, Sections 660.250 to 660.295, RSMo.;
- D. Actions brought pursuant to the Child Protection Orders Act, Sections 455.500 to 455.538, RSMo.;

- E. Actions filed on behalf of the State of Missouri by the Prosecuting Attorney pursuant to Chapters 210, 452 and 454, RSMo.;
- F. Actions or proceedings governed by Chapter 452 including but not limited to dissolution of marriage, legal separation, separate maintenance child custody and modification actions;
- G. Actions for annulment of marriage;
- H. Actions seeking a declaration of paternity;
- I. Family Access motions brought pursuant to the provision of Section 452.400, RSMo.;
- J. Proceedings in Habeas Corpus in child custody cases;
- K. Actions to establish the parent and child relationship, except actions to establish a person as an heir, devisee or trust beneficiary, and all actions provided for in Chapter 210;
- L. All civil actions and proceedings for the recovery of money when the sum demanded, exclusive of interest and costs, does not exceed \$25,000.00
Section 17.011.1(1), RSMo.;
- M. Small claims cases as provided in Sections 482.300 through 482.365, RSMo.;
- N. All actions for replevin, attachment and mechanics lien in which the recovery sought is less than \$25,000.00;
- O. Actions for unlawful detainer and actions for rent and possession;
- P. All actions against any railroad company in this state for damages for killing or injuring any animal;
- Q. Adoptions, except for adoptions associated with a juvenile matter;

- R. Name change requests;
- S. Circuit civil actions from which Division I and Division II are disqualified;
- T. Criminal actions from which Division I and Division II are disqualified and a preliminary hearing was held in Division IV;
- U. Criminal actions from which Division IV is disqualified;
- V. Trials de novo from municipal cases in Division IV; and
- W. Other cases as assigned by the presiding judge.

6.1.2 DIVISION IV

Absent other order from the presiding judge, the following classes of cases are hereby assigned to Division IV:

- A. All cases of misdemeanor or infraction;
- B. Felony cases through arraignment for circuit court;
- C. Municipal ordinance violation cases of any municipality in the county for which no municipal judge is provided;
- D. All trial de novo proceedings from municipal divisions;
- E. All actions seeking reinstatement of a driver's license revoked for refusal to submit to a chemical test to determine alcoholic content of blood and all petitions for review of driver's license revocations;
- F. All actions seeking hardship driving privileges;
- G. All probate proceedings;

- H. Actions brought pursuant to the Adult Abuse Act, Sections 455.010 to 455.085, RSMo.;
- I. Actions brought pursuant to the Protective Services for Adults Act, Sections 660.250 to 660.295, RSMo.;
- J. Actions brought pursuant to the Child Protection Orders Act, Sections 455.500 to 455.538, RSMo.;
- K. Felony guilty pleas as assigned by the circuit court;
- L. Criminal actions from which Division I and Division II are disqualified and in which no preliminary hearing was held; and
- M. Other cases as assigned by the presiding judge

6.1.3 SPECIAL ASSIGNMENTS

The presiding judge shall always retain the authority to specially assign judges as provided by law. An associate circuit judge may be assigned other cases, including felony criminal or circuit civil cases, by order of the presiding judge.

6.1.4 FAMILY COURT

Divisions I, II, III, and IV are designated the Family Court as provided in sections 487.010 to 487.190, RSMo.

- A. Actions heard in Family Court include actions for dissolution of marriage, legal separation, child custody, child support, adult abuse, paternity, modifications of the aforementioned actions; name change requests; juvenile proceedings as provided in Chapter 211, RSMo, including but not limited to adoptions and termination of parental rights; actions pursuant to 210.152, RSMo, de novo judicial review of decisions by the Child Abuse and Neglect Review Board; IV-D Child Support and Contempt Citations and State initiated paternity actions; Child and Adult abuse actions, including Chapter 455-Respondents less than seventeen years of age.

- B. The judge in Division III is designated as the family court administrative judge.

6.2 ASSIGNMENT TO CIRCUIT DIVISIONS

6.2.1 DOMESTIC CASES

Absent other order from the presiding judge, the following cases shall be assigned to Divisions II and III:

- A. Actions for support brought pursuant to Chapters 207 and 208, RSMo., and pursuant to the Uniform Reciprocal Enforcement of Support Law as set forth in Chapter 454, RSMo.;
- B. Actions filed on behalf of the State of Missouri by the Prosecuting Attorney pursuant to Chapters 210, 452 and 454, RSMo.;
- C. Contested dissolution of marriage cases, legal separation or separate maintenance proceedings;
- D. Actions seeking a declaration of paternity;
- E. Family Access motions brought pursuant to the provisions of Section 452.400, RSMo.;
- F. Proceedings in Habeas Corpus in child custody cases. All related applications for ex parte orders will be assigned to the division where the first application was filed;
- G. Adoption cases;
- H. Contested motions to modify decrees of dissolution of marriage, legal separation, separate maintenance, child custody and child support, family access motions, and motions for contempt will be assigned to the same judge who signed the original judgment. If that judge is not available, the matter will be assigned to Division II or III.

6.2.2 CIRCUIT CIVIL CASES

Except as provided in 6.2.1, circuit civil cases shall be randomly assigned 50/50 to Division I and to Division II.

6.2.3 CIRCUIT CRIMINAL CASES

Circuit criminal cases shall be assigned 50/50 to Division I and Division II based on case number.

- A. Any misdemeanor case(s) pending against a defendant who also has a pending felony criminal case(s) shall be reassigned to the division in which the felony criminal case is pending.
- B. All separate felony cases involving the same defendant will be assigned to the same circuit division based on the first-filed case.
- C. Separately filed cases against co-defendants shall be assigned to the same division based on lowest case number.
- D. Cases in which the defendant is participating in Christian County treatment court will be transferred to Division 1.

6.2.4 CRIMINAL CASES WITH MULTIPLE DEFENDANTS

Whenever a Complaint, Information or Indictment is filed charging multiple defendants in the same charging document, the following rules shall apply:

- A. Each defendant will be assigned a separate case number pursuant to Missouri Supreme Court Operating Rule 4.05.
- B. The cases shall be related for scheduling purposes pursuant to Missouri Supreme Court Operating Rule 4.05.
- C. Irrespective of the separate case numbers, defendants shall be tried together subject to a defendant's right

to severance as set forth in Supreme Court Rule 24.06 and Section 545.140, RSMo.

6.3 CERTIFICATION TO CIRCUIT DIVISION (No local rule)

6.4 TRIAL de NOVO (No local rule)

6.5 DISQUALIFICATION OF JUDGE

If one associate circuit judge is unable to act due to the judge's recusal or the grant of a timely filed Motion for Change of Judge, the circuit clerk shall assign the case to the other associate circuit judge without the necessity of further order of the presiding judge, with the exception that domestic cases as defined in 6.2.1 shall be assigned to Division II.

If all associate circuit judges are unable to act, the circuit clerk shall assign the case to Division I or Division II pursuant to Rule 6.2 without the necessity of further order of the presiding judge.

If one circuit judge is unable to act, the circuit clerk shall assign the case to the other circuit judge without the necessity of further order of the presiding judge, with the exception that domestic cases as defined in 6.2.1 shall be assigned to Division III.

If all circuit judges are unable to act, the circuit clerk shall assign the case to Division III or Division IV pursuant to Rule 6.1 without the necessity of further order of the presiding judge.

If all circuit judges and associate circuit judges are unable to act, the case will be referred to the presiding judge to request reassignment consistent with Supreme Court Rules and 478.255 RSMo.

Notwithstanding the preceding paragraphs, the presiding judge may refer any case to the Supreme Court for reassignment when the presiding judge determines such referral to be in the best interests of the court.

6.6 ABSENCE OF JUDGE

In the absence of a circuit judge or associate circuit judge, any other judge may temporarily sit as the judge of the division in which the judge is absent and perform all duties of the absent judge. Upon the order of the presiding judge, any temporarily sitting judge may be permanently assigned to hear any particular matter or any particular class of cases.

6.7 ABSENCE OF PRESIDING JUDGE (See Local Rule 100.1.4)

6.8 CONSOLIDATION OF CIVIL ACTIONS

A party desiring to consolidate civil actions into one cause of action shall file a motion to consolidate in each of the cases sought to be consolidated. Motions to consolidate cases pending in the same division shall be heard and decided by the judge in that division. Motions to consolidate cases that are pending in different divisions shall be decided by the judges involved. Following consolidation, all documents pertaining to the consolidated civil actions shall be filed in the first-filed case.

6.9 TRANSFER OF CRIMINAL CASES INTO THE SAME CIRCUIT DIVISION

- A. All separate felony cases involving the same defendant will be assigned to the same circuit division based on the first-filed case.
- B. When a felony case is transferred from associate circuit court to circuit court, all pending misdemeanors involving the same defendant will be transferred to the same division.
- C. Separately filed cases against co-defendants shall be assigned to the same division based on lowest case number.
- D. If a defendant has a pending probation violation at the time a new felony case is filed against the same defendant, the newly filed felony case shall be assigned to the circuit division in which the probation violation is pending.

RULE 7 WITHDRAWALS OF PAPERS FROM CLERK'S OFFICE

7.1 WHEN ALLOWED (No local rule)

7.2 DUPLICATING POLICY (No local rule)

RULE 8 PUBLICATION OF DOCKETS

8.1 TRIAL DOCKET (See Local Rule 36)

8.2 DISMISSAL DOCKET (See Local Rule 37)

RULE 9 COURTROOMS

9.1 ASSIGNMENT OF COURTROOM

Assignment of courtrooms shall be scheduled by the presiding judge's secretary.

9.2 PLACE OF HEARING (No Local rule)

9.3 USE OF COUNSEL TABLE (See Local Rule 9.4)

9.4 COURTROOM DECORUM AND DRESS

Subject to a judge's discretion as to the administration of her/his courtroom, the following rules shall apply:

- A. Counsel, parties and witnesses shall dress respectfully.
- B. Counsel shall advise their clients and witnesses as to the formalities of the court.
- C. When more than one attorney represents a party, only one attorney shall examine or cross-examine each witness.
- D. Counsel shall not block the viewing of a testifying witness.
- E. Unless otherwise specifically permitted by the court, only counsel, parties and court personnel may appear within the bar.

- F. Choice of counsel table for the duration of a matter shall be determined on a first come, first serve basis.

9.5 WHO IS PERMITTED WITHIN BAR (See Local Rule 9.4)

9.6 CELL PHONE USAGE

Cell phones are not permitted in courtrooms except for attorneys, probation and parole officers, juvenile staff, court staff and law enforcement. Violation of this provision may result in the cell phone being seized by the bailiff and returned at the discretion of the court.

RULE 10 COURT REPORTERS AND COMPENSATION FOR SAME

Preparation of any transcript on appeal by an official court reporter must be requested in writing and shall not begin until the person ordering such transcript makes a cash deposit with the reporter of such amount as the reporter reasonably estimates the transcript will cost. In the event any cash deposit exceeds the cost of the transcript ordered, the excess shall be refunded to the person who ordered the transcript upon its completion. In the event the deposit is insufficient to pay for a transcript, the remaining unpaid portion of the cost shall be due upon the delivery of the transcript to the person who ordered it prepared. Payment will be made to the reporter who prepared it.

Transcripts of proceedings on appeal that were preserved by electronic recording device must be ordered through the Circuit Clerk's office.

RULE 11 RECORDING OF JUDICIAL PROCEEDINGS

No one shall, in any manner, at any time, broadcast, televise, record, electronically or otherwise, or photograph anything occurring in a courtroom or in a courthouse, except as authorized under Supreme Court Operating Rule 16 and then only by prior order of the court.

- A. Members of the media and educational television may request permission to bring electronic devices into the courthouse to cover court proceedings pursuant to

Supreme Court Operating Rule 16. All requests for coverage must be made to the court's media coordinator in writing at least two business days prior to the proceeding and must be approved by the presiding judge. The media must comply with any conditions set forth by the judge presiding over the case in question. Upon objection of a party or participant to media coverage, the judge may prohibit media coverage of a participant in a judicial proceeding. The judge may hold a hearing concerning the media coverage and any objections and set terms and conditions of media coverage.

- B. Media proposing to use a personal recording device to make audio recordings solely as personal notes of the proceeding must make timely application to the media coordinator and obtain advance permission from the judge. Any such audio recording may not be used for any other purpose.
- C. This rule does not apply to the Sheriff's office, the Circuit Clerk's Office, or any other area exempted from this rule by the presiding judge.

RULE 12 MONIES PAID INTO COURT

12.1 BOND IN CIVIL CASES (No local rule)

RULE 13 COMMUNICATIONS WITH COURT

13.1 ORAL COMMUNICATIONS WITH THE COURT

Oral communications with the court concerning matters in a pending case are permitted only as consistent with the rules on ethics and rules prohibiting ex-parte communications.

13.2 WRITTEN COMMUNICATIONS WITH THE COURT

Written communications with the court concerning matters in a pending case, including e-mail communications, are permitted only as consistent with the rules on ethics and rules prohibiting ex parte communications. Any written or e-mail communication addressed to the court must also be addressed to

the attorneys for the other parties or the other party if no attorney is of record.

GENERAL RULES

RULE 21 ATTORNEYS

21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS (No local rule)

21.2 ENTRIES OF APPEARANCE (No local rule)

21.3 CONDUCT OF ATTORNEYS (See Local Rule 9.4)

21.4 WITHDRAWAL OF ATTORNEYS

The conditions under which an attorney is allowed to withdraw from the employ of a client are set out in Supreme Court Rule 4-1.16, Rules of Professional Conduct. Any attorney who desires to withdraw as attorney of record for any party to any action pending in this court shall comply with the following procedure:

- A. The attorney shall file a written motion requesting leave of court to withdraw. If the case is set for trial, the reason for the request must be set forth in the motion. Leave to withdraw may not be granted if the case is set for trial. Attached to the motion shall be a notice of the date and time at which the moving attorney will call up the motion before the court for hearing.
- B. A withdrawal memorandum may be filed when the matter is completed, and there are no pending claims or issues remaining. Court action is not necessary on a withdrawal memorandum.
- B. A copy of the motion and the notice shall be served upon all parties, including the client from whose employ the attorney is seeking leave to withdraw, in the manner provided by Supreme Court Rule 55.03(e).

21.5 FAILURE OF ATTORNEYS TO ANSWER DOCKET CALL (No local rule)

21.6 APPOINTMENT OF ATTORNEYS (No local rule)

21.7 AGREEMENT OF ATTORNEYS (No local rule)

21.8 ADVICE TO CLIENT AND WITNESSES OF COURTROOM PROCEDURE
(See Local Rule 9.4)

RULE 22 APPOINTMENT OF GUARDIAN AD LITEM (No local rule)

RULE 23 TRANSCRIPTS (See Local Rule 10)

RULE 24 EXHIBITS

Exhibits should be marked for identification prior to any trial or hearing. A list of exhibits each party intends to offer should be provided to the judge and the court reporter at the beginning of the trial or hearing. The attorneys are responsible for the exhibits before, during and after the trial or hearing. At the conclusion of the trial or hearing, the attorneys are responsible to withdraw the exhibits, whether or not admitted as evidence, and preserve the exhibits for safekeeping and must be prepared to make those exhibits available as necessary for post-trial proceedings.

In some cases, the judge may need to maintain some or all of the exhibits for further review following a hearing or trial. At the conclusion of the court's need for the exhibits, they must be retrieved by the attorneys within 60 days or they will be destroyed. Attorneys must contact each division to make arrangements to obtain exhibits.

PRE-TRIAL MATTERS

RULE 32 DISCOVERY

32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION
(No local Rule)

32.2 INTERROGATORIES

- A. Unless otherwise agreed by the parties, the interrogatories shall be served upon adverse counsel in writing and shall be accompanied by an editable electronic version of the interrogatories. The interrogatories are not to be filed with the court,

except as provided by Paragraph C herein. The interrogating party shall show on the interrogatories the "Certificate of Service" and shall file with the court at the time they are mailed a "Certificate of Service" of the interrogatories.

- B. The interrogated party shall reproduce the interrogatory before each answer using the same interrogatory number as in the interrogatories propounded by the opponent, or respond in the space provided on the interrogatories from the interrogating party.
- C. If a motion placing the interrogatory in issue is filed, the movant shall contemporaneously file each interrogatory and answer that is the subject of the motion.
- D. Where a party files an objection to any interrogatory, the interrogatory objected to shall be set out in full before the stated objection.

32.3 PRODUCTION OF DOCUMENTS AND THINGS

- A. Unless otherwise agreed by the parties, requests for production shall be served upon adverse counsel in writing and shall be accompanied by an editable electronic version of the requests. The requests are not to be filed with the court, except as provided by Paragraph C herein. The requesting party shall show on the requests the "Certificate of Service" and shall file with the court at the time they are mailed a "Certificate of Service" of the requests.
- B. The requested party shall reproduce the request before each response using the same request number as in the requests propounded by the opponent, or respond in the space provided on the requests from the requesting party.
- C. If a motion placing the request in issue is filed, the movant shall contemporaneously file each request and response that is the subject of the motion.

- D. Where a party files an objection to any request, the request objected to shall be set out in full before the stated objection.

32.4 DEPOSITIONS (No local rule)

32.5 MOTION FOR SANCTIONS (No local rule)

32.6 CRIMINAL DISCOVERY (No local rule)

32.7 GOLDEN RULE

Notice of hearing on a discovery dispute shall not be given unless the parties have met in person or by telephone in a good faith attempt to informally resolve the dispute. Any motion to compel discovery must contain the movant's affirmative statement that a good faith attempt to confer has been made. Failure to comply will result in denial of a motion to compel.

32.8 MOTIONS TO COMPEL

Parties shall not notice objections to discovery requests for hearing without a motion to compel. Motions to compel requiring argument exceeding a total of ten minutes may require a special setting. (See also Local Rule 32.7).

RULE 33 PRE-TRIAL MOTIONS

33.1 HEARING DATES (See Local Rules 2.3 and 2.4)

33.1.1 ROUTINE MOTIONS

- A. "Routine Motions" are those motions or other matters which will not require more than ten (10) minutes for presentation to the court. Routine motions may be set for hearing by attorneys upon notice to all parties in compliance with the Supreme Court Rule notice requirements. All motions that cannot be presented in the time allotted for routine motions must be scheduled for hearing through the division.

B. Circuit Cases

Routine criminal and civil motions in all circuit divisions may be scheduled in accordance with Local Rule 2.3. Routine matters need not be scheduled with the division clerk and are always subject to the court's availability based on other scheduled court business. Parties should contact the division clerk in advance to determine the court's availability on a given date. Parties desiring to bring a routine matter before the court shall give opposing parties five (5) business days' written notice and shall notify the circuit clerk. Parties are encouraged to obtain agreement on a hearing date from the opposing party before noticing a motion for hearing. If a circuit division is not available to hear routine motions on a particular date, the parties may by agreement appear in the other circuit division for hearing on their motion or may reschedule.

33.2 BRIEFS IN SUPPORT OF MOTIONS, WHEN REQUIRED (No local rule)

33.3 ORAL ARGUMENTS - WHEN DESIRED AND HOW REQUESTED

Circuit court matters requiring over ten minutes of oral argument must be specially set through the appropriate division.

If a motion states that it is uncontested, the parties may provide a proposed order to the division clerk in lieu of appearance, except for motions for continuance of trial dates and motions to withdraw.

33.4 MOTIONS IN LIMINE (No local rule)

33.5 UNCONTESTED MOTIONS

Except for motions to withdraw and motions for continuance, if a motion is uncontested, the moving party shall so state in the title of the motion and shall file a proposed order which also states the motion is uncontested. The moving party shall file an accompanying clerk note that the motion is uncontested. No hearing on the motion will be necessary.

If a motion for continuance is uncontested, the moving party shall so state in the title to the motion and shall file a proposed order which also states the motion is uncontested. The moving party shall file an accompanying clerk note that the motion is uncontested and will be notified if a hearing is necessary.

33.6 REMOTE APPEARANCES ALLOWED WHEN

In routine civil matters, parties may appear remotely via Webex by using the "Virtual Hearing Room" link on CaseNet. Parties may appear remotely for special civil settings with notice to the court by efileing a clerk note.

In criminal matters in circuit court, criminal defendants must appear in person unless leave of court is granted to appear via Webex. Counsel may appear remotely via Webex in routine criminal matters by using the "Virtual Hearing Room" link on CaseNet. Counsel may appear remotely via Webex for special criminal settings only with leave of court.

In criminal matters in associate circuit court, criminal defendants and attorneys must appear in person unless leave of court is granted to appear via Webex.

33.7 REMOTE TESTIMONY IN CIVIL CASES BY VICTIM OF DOMESTIC ASSAULT

A. A person may testify by video conference at a civil trial involving an offense under Sections 565.072 to 565.076, RSMo., if the person testifying is the victim of the offense.

B. To testify by video conferencing, the person shall file a Declaration Requesting Appearance by Video Conference. The form Declaration is available on the court's website www.courts.christiancountymo.gov and through the circuit clerk's office.

C. In all cases, except those seeking an order of protection, the Declaration shall be filed at least twenty (20) days prior to the trial with any objections to the Declaration to be filed within seven (7) days after the Declaration is filed.

D. In all cases seeking an order of protection, the Declaration shall be filed no later than five (5) days before the trial, including any intervening weekends or holidays. Objections to the Declaration must be filed no later than three

(3) days before the trial, including any intervening weekends or holidays. For good cause shown, the Court may extend or shorten the time for filing of the Declaration or objections.

E. Failure to file objections will be deemed to be consent to the request to appear by video conference, but will not waive the ability to contest whether the domestic assault occurred.

F. The court will sustain the request to appear by video conference if the Declaration provided by the requesting party, on its face, contains allegations sufficient to support the finding of a domestic assault in Sections 565.072 to 565.076, RSMo.

RULE 34 CONTINUANCES

34.1 CIVIL CASES

A motion for continuance must be made in writing, accompanied by an affidavit, and shall state the reason for the requested continuance and whether opposing counsel consents to or opposes the application. The attorney shall certify that the party for whose benefit the motion is filed has been consulted, that the party is aware of the contents of the motion, and the party's position with respect to the proposed continuance.

Uncontested motions for continuance must so state in the title and be accompanied by a clerk note that the motion is uncontested. No hearing will be necessary unless the court notifies the parties otherwise. All other motions for continuance must be noticed for hearing. Parties may appear on a motion for continuance via Webex (See Local Rule 33.6).

A party's oral application for continuance may be considered only if the adverse party consents.

34.2 CRIMINAL CASES

An application for continuance must be made in writing and shall state the reason for the requested continuance and whether opposing counsel consents to or opposes the application. If the application is made on behalf of a defendant, the application must contain the affirmative statement that counsel has personally discussed the application with the defendant and the defendant's position with respect to the proposed continuance.

The defendant shall be present in the courtroom when any application for continuance is heard, unless otherwise excused by the court.

A party's oral application for continuance may be considered only if the adverse party consents or if the court finds good cause.

34.3 UNCONTESTED MOTIONS FOR CONTINUANCE

Uncontested motions for continuance must so state in the title and be accompanied by a clerk note that the motion is uncontested. No hearing will be necessary unless the court notifies the parties otherwise.

RULE 35 PRE-TRIAL CONFERENCES

Pretrial conferences will be scheduled upon request of any party or as the court deems necessary.

RULE 36 SETTING CASES FOR TRIAL

36.1 REQUESTS FOR TRIAL

A. Jury Trials

Requests for jury trial settings should be made in writing to the appropriate division. The request must include available dates for trial and anticipated length of trial.

Each circuit division will schedule civil and criminal jury trials on Mondays. Trials will be heard in the order scheduled.

B. Bench Trials

Requests for bench trial settings should be made in writing to the appropriate division. The requests must include available dates for trial and anticipated length of trial.

Bench trials will generally be set on Mondays and Fridays. Bench trials set on Mondays will be a backup setting to any jury trials set on that date.

36.2 DATE OF CALENDAR CALL (No local rule)

36.3 PREPARATION OF CALENDAR (No local rule)

36.4 CALENDAR CALL (No local rule)

36.5 INACTIVE CALENDAR (See Local Rule 37.1)

36.6 REVISION OR REMOVAL FROM PREPARED CALENDAR (No local rule)

36.7 SPECIAL ASSIGNMENTS (See Local Rule 6.1.3)

RULE 37 DISMISSALS BY COURT

37.1 DISMISSAL DOCKET

Each division will from time-to-time prepare a dismissal docket of all cases that have not had court activity in the preceding six months. The cases will be dismissed without prejudice for failure to prosecute on a date set forth in the docket entry. Instructions for removal from the dismissal docket will be included in the docket entry scheduling the dismissal date.

37.2 VOLUNTARY DISMISSAL

A notice of dismissal with or without prejudice must state whether the case is set for trial.

37.3 REINSTATEMENT OF CAUSE

Within thirty (30) days from the date of dismissal, an application or motion to reinstate the case may be filed. Cases will only be reinstated for good cause shown.

SETTLEMENT AND DEFAULT

RULE 41 SETTLEMENT

41.1 NOTICE OF SETTLEMENT

The court and the clerk shall be notified promptly by counsel if a case is settled after it has been set for trial.

RULE 42 DEFAULT (No local rule)

TRIALS

RULE 51 COURT-TRIED CASES

51.1 DEFAULT AND UNCONTESTED MATTERS

(See Local Rules 2.3 and 54.2)

51.2 CONTESTED MATTERS (See Local Rule 36.1(B))

51.3 PREPARATION OF FINDINGS OF FACTS AND CONCLUSIONS OF LAW

In all court-tried cases in which findings of fact and conclusions of law are required or properly requested, the parties, through their attorneys, shall submit redacted and unredacted proposed findings of fact and conclusions of law at the conclusion of the trial or within a reasonable time thereafter as directed by the court.

51.4 TRIAL SETTINGS (See Local Rule 36.1(B))

RULE 52 SELECTION OF JURY

52.1 JURY QUESTIONNAIRES

The jury questionnaire shall be delivered with the summons along with directions to fill it out and return it to the clerk's office within ten (10) days.

Copies of jury questionnaires shall be available on or before the day of any jury trial by contacting the clerk. At the completion of the voir dire examination, it is the responsibility of the attorney to return the copy of the jury questionnaires to the clerk.

RULE 53 JURY TRIALS

53.1 INSTRUCTIONS

Proposed jury instructions shall be exchanged in accordance with a pre-trial order entered in the case. If no pre-trial order is entered, then the parties shall submit to the court and opposing counsel, on the first day of trial, an annotated and unannotated set of the instructions they anticipate will be offered at the close of all evidence.

53.2 CLOSING ARGUMENTS (No local rule)

RULE 54 JUDGMENT ENTRY

54.1 CONTESTED CASES

Unless otherwise ordered, the attorney for the prevailing party shall prepare and submit the form of judgment entry to the court for its approval.

54.2 DEFAULT OR UNCONTESTED CASES

Proposed judgments should be submitted electronically, unless otherwise ordered by the court. Redacted and unredacted copies must be provided when necessary.

RULES RELATING TO PARTICULAR ACTIONS

RULE 61 ADOPTION

61.1 FILING REQUIREMENTS (No local rule)

61.2 HOME STUDY

In cases where the adoption or custody involves a minor child under eighteen (18) years of age who is the natural child of one of the petitioners, the home study required by Chapter 453 is hereby waived, except the criminal history report required by Section 453.070, RSMo., is still required.

RULE 62 DRIVERS' CASES

62.1 APPLICATION FOR HARDSHIP DRIVING PRIVILEGES (No local rule)

62.2 PETITIONS FOR REVIEW (No local rule)

62.3 BREATHALYZER TEST (No local rule)

RULE 63 ASSOCIATE DIVISION (See Local Rule 6.1)

**RULE 64 CASES ARISING UNDER CHAPTERS 207 AND 208, RSMo.
(COMMONLY KNOWN AS TITLE IV-D AND H.B. 601 ACTIONS)
(No local rule)**

RULE 65 CIVIL COMMITMENT (No local rule)

RULE 66 CONDEMNATION (No local rule)

RULE 67 CRIMINAL CASES

67.1 PRE-TRIAL RELEASE

67.1.1 MOTIONS TO SET BOND AND FOR BOND REDUCTION

A bond hearing shall be held within seven days of the initial appearance if a defendant in custody cannot meet the conditions of release set at the initial appearance. Subsequent motions to set bond or for bond reduction, or for modifications of conditions of release, shall be made in writing and filed with the circuit clerk five business days before hearing unless a shorter time is agreed by the parties or approved by the court upon good cause shown. In those cases where victim notification is required, the prosecutor must advise the court of the status of that notification at the beginning of any hearing on bond motions.

67.1.2 DEPOSIT OF OPERATOR'S LICENSE (No local rule)

67.2 PRELIMINARY HEARING (No local rule)

67.3 GRAND JURY (No local rule)

67.4 ATTORNEYS (See Local Rules 9.4 and 21)

67.5 ARRAIGNMENTS

67.5.1 IN GENERAL

Divisions III and IV are authorized to conduct arraignments in felony cases for circuit court and to accept pleas of guilty in felony cases upon waiver of the preliminary hearing or after completion of the preliminary hearing, with written consent of the criminal defendant.

67.5.2 DATES (No local rule)

67.6 DISCOVERY (No local rule)

67.7 MOTIONS (See Local Rule 2.3)

67.8 PLEA BARGAINING (No local rule)

67.9 GUILTY PLEA

67.9.1 WHERE ENTERED (No local rule)

67.9.2 PETITION TO ENTER A PLEA OF GUILTY(No local rule)

67.10 CALENDAR (No local rule)

67.11 PROBATION AND PAROLE (No local rule)

RULE 68 DOMESTIC RELATIONS CASES

68.1 FILING REQUIREMENTS

68.1.1 Report Vital Statistics

At the time of filing a petition for dissolution of marriage, the attorney for the petitioner shall file a record of dissolution of marriage on a form prescribed and furnished by the state registrar, as required by Section 193.205, RSMo. In cases where there are minor children, the information required by Section 452.780, RSMo shall be furnished in the original pleading or contained in a separate affidavit attached to the original pleading.

68.1.2 Parenting Plan

In all cases wherein a parenting plan is required, the party submitting a proposed parenting plan shall, either:

- (a) Submit a fully completed Supreme Court Form CAFC501A and B (Rev. 02/17/11); or
- (b) Submit a parenting plan which is in compliance with Section 452.310(8), RSMo., with a fully completed parenting plan checklist (Form 10).

68.1.3 Information Statement to the Circuit Court for the Processing of Maintenance and Child Support Payments

In any case requiring child support payments from one party to another, Form 13 entitled "Information Statement to the Circuit Court for the Processing of Maintenance and Child Support Payments (Confidential Record)" shall be filed with the clerk of the circuit court before final judgment will be accepted for filing.

68.2 INTERIM FAMILY LAW ORDER

In all proceedings for Dissolution of Marriage, Legal Separation, Declaration of Paternity or Non-Paternity, and Child Custody, the court hereby enters the Interim Family Law Order (Form 12). In any such proceeding, the clerk of the court shall attach the Interim Family Law Order (Form 12) to the Summons or serve a copy of the Interim Family Law Order (Form 12) on the parties at the address specified in the petition. Proof of mailing by the clerk shall constitute notice as required in this rule.

68.3 FORMS OF DECREES (No local rule)

68.4 FILING OF FINANCIAL STATEMENTS

(1) Dissolution Actions - Statements of Property & Income Required. In all actions for Dissolution of Marriage or Legal Separation, each party shall complete a Statement of Marital and Non-Marital Assets and Debts (Form 2) and a Statement of Income and Expenses (Form 1), executed under oath, filed with the court

and served on the opposing party within 60 days from the date the answer is filed.

(2) Motion to Modify/Paternity/Custody - Statement of Income Required. In all Motions to Modify Child Support, Maintenance, or Custody and actions to establish Paternity, Custody, and Child Support, each party shall complete a Statement of Income and Expenses (Form 1), executed under oath, filed with the court and served on the opposing party within ninety (90) days from the date of service.

(3) Supplemented Discovery Required. If any changes occur prior to the trial date, the information provided in accordance with these rules shall be updated no less than twenty (20) days prior to trial and served on the opposing attorney with a Certificate of Service of same to the court.

(4) Sanctions may be ordered - when. If a party fails to timely file or update discovery in accordance with these rules, counsel shall direct written correspondence to the opposing party or their counsel, if represented, requesting compliance with this Rule within fifteen (15) days. Continued noncompliance may result in the noncomplying party being prohibited from presenting affirmative evidence as to the values of the property, income or expense which were not provided to opposing counsel.

(5) Consolidated Statement Required - Time. A consolidated statement of marital and non-marital assets and debts of Petitioner and Respondent (Form 9) shall be submitted in every contested Dissolution of Marriage or Legal Separation action. Twenty days prior to the scheduled trial date of any such action the parties shall file with the court their Form 9. If the parties are unable to agree upon a Form 9, then each party shall submit a proposed Form 9 to the court and the court may schedule a pre-trial conference to resolve any differences in the proposed forms.

68.4.1 STANDARD DISCOVERY FOR USE IN CONTESTED FAMILY
LAW ACTIONS

(1) Dissolution - Standard Interrogatories Required. In all actions for Dissolution of Marriage or Legal Separation, the court en banc approved standard sets of opening Interrogatories

(Form 5) shall be first used and automatically answered by both parties unless both parties stipulate in writing the case is not contested.

- (a) Within 30 days from the filing of the Answer to the Petition, each party shall serve a copy of the answers to the Form 5 Interrogatories and a certificate of service to the court without either party being required to have actually served a copy of said Interrogatories on the other party. The original interrogatory answers shall be maintained by the party.

(2) Motion to Modify - Standard Interrogatories Required.

In all Motions to Modify Child Support, Maintenance, or Custody the court en banc approved standard sets of opening Interrogatories (Form 6) shall be first used and automatically answered by each party and served on the other party within sixty (60) days of the date the movant serves the motion on the other party, unless both parties stipulate in writing the case is not contested.

- (a) Each party shall serve a copy of the answers to the Form 6 Interrogatories to the other party and file a certificate of mailing with the court without either party being required to have actually served a copy of said interrogatories on the other. The original interrogatory Answers shall be maintained by the party.

(3) Paternity/Custody - Standard Interrogatories Required.

In all actions to establish Paternity and/or Custody, the court en banc approved standard sets of opening Interrogatories (Form 15) shall be first used and automatically answered by both parties unless both parties stipulate in writing the case is not contested.

- (a) Within 30 days from the filing of the Answer to the Petition, each party shall serve a copy of the answers to the Form 15 Interrogatories and a certificate of service to the court without either party being required to have actually served a copy of said Interrogatories on the

other party. The original interrogatory answers shall be maintained by the party.

(4) In Contested Cases - Release for Benefits & Financial Disclosure Required. In all actions for Dissolution of Marriage, Legal Separation, Motions to Modify Child Support and actions to establish Paternity and/or Custody and Child Support, each party shall (unless both parties stipulate in writing that the case is not contested) within thirty (30) days of the date the Petition is served execute and serve on the other party:

- (a) An original Authorization to Release Employee Benefits to the other party and that party's attorney (Form 7) directed to each current employer and to each former employer from whom the party is entitled to receive any employment or retirement benefits; and
- (b) An original Authorization to Disclose Financial Institution Records to that party and the party's attorney (Form 8) to each financial institution at which the party has maintained an account within the past twenty-four (24) months or at which the party has an outstanding loan balance.

(5) Parties Required to Exchange Documents. Petitioner and Respondent shall exchange the following documents within thirty (30) days from the date the Answer to the original Petition is filed:

- (a) Complete copies of any federal and state income tax returns (including all schedules, W-2 and 1099 forms) for the preceding three (3) calendar years.
- (b) Complete copies of the last six (6) pay periods "paycheck" stubs or other evidence of wages, salaries or tips if no "paycheck" stub is issued.
- (c) Complete copies of any benefit statements wherein a party claims an interest in any form of pension plan whether vested or non-vested.

- (d) Complete copy of the plan(s) relating to any pension benefits whether vested or non-vested.
- (e) Copies of any titles to real estate, notes, deeds of trust, leases, titles to motor vehicles, stock or bond certificates and any other evidence of ownership of an asset or interest in an asset claimed as marital or separate property.
- (f) Copies of all life insurance policies insuring the life of either party or a minor child involved in the proceedings.
- (g) Copy of most recent statement of value for any life insurance policy of either party or child, which has a cash value.
- (h) Complete copies of any financial statements provided to a lender or prospective lender within the preceding three (3) calendar years.
- (i) Complete copies of any appraisals relating to any marital or separate property done within one (1) calendar year.
- (j) Complete copies of any trusts where a party is either the grantor or current beneficiary of the trust.
- (k) Copies of partnership agreements and/or stock certificates in any corporation in which a party holds an interest, along with the most recent statement of assets and liabilities.

(6) Certificate of Service Required. When the documents specified in Paragraph 4 above are exchanged, the respective party shall file with the court a certificate of service (Form 4) identifying the documents exchanged, the fact that a document may not now exist or has never existed or that if a document exists, but is not in the possession of the exchanging party, the name and current address of the person who has possession of the document.

(7) Court May Extend Time for Filing. The court, upon motion of one or more parties, may extend the time for exchanging the documents required in Paragraph 4 above or may waive the exchange of documents entirely but only for good cause shown.

(8) Requested Information Shall be Updated Prior to Trial. All information requested in the above interrogatories and document requests shall be updated within twenty (20) days prior to trial if any changes occur prior to the trial date except significant changes such as employment, income or expert witnesses which should be updated immediately.

(9) Sanctions May Be Imposed for Failure to Comply. If a party fails to timely comply with this rule, counsel shall direct written correspondence to the opposing party or their counsel, if represented, requesting compliance with this rule within fifteen (15) days. Continued noncompliance may result in such sanctions as are provided by law, to include, but not limited to, preventing the noncompliant party from presenting affirmative evidence as to the matters set forth in the documents to be exchanged or answers to interrogatories and/or the award of reasonable attorney's fees and/or costs against the noncompliant party.

68.5 MODIFICATION OF DECREE (No local rule)

68.6 PARENT EDUCATION PROGRAMS

All litigants in a dissolution, separation, or action to establish Paternity and/or Custody, who are parents of a minor child/children where custody is to be determined by the court, are subject to the following conditions:

(1) The court finds that in custody determination proceedings, arguing and manipulating by the parents of minor children and participation by those children in said proceedings has a detrimental effect on the emotional well-being of those children.

(2) The circuit clerk has a list of court-approved parent education programs which parents shall attend in order to be educated as to the detrimental effects of divorce and parental conflict on children and how to avoid those negative effects.

(3) The court believes that participation in the educational session(s) by the parties to a custody determination proceeding will assist them in avoiding common problems depicted therein, and thereby benefit the parties, more particularly their children, and incidentally the court, by reducing custodial disputes.

The petitioner/plaintiff shall attend said sessions within sixty (60) days of filing the petition. The respondent/defendant shall attend said program within sixty (60) days of the date of service of process. Each party shall file a certificate of completion with the circuit clerk within fifteen (15) days of completion. No case shall proceed to commencement of a hearing on the merits of the case until said certificate(s) are filed or the court, for good cause shown, waives application of this rule.

Costs of this program shall be paid by the parties unless waived in cases filed in forma pauperis or for parties who have qualified for legal aid.

68.7 ENTRY OF JUDGMENT UPON AFFIDAVIT - REQUIREMENTS

(1) Final Judgments Entered. When. Final Judgments in proceedings for Dissolution of Marriage, Legal Separation, Motions to Modify, Declaration of Paternity or Non-Paternity, Child Custody, and Change of Name may be entered upon the affidavit of Petitioner/Plaintiff, Counter-Petitioner/Plaintiff, or both parties when:

- a) One of the parties is represented by counsel; and
- b) The adverse party has waived service or has been served in a manner provided by Missouri Rules of Civil Procedure, or has formally filed a verified entry of appearance or responsive pleading; and
- (c) There is no genuine issue as to any material fact or Respondent/Defendant is in default.

(2) Affidavit. Filing. If a party desires to submit the matter for entry of Final Judgment upon an affidavit, the submitting party shall file an affidavit (Form 11). Upon review,

if the court determines additional evidence is required, it may set the matter for hearing.

68.8 TEMPORARY CHILD SUPPORT

(1) Either Parent May Move for Temporary Child Support. In an original proceeding for Dissolution of Marriage, Legal Separation, or Custody when paternity has been established, when there are minor children of the parties who are subject to the jurisdiction of the court as a result of the filing thereof, either parent may move for an Order for Temporary Child Support under this rule.

(2) Verified Motion for Temporary Child Support. The movant shall file a verified Motion for Temporary Child Support accompanied by an affidavit, setting forth clearly and concisely the grounds for such motion. The motion shall include a *fully completed* Civil Procedure Form No. 14, with explanation.

(3) Copy of Motion to Other Parent. The movant shall then provide the other parent, or his or her attorney, as may be appropriate, with a copy of such Motion for Temporary Child Support by regular mail or by personal service, and shall file a certificate of service.

(4) Time to Respond - Include Form 14. The other parent shall have ten (10) days from the date of such service to respond to the motion. Any response shall be verified and shall include a *fully completed* Civil Procedure Form No. 14, with explanation.

(5) Court May Rule on Motion on Verified Motion and Response. After the date upon which the response is due, the court may rule upon such motion based solely upon the verified motion and any verified response thereto, applying the principles set forth in Missouri Rule of Civil Procedure 88 and Chapter 452, RSMo. Any orders issued under this rule shall be enforceable by contempt proceedings and shall remain in effect until further order of the court.

(6) Movant Shall Advise Court. Once the time for filing a verified response has run, the movant shall immediately advise the court via correspondence either (a) that a verified response was not timely filed, and the verified motion may be ruled, or

(b) that a verified response was timely filed, and the verified motion may be ruled or set for hearing.

(7) Court May Require Hearing. If the court cannot make a determination based upon the verified motion and the verified response, then the court may set the matter for expedited hearing. The only issues which shall be considered by the court at such expedited hearing shall be those raised in the verified motion or response and relating specifically to temporary child support as set forth in Missouri Rule of Civil Procedure 88.

(8) Court May Issue Such Orders as Appropriate. Irrespective of whether a hearing is held, if the court determines that any verified motion or verified response thereto, or any testimony given under oath pursuant to this rule is perjured or made with reckless disregard to whether the allegations contained therein are true, then the court may issue such orders as it deems appropriate, including but not limited to, orders for costs and expenses of litigation under this rule, including attorney fees.

(9) The Time Shall Not Be Stayed or Tolled. The time frames specified in this rule shall not be stayed or tolled by the filing of any pleadings, proceedings or other motions, specifically including motion for change of temporary custody of the minor children of the parties.

68.9 PRE-TRIAL CONFERENCE

(1) Pre-Trial Conference. A pre-trial conference may be held in all contested cases to which this Rule 68 applies, upon motion of the court or either party.

(2) Time for Conference. A pre-trial conference may be held between twenty (20) and fourteen (14) days prior to the date set for trial.

(3) Pre-Trial Conference - Purpose. The pre-trial conference will be held with the Judge assigned to conduct the trial and shall include the parties and their counsel and will be held for the following purposes:

- (a) To decide on the amount of time needed for the proper conduct of the trial;

- (b) To determine the agreed upon and contested issues in the cause;
- (c) To complete Form 9, The Consolidated Statement of Marital Assets, Non-Marital Assets, and Debts of the Petitioner and Respondent and Form 10, The Parenting Plan Checklist;
- (d) To determine whether the parties should be ordered to participate in Alternative Dispute Resolution; and
- (e) To exchange updated Forms 1 and 2 and update other disclosures.

68.10 DISMISSAL BY COURT (See Local Rule 37.1)

68.11 MEDIATION IN DOMESTIC RELATIONS AND PATERNITY CASES

(1) Mandatory Mediation in Contested Cases. In every case involving Family Law Disputes, including: Dissolution of Marriage, Family Access, Modification, and Paternity cases, participation in a minimum of two (2) hours of mediation pursuant to this Local Rule may be ordered by the court. The mediation will not be attorney-assisted unless ordered by the court.

(2) Designation, Assignment and Disqualification of Mediators. The court will maintain a list of court-approved family law mediators that will be available to attorneys, parties, and the public through the office of the circuit clerk. The court may also appoint qualified mediators not on the list.

At the time the case is referred for mediation, the court will assign a mediator, as agreed by the parties, or if the parties are unable to agree upon a mediator as determined by the court, from the court-approved list of mediators.

(3) Qualifications and Duties of Mediators. The qualifications and duties of mediators are set out in Supreme Court Rule 88.05 and 88.06.

(4) Costs. The parties shall equally share the cost of the mediation, unless otherwise ordered by the court.

(5) **Failure to Appear.** Failure to appear for a scheduled mediation without reasonable notice may result in sanctions.

RULE 69 MUNICIPAL DIVISION

69.01 DETERMINING INDIGENT STATUS

A person seeking permission to proceed as an indigent in a municipal division case shall submit to the court a "Statement of Financial Condition" which may be obtained from the municipal court clerk.

69.02 ASSIGNMENT OF MUNICIPAL JUDGES

If a municipal court judge is disqualified for any reason, he or she may assign the case to another municipal judge within the county without the permission of the presiding judge.

RULE 70 PARTITION (No local rule)

RULE 71 ADMINISTRATIVE REVIEWS (No local rule)

Rule 72 PROBATE (No local rule)

RULE 73 SMALL CLAIMS (No local rule)

RULE 74 TRUST ESTATES

74.1 INVENTORY (No local rule)

74.2 REPORTERS (No local rule)

74.3 RECORD (No local rule)

74.4 AUDIT (No local rule)

POST TRIAL

RULE 81 EXECUTION (No local rule)

RULE 82 GARNISHMENT (No local rule)

RULE 83 JUDICIAL SALES (No local rule)

INTERNAL ORGANIZATION

RULE 100 INTERNAL ORGANIZATION

100.1 PRESIDING JUDGE

100.1.1 ELECTION

The circuit shall elect a presiding judge. The presiding judge shall be elected in January of each odd numbered year beginning in 2019 to serve a two-year term effective January 31. The presiding judge shall be elected from among the judges within the circuit by a majority of the circuit and associate circuit judges. The voting shall be by secret written ballot. A special election shall be held at any time upon resignation or death of the presiding judge, at which time a presiding judge shall be elected to fill the unexpired term. The incumbent presiding judge may succeed him/herself, if he/she so desires, if he/she is confirmed by a majority vote of all the circuit and associate circuit judges under the procedures set forth above. Proxies in writing shall be allowed in voting for presiding judge. In case of any temporary inability to serve, the other circuit judge shall serve as acting presiding judge and will act until the presiding judge is available or until the term expires. In case the presiding and acting presiding judges are unavailable, the associate circuit judges are appointed to act in order of seniority on the bench. Where no other judge is available to serve as presiding judge, the chief justice of the Supreme Court will appoint a judge to serve.

100.1.2 DUTIES OF PRESIDING JUDGE

The presiding judge is the general administrative authority of the court. The presiding judge shall have all of the following powers and such other powers as shall be reasonably required to carry out the business of the court and the presiding judge:

- A. Preside at all court en banc meetings and permit such matters to come before the meeting as the presiding judge deems appropriate;
- B. Supervise and appoint any needed committees;

- C. Coordinate personnel duties;
- D. Supervise preparation of the budget;
- E. Handle media and governmental contacts;
- F. Establish procedures, schedules and make docket assignments among the divisions;
- G. Subject to settings ordered by a given judge, schedule for trial all cases;
- H. Assign courtrooms;
- I. With the advice of the court en banc, set by administrative order, the filing fees and costs required for actions filed in court. The schedule may be amended from time to time;
- J. Represent the court en banc in the call and supervision of petit and grand jury functions; and
- K. Have the authority to appoint a secretary and such other personnel as provided by law.

100.1.3 DISPUTE RESOLUTION - PROCEDURE (No local rule)

100.1.4 ABSENCE OF PRESIDING JUDGE

In the event that the presiding judge is, from time-to-time, absent from the circuit or is disabled or disqualified from acting in the capacity of presiding judge in any case or matter whatsoever, then, during any such period of absence or disability or as a result of such disqualification, the other circuit judge shall be the acting presiding judge and may exercise the responsibilities prescribed by law for presiding judges. Anything herein to the contrary notwithstanding, this rule shall not be interpreted as intending to apply to the type of disqualification referred to in 478.240 RSMo., and in Article 5, Section 24, Missouri Constitution.

100.1.5 REMOVAL OF PRESIDING JUDGE

A presiding judge may be removed from office by the vote of the remaining circuit and associate circuit judges at a meeting called by at least two judges, after first giving at least five days written notice to the presiding judge and all other judges of the meeting and the case or cause for removal. A vote for removal requires unanimous vote of the judges in the circuit, not including the presiding judge. No provision is made for a judge voting on removal in absentia or by proxy. The presiding judge may not be removed unless an opportunity for a hearing on the cause is first afforded.

100.2 LOCAL COURT RULES

100.2.1 FORMULATION (No local rule)

100.2.2 PUBLICATION (No local rule)

100.3 STATUTORY FUNDS

100.3.1 SPECIAL 38th CIRCUIT JUDICIAL FUND

Pursuant to § 488.426 RSMo. the 38th Judicial Circuit shall assess a surcharge upon the filing of each civil case. The surcharge shall be included and deposited with the Circuit Clerk as part of the initial filing fee required upon the filing of a civil case. This surcharge shall not apply to any proceedings when costs are waived or are to be paid by the county, or state, or any city.

The Court en banc will establish a fund known as the "Special 38th Circuit Judicial Fund." The circuit clerk shall, no less frequently than monthly, deposit all monies collected pursuant to this section in the fund account. Appropriate accounting safeguards, policies, and procedures recommended by OSCA must be followed.

The fund shall be expended and applied at the direction of the Court en banc for any lawful purpose as set forth in § 488.429 RSMo.

100.3.2 FAMILY SERVICES AND JUSTICE FUND

Pursuant to § 488.2300 RSMo. the 38th Judicial Circuit shall assess a surcharge upon the filing of all proceedings within the jurisdiction of the family court. The surcharge shall be included and deposited with the circuit clerk as part of the initial filing fee required upon the filing of a family court case. The surcharge shall not be charged when no court costs are otherwise required, shall not be charged against the petitioner for actions filed pursuant to the provisions of Chapter 455, but may be charged to the respondent in such actions, shall not be charged to a government agency, and shall not be charged in any proceeding when costs are waived or are to be paid by the state, county, or municipality.

The Court en banc will establish a fund known as the "Family Services and Justice Fund." The circuit clerk shall, no less frequently than monthly, deposit all monies collected pursuant to this section in the fund account. Appropriate accounting safeguards, policies and procedures recommended by OSCA must be followed.

The fund shall be expended and applied at the direction of the presiding judge and the family court administrative judge for any lawful purpose benefiting the litigants and recipients of services in the family court as set forth in § 488.2300 RSMo.

100.3.3 TIME PAYMENT FUND

Pursuant to § 488.5025 RSMo. the 38th Judicial Circuit shall assess a fee on each person who pays a court-ordered judgment, penalty, fine, sanction, or court costs on a time-payment basis, including restitution and juvenile monetary assessments. A time-payment basis shall be any payment not made within 30 days of the date due. The circuit clerk shall collect the time payment fee on all cases to which the fee applies. The Court en banc will establish a fund known as the "Time Payment Fund." The circuit clerk shall, no less frequently than monthly, deposit that portion of the time payment fee collected and retained pursuant to § 488.5025(2) RSMo. Appropriate accounting safeguards, policies and procedures recommended by OSCA must be followed.

The fund shall be expended and applied at the direction of the Court en banc to improve the administration of justice and for any lawful purpose as set forth in § 488.5025(2) RSMo. The circuit clerk shall provide quarterly reports on the fund to the

presiding judge on the last business day of March, June, September and December.

100.4 STORAGE OF RECORDS

- 100.4.1 REPRODUCTION, PRESERVATION, ARCHIVAL STORAGE AND DISPOSAL OF ORIGINAL CIRCUIT COURT FILES (AND THEIR CONTENTS) (No local rule)
- 100.4.2 REPRODUCTION AND PRESERVATION OF COURT RECORDS OTHER THAN FILES (AND THEIR CONTENTS) (No local rule)
- 100.4.3 RESPONSIBILITY FOR INDEXING AND PRESERVING COURT REPORTER NOTES (No local rule)
- 100.4.4 IDENTIFICATION OF REPORTER'S NOTES (No local rule)
- 100.4.5 INDEX (No local rule)
- 100.4.6 STORAGE OF NOTES (No local rule)
- 100.4.7 NOTES OF SUBSTITUTE REPORTERS (No local rule)
- 100.4.8 STORAGE OF NOTES UPON RETIREMENT, TERMINATION OR DEATH OF COURT REPORTER (No local rule)
- 100.4.9 BOXING AND STORING OF OLD NOTES (No local rule)
- 100.4.10 RESPONSIBILITY FOR FURNISHING MATERIALS AND SPACE FOR STORAGE OF COURT REPORTER NOTES (No local rule)
- 100.4.11 PROCEDURE FOR EXAMINATION OF CRIMINAL RECORDS (No local rule)
- 100.4.12 PROCEDURE FOR EXPUNGING AND CLOSING CRIMINAL RECORDS (No local rule)

100.5 CLERK'S DUTIES

100.5.1 MONIES PAID INTO COURT (No local rule)

100.6 SELECTION OF VENIREMEN (No local rule)

100.7 OPEN MEETINGS

- A. Consistent with Supreme Court Operating Rule 20, all meetings and deliberations of the court en banc when operating in an administrative capacity and not in a judicial capacity shall be open to the public, unless closed by order of the circuit court for reasons consistent with those stated in Section 610.021, RSMo. Meetings and deliberations in an administrative capacity shall include those on property and budget. All meetings and deliberations of the court en banc when operating in a judicial capacity are closed to the public, unless opened by order of the circuit court.
- B. The court en banc may hold regularly scheduled meetings. If the meeting is scheduled to include consideration of matters within the administrative capacity of the court, an agenda will be prepared and posted in compliance with Supreme Court Operating Rule 20. Otherwise, if time permits, the public and persons having business before the court en banc may appear and provide information. Persons may request a matter be included on the court's agenda for the public portion of the meeting by contacting the presiding judge's secretary. At the conclusion of any public portion of the meeting, the court en banc will convene its meeting in a judicial capacity that is closed to the public.

MISCELLANEOUS RULES

RULE 101 PRESENCE OF SHERIFF AND CLERK REQUIRED

The sheriff or deputy sheriff and the circuit clerk or a deputy circuit clerk shall be in the circuit courtroom at all times when court is in session unless excused by the judge then presiding. The sheriff or deputy sheriff shall perform the

duties of bailiff and shall maintain order in the courtroom. The circuit clerk or a deputy circuit clerk shall administer such oaths as are required to bailiff, jurors, and witnesses.

INDEX TO FORMS

<u>Number</u>	<u>Description</u>	<u>References in Rules</u>
Form No. 1	Income & Expense Statement	68.4(1), 68.4(2), 68.9(3)(e)
Form No. 2	Statement of Marital & Non-Marital Assets	68.4(1), 68.9(3)(e)
Form No. 3	(No local Form 3)	
Form No. 4	Certificate of Service of Required Documents Pursuant to Rule 68.4.1(6)	68.4.1(6)
Form No. 5	First Interrogatories Dissolution of Marriage/Legal Separation	68.4.1(1) & 68.4.1(1)(a)
Form No. 6	First Interrogatories Motion to Modify	68.4.1(2) & 68.4.1(2)(a)
Form No. 7	Authorization to Release Employee Benefits Information	68.4.1(4)(a)
Form No. 8	Authorization to Disclose Financial Records	68.4.1(4)(b)
Form No. 9	Consolidated Statement of Marital and Non-marital Assets & Debts of Petitioner and Respondent	68.9(3)(c)
Form No. 10	Parenting Plan Checklist	68.9(3)(c)
Form No. 11	Affidavit for Judgment	68.7(2)
Form No. 12	Interim Family Law Order	68.2
Form No. 13	Information Statement for Processing of Child Support/Maintenance	68.1.3
Form No. 14	(No local Form 14)	68.8(2), (4)
Form No. 15	First Interrogatories in Paternity or Custody actions	68.4.1(3) & 68.4.1(3)(a)
Form No. 16	Caption and Style of Pleadings	3.1, 3.2

FORM 1
INCOME AND EXPENSE STATEMENT OF

Social Security Number

1. INCOME

A. Name and address of employer

Gross Wages, Salary and Commission per Pay Period.

\$ _____

PAY PERIOD: _____ Weekly _____ Bi-Weekly _____ Semi-Monthly _____ Monthly

B. Additional Gross Income from Rentals, Dividends and Business Enterprises, Social Security, AFDC, VA Benefits, Pensions, Annuities, Bonuses, commissions and all other sources (give monthly average and list sources of income):

\$ _____

Average Monthly Gross Total (Wages, Salary, Commission & Additional Income)

\$ _____

C. Your share of the gross income on last year's Federal Income Tax Return: \$ _____

2. Actual or estimates expenses required to maintain previous standard of living stated on a MONTHLY average: (If estimated, designate by adding AE@ behind the amount)

A. Rent or mortgage payments \$ _____

B. Utilities

1. Gas \$ _____

2. Water \$ _____

3. Electricity \$ _____

4. Telephone \$ _____

5. Trash Service \$ _____

\$ _____

C. Automobiles

1. Gas and Oil \$ _____

2. Maintenance (routine) \$ _____

3. Taxes and Licenses \$ _____

4. Payment on Auto Loan \$ _____

\$ _____

D. Insurance

1. Life \$ _____

2. Health and Accident	\$ _____	
3. Disability	\$ _____	
4. Homeowners	\$ _____	
5. Automobile	\$ _____	\$ _____

E. Total payment on Installment Contracts \$ _____

F. Child Support Paid to Others for Children not in your Custody \$ _____

G. Maintenance or Alimony \$ _____

H. Church and Charitable Contributions \$ _____

I. Other Living Expenses \$ _____

	For You	For Children	
1. Food	\$ _____	\$ _____	
2. Clothing	\$ _____	\$ _____	
3. Medical Care	\$ _____	\$ _____	
4. Prescription Drugs	\$ _____	\$ _____	
5. Dental Care	\$ _____	\$ _____	
6. Recreation	\$ _____	\$ _____	
7. Laundry and Cleaning	\$ _____	\$ _____	
8. Barber Shop	\$ _____	\$ _____	
9. Beauty Shop	\$ _____	\$ _____	
10. School and Books	\$ _____	\$ _____	
11. Extracurricular activities	\$ _____	\$ _____	
	<hr/>		
	\$ _____	\$ _____	\$ _____

J. Day Care or Babysitter (Name and address of day care provider or babysitter and amount) \$ _____

K. All other expenses not presently identified
(give as a Monthly average)

1. Sundries	\$ _____	
2. Reading material & TV	\$ _____	
3. Gifts	\$ _____	
4. Home Maintenance	\$ _____	\$ _____

TOTAL AVERAGE MONTHLY EXPENSES \$ _____

STATE OF MISSOURI)
)ss.
County of _____)

Comes now _____, (“Affiant”) being duly sworn on oath states that Affiant has read the forgoing State of Income and Expenses, and the answers given therein are true to the best of the Affiant’s knowledge and belief.

Affiant

Subscribed and sworn to before me on this
_____.

(Date)

Notary Public

My Commission Expires:

FORM 2

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

In Re The Marriage Of:)	
)	
)	
Petitioner,)	
)	
vs)	Case No.
)	
Respondent.)	

STATEMENT OF MARITAL AND NON-MARITAL ASSETS
AND DEBTS OF PETITIONER/RESPONDENT
SOCIAL SECURITY NUMBER:

Instructions: This form must be completed in full. If additional space is required, add a page indicating the section number and supply all information requested. Show only dollar amounts, rounding to the nearest dollar. STATEMENT IS TO BE CURRENT WITHIN 15 DAYS OF HEARING. Failure to submit this form may result in the prohibition of the presentation of affirmative evidence of the information recited herein.

This statement requests that you list all Marital and Non-Marital Property owned by you and/or your spouse, whether in your possession, the possession of your spouse or in the possession of a third party.

Definition – Marital and Non-Marital Property

As used in this document, Marital Property means all property acquired by either spouse after the date of the marriage regardless of how it is titled, except:

1. Property acquired by gift, bequest, devise or descent;
2. Property acquired by exchange for property acquired prior to the marriage or in exchange for property acquired by gift, bequest, devise or descent;
3. Property acquired by a spouse after a decree of legal separation;
4. Property acquired by valid agreement of the parties; and
5. The increase in value of property acquired prior to the marriage. (Section 452.330.2, RSMo.).

The excepted property is Non-Marital Property. All other property is Marital Property.

MARITAL PROPERTY OF PETITIONER/RESPONDENT

A. Real Estate - List interest in real estate owned by you, including leaseholds. Include street address.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

B. Motor Vehicles. Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers in which you have an interest. List year, make, model and vehicle identification number.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

C. Bank Accounts. List all checking and savings accounts, time deposits, money market certificates, etc., held in your name alone or with another person. Give the name of the institution, the names on the account and the account number.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

D. Cash on Hand held by you or under your control, directly or indirectly.	
--	--

E. Securities. List all stocks, including both public and closely held corporations, bonds, promissory notes, mortgages, money market funds and all other such property in which you have an interest. Give the names in which the securities are held and identification number, if any.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

F. Life Insurance. List the type of policy, name of issuing company, insured, beneficiaries, face value and cash value of any policy in which you have an interest.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

G. Retirement Pension and/or Profit Sharing. List name of the company, the name and the address of the plan administrator and the present total value of any plan in which you hold an interest.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

H. Interest in trust. List any interest which you hold in a trust.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

I. Interest in contracts made and not performed held by you. List the parties to the contract, your interest to the contract and the expected date of performance, if any.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

J. Interest in pending litigation or suit not yet filed held by you.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

K. Interest in farm equipment, crops, animals. List the nature of the property and location held by you.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

L. Debts owed to you by others. List the name of the debtor, any security, date of loan and due date, if any, of the debts owed to you.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

M. Interests in sole proprietorships, partnerships or joint ventures held by you. List the names of all other persons who share an interest in this business with you and the percent interest you hold.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

N. Household Goods and Personal Goods – Continuation Sheet. Use additional sheets if necessary.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

O. Other Assets. List all assets below not already listed herein in which you hold any interest.	Present Fair Market Value	Amount Owed	Requested Award to H or W	Who Presently Possesses H or W

NON-MARITAL PROPERTY OF PETITIONER/RESPONDENT

Instructions: This form must be completed in full. If additional space is required, add a page indicating the section number and supply all information requested. Show only dollar amounts, rounding to the nearest dollar. STATEMENT IS TO BE CURRENT WITHIN 15 DAYS OF HEARING. Failure to submit this form may result in the prohibition of the presentation of affirmative evidence of the information recited herein.

This Statement requests that you list all Non-Marital Property owned by you, whether in your possession, the possession of your spouse or in the possession of a third party.

See definition of Marital and Non-Marital Property on Page 1.

List all property which you claim is your Non-Marital Property. Use additional sheets if necessary.	Present Fair Market Value	Amount Owed	How and When Acquired

Liabilities:

List all loans from any bank, credit union, savings and loan association or other lending institution for which you have any liability. Indicate who signed the loan, the date of the loan, purpose of the loan, actual disposition of the proceeds and state the name and address of the lender. Also, list all credit card balances and store charges. State whose name is on the credit card. Also, list all other indebtedness and give the name and address for the creditor.

Name of Creditor	Current Balance	Secured? By What?	Required Monthly Payment	Liability Incurred by H/W/Joint

FORM 4

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

In Re The Marriage Of:)
)
)
 Petitioner,)
)
vs.) **Case No.**
)
)
 Respondent.)

**CERTIFICATE OF SERVICE OF
REQUIRED DOCUMENTS PURSUANT TO LOCAL RULE 68.4.1(6)**

The undersigned (Attorney for) Petitioner (Respondent) certifies by his/her signature that complete copies of the following document(s) have been delivered to the Opposing (Counsel/Party) on this ____ day of _____, 20___. Where documents exist but are retained by another person or no such documents exist, the appropriate annotation have been included below:

1. Tax Returns for the years _____, _____, _____.
2. Last 6 paycheck stubs.
3. Pension benefit statements as of _____.
4. Pension Plan documents.
5. Titles to Real Estate, Motor Vehicles, Leases, etc.
6. Life Insurance Policies.
7. Statements of Cash Value of Life Insurance as of _____.
8. Financial Statements.
9. Appraisals of all property.

10. Trust documents.
11. Partnership Agreements/Stock Certificates/Financial Statements.

(Attorney for) Petitioner/Respondent

FORM 5

FIRST INTERROGATORIES (DISSOLUTION OR SEPARATION)

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

In Re The Marriage Of:)	
)	
)	
)	
Petitioner,)	
)	
vs.)	Case No.
)	
Respondent.)	

FIRST INTERROGATORIES TO

COMES NOW the _____ and propounds the following Interrogatories to be answered by _____ in the manner provided by Supreme Court Rule 57.01 and Local Rule 68.

The interrogatories are continuing in nature, requiring you to serve timely supplemental answers setting forth any information within the scope of these interrogatories which may be acquired by you, your attorneys, investigators, agents of others employed by you or acting in your behalf, following the original answers. Such supplemental answers shall be filed and served upon the opposing party within fifteen days after the receipt of such information but no later than two weeks preceding the date of trial.

INSTRUCTIONS

Type your answers to the following interrogatories in the space provided on this form where possible. If the space provided is not sufficient to completely answer each interrogatory, type your answer on a separate sheet of paper and attach same as an appendix hereto noting on this form which appendix contains your answer to said interrogatory and noting on the appendix reference to the interrogatory being answered.

1. State your (a) complete residence address, (b) social security number, (c) your date of birth, (d) driver’s license number, (e) any and all names you have used or have been known as, and (f) each address where you have resided for the past five (5) years.

ANSWER:

2. State the name and relationship to you of each person residing with you at your present address:

ANSWER:

3. If you have been employed during the past three (3) years, please state the following with respect to each and every employment:
- (a) The complete name and address of each employer and the dates on which your employment commenced and terminated.
 - (b) Describe the work performed by you, and state your job title.

ANSWER:

4. For each employment listed above, state the following:
- (a) Your rate of pay or salary;
 - (b) The gross amount of wages or salary received for each year;
 - (c) The gross amount of all commissions received for each year;
 - (d) The gross amount of all bonuses received for each year;
 - (e) The nature and gross amount of all other remuneration received by you during each year.

ANSWER:

5. If you receive an economic (fringe) benefits from your present employment other than wages (i.e. company car, health, or life insurance, expense accounts, club membership, etc.), describe each benefit you receive and the amount you receive from said benefit or the value of said benefit.

ANSWER:

6. If you were self-employed or a member of a partnership during any of the three (3) preceding years, state the nature of the business and your share of the gross income (after business expenses) received in each said year.

ANSWER:

7. If you or a member of your household receive any pension, dividend, interest, note, insurance, annuity payment, or social security payments on a regular basis, state the type of payment, amount, and the date you normally receive such payment.

ANSWER:

8. If you have any interest in any pension, profit sharing, retirement, Keogh Plan, I.R.A. account, thrift plan, or any other form of employment-related asset with any past or present employer, state:

- (a) The date first acquired;
- (b) The type of asset (e.g. pension plan);
- (c) The present vested or cash value to you of such asset;
- (d) The name of the company that administers the plan or program and the name, address and phone number of the person who administers the plan;

ANSWER:

9. If you have any claim or cause of action against anyone else, set out in detail the reason for such claim or cause of action and sufficient information to identify any court proceeding pending regarding said claim.

ANSWER:

10. If you have transferred any real or personal property within the last twenty-four (24) months, for each such item, state:

- (a) Legal description of the property;
- (b) The value of your equity interest in the property;
- (c) The date you transferred the property;
- (d) The name and address of the person to whom you transferred said property;
- (e) Net proceeds received for said property.

ANSWER:

11. If you believe that you are entitled to receive maintenance payments from your spouse, state in detail why you believe you are entitled to maintenance.

ANSWER:

12. Do you claim marital misconduct on the part of your spouse? Yes () No ()

13. If your answer to Interrogatory No. 12 is yes, state in detail what marital misconduct you claim.

ANSWER:

14. If you have an illness or chronic disability at this time, describe said chronic illness or disability in detail.

ANSWER:

15. If you are not presently employed full-time and have attempted to obtain full-time employment in the past six (6) months, state the names of all employers with whom you have consulted and the dates of all interviews or employment applications.

ANSWER:

16. If you are not presently employed full-time and have not attempted to obtain full-time employment in the past six (6) months, state the reason for not looking for full-time employment.

ANSWER:

17. Do you have a child(ren) with a person other than the opposing party to whom you are currently ordered to pay child/children support to through an administrative or judicial order?

ANSWER:

18. If your answer to the preceding interrogatory is affirmative, with respect to said child/children please state the following:

- (a) The name and date of birth of each child to whom you owe an obligation of support;
- (b) The date when said order(s) of support was issued;
- (c) The present amount(s) ordered;
- (d) The amount of any arrearages owed on said order(s).
- (e) Attach a copy of said order(s);
- (f) Whether or not said child currently lives with you.

ANSWER:

19. State the monthly cost of any reasonably work-related child care costs for the child(ren) subject to this proceeding.

ANSWER:

20. Please state the monthly cost of any other recurring expenses for the child(ren) subject to this proceeding, including, but not limited to, tuition, medical, dental, or orthodontic expenses.

ANSWER:

21. Do you intend to ask for sole legal or sole physical custody of the child(ren) or that their residence for mailing and educational purposes be placed with you in this action? If yes, then state:
- (a) All facts in support of your position that it is in the best interests of the child(ren) to be in your sole legal or sole physical custody.
 - (b) All facts in support of your position that it is not in the best interests of the child(ren) that the opposing party have joint legal or joint physical custody or for the child(ren)'s residential address to be that of the opposing party.
 - (c) List the address where you and the child(ren) would reside if you were awarded sole physical custody of the child(ren) or designate the child(ren)'s residence and the names of all person who would reside there.
 - (d) Please state the name, address and telephone number of each and every person you believe to have personal knowledge that it is in the best interest of the minor child(ren) that sole legal or sole physical custody be placed with you (or that your residence be designated as that of the child(ren) for mailing and educational purpose) and identify the subject matter of which each named person may have personal knowledge.

ANSWER:

22. What type of contact do you want the child(ren) to have with the other parent, and how often do you want the child(ren) to visit the other parent?

ANSWER:

23. Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? Yes () No (). If yes, for each such plea or conviction, state:
- (a) The date, city, county and state of the plea or conviction;
 - (b) The offense charged;
 - (c) The offense pleaded guilty to or convicted of;

(d) The penalty or probationary term imposed as a result of such plea or conviction

ANSWER:

VERIFICATION OF ANSWERS TO INTERROGATORIES

STATE OF MISSOURI)
) ss
COUNTY OF _____)

_____, being first duly sworn according to law, deposes and states that he/she has read the foregoing Interrogatories and Answers to those Interrogatories and that the Answers to those Interrogatories and the facts stated therein are true to the best of his/her knowledge and belief.

Affiant Name

On the ____ day of _____, _____ the above individual personally appeared before me, a Notary Public in and for said County and State, and signed the above Answers to Interrogatories as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my seal, the date and year first above written.

My Commission Expires: _____
Notary Public

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Interrogatories and Answers thereto was served by () U.S. Mail, first class, postage prepaid () by diskette () CD-ROM () as an email attachment in () Word for Windows or () _____ format to _____, Attorney for _____

Name of Attorney-Bar Number
Address

FORM 6

**FIRST INTERROGATORIES (MODIFICATION OF CHILD SUPPORT,
MAINTENANCE OR CUSTODY)**

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

)	
Petitioner/Plaintiff,)	
)	
vs.)	Case No.
)	
Respondent/Defendant.)	

FIRST INTERROGATORIES TO

COMES NOW the _____ and propounds the following Interrogatories to be answered by _____ in the manner provided by Supreme Court Rule 57.01 and Local Rule 68.

These interrogatories are continuing in nature, requiring you to serve timely supplemental answers setting forth any information, within the scope of these interrogatories which may be acquired by you, your attorneys, investigators, agents or others employed by you or acting in your behalf, following the original answers. Such supplemental answers shall be filed and served upon the opposing party within fifteen days after the receipt of such information but no later than two weeks preceding the date of trial.

INSTRUCTIONS

Type your answers to the following interrogatories in the space provided on this form where possible. If the space provided is not sufficient to completely answer each interrogatory, type your answer on a separate sheet of paper and attach same as an appendix hereto noting on this form which appendix contains your answer to said interrogatory and noting on the appendix reference to the interrogatory being answered.

1. State your (a) complete residence address, (b) social security number, (c) your date of birth, (d) driver's license number, (e) any and all names you have used or have been known as, and (f) each address where you have resided for the past five (5) years.

ANSWER:

2. State the name and relationship to you of each person residing with you at your present address.

ANSWER:

3. With regard to your income, please state:

- (a) The annual gross salary, wages or income you received as of the date of the last child support/maintenance order;
- (b) The annual gross salary, wages of income you received for each year since the date of the last child support/maintenance order;
- (c) The name, address and telephone number of each corporation, business or individual from whom you have received a gross salary, wages or income in each year since the date of the last child support/maintenance order.

ANSWER:

4. Does either parent or your spouse have any health, hospitalization, medical, dental and/or orthodontic and or vision insurance or other coverage, (including coverage through the State of Missouri) on the children now in existence? If so,

- (a) Identify each Plan by name, Plan number, address and telephone number;
- (b) Whether said plan is individual or group or state administered;
- (c) The name of the individual through whom such coverage exits;
- (d) A summary of the coverage available to the child (e.g. Comprehensive, health, medical and hospitalization, dental, orthodontic or vision);
- (e) The cost of deductibles, co-insurance office visits and emergency room for said coverage;
- (f) The amount of insurance premiums or deductions for the adult(s) covered by said insurance;
- (g) The amount of insurance premiums or deductions for the child(ren) covered by said insurance including how frequently it is paid (e.g. weekly, bimonthly or monthly) and by whom it is paid;
- (h) If the child(ren) that are the subject of this action have insurance coverage available under two separate plans, explain in detail which plan you believe is the “best” plan in terms of coverage and cost.

ANSWER:

5. If you were self-employed or a member of a partnership during any of the three (3) preceding years, state the nature of the business and your share of the gross income (after business expenses) in each year.

ANSWER:

6. Does anyone other than you assist in paying your current living expenses? If so, state name, relationship to you and average monthly amount contributed.

ANSWER:

7. If you contribute to the support of anyone other than the child(ren) herein, state the name and relationship to you of each said person, the amount you contribute each month and the reason why you contribute to said person's support.

ANSWER:

8. If you or a member of your household receive any pension, dividend, interest, note, insurance, annuity payment, food stamps, TANF, or social security payments on a regular basis, state the type of payment, amount and date you normally receive such payment.

ANSWER:

9. State the monthly cost of any reasonably work-related child care costs for the child(ren) subject to this proceeding.

ANSWER:

10. Please state the monthly cost of any other recurring expenses for the child(ren) subject to this proceeding, including, but not limited to, tuition, medical, dental or orthodontic expenses.

ANSWER:

11. Do you intend to ask for sole legal or sole physical custody of the child(ren) or that their residence for mailing and educational purposes be placed with you in this action? If yes, then state:
 - (a) All facts in support of your position that it is in the best interest of the child(ren) to be in your sole legal or sole physical custody.
 - (b) All facts in support of your position that it is not in the best interest of the child(ren) that the opposing party have joint legal or joint physical custody or for the child(ren)'s residential address to be that of the opposing party.
 - (c) List the address where you and the child(ren) would reside if you were awarded sole physical custody of the child(ren) or designation of the child(ren)'s residence and the names of all person who would reside there.
 - (d) Please list the name, address and telephone number of each and every person you believe to have personal knowledge that it is in the best interest of the minor

child(ren) that sole legal or sole physical custody be placed with you (or that your residence be designated as that of the child(ren) for mailing and education purposes) and identify the subject matter of which each named person may have personal knowledge.

ANSWER:

12. Do you intend to seek a termination or modification of Court ordered maintenance? If so, then state:

- (a) All facts which would support any allegation that a change in circumstances has occurred requiring a termination or modification of maintenance;
- (b) The names, addresses and telephone numbers of all persons you believe to have personal knowledge of such change in circumstances and identify the subject matter of which each named person may have personal knowledge.

ANSWER:

13. Do you oppose a termination or modification of Court ordered maintenance? If so, then state:

- (a) All facts which would support any allegation as to why maintenance should not be terminated or modified;
- (b) The names, addresses and telephone numbers of all persons that you believe to have personal knowledge of such changes in circumstances and identify the subject matter of which each named person may have personal knowledge.

ANSWER:

14. Have you ever pleaded guilty to or been convicted of a misdemeanor or felony?

Yes () No () If yes, for each such plea or conviction, state:

- (a) The date, city, county and state of the plea or conviction;
- (b) The offense charged;
- (c) The offense pleaded guilty to or convicted of;
- (d) The penalty or probationary term imposed as a result of such plea or conviction

ANSWER:

Name of Attorney-Bar Number

VERIFICATION OF ANSWERS TO INTERROGATORIES

STATE OF MISSOURI)
) ss
COUNTY OF _____)

_____, being first duly sworn according to law, deposes and states that he/she has read the foregoing Interrogatories and Answers to the Interrogatories and that the Answers to the Interrogatories and the facts stated therein are true to the best of his/her knowledge and belief.

Affiant Name

On the ____ day of _____, _____ the above individual personally appeared before me, a Notary Public in and for said County and State, and signed the above Answers to Interrogatories and his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my seal, the date and year first above written.

My Commission Expires: _____
Notary Public

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Interrogatories and Answers thereto was served by () U.S. Mail, first class, postage prepaid () by diskette () CD-ROM () as an email attachment in () Word for Windows of () _____
Format to _____, Attorney for _____

Name of Attorney-Bar Number
Address

FORM 7

**AUTHORIZATION TO RELEASE
EMPLOYEE BENEFITS INFORMATION**

To: _____

Re: Your Employee: _____
Social Security No. _____

You are hereby authorized and requested to furnish and release to _____ and to any employee, agent or representative thereof any and all information in your possession or under your control concerning my employment and fringe and retirement benefits. You are further authorized to allow said persons to read, review, copy and have copied any and all records, notations, memoranda and all other recorded information regardless of whether it is written, recorded, on computerized disc, etc. with respect to all aspects of my employment from the date I began my employment to the present date. You are further authorized to communicate with said persons orally or in writing concerning the matters addressed herein.

The information you are authorized to release shall include, but not be limited to, my earnings, wages, other forms of compensation, my employee benefits, fringe benefits, profit sharing, retirement and/or pension benefits, health, dental, vision, life insurance and disability benefits, performance records, attendance records, employer/employee investment plans, stock plans, savings plans, thrift plans, employee stock option plans, 401K, deferred compensation, supplemental or excess benefit plans, "golden parachute" or "silver seatbelt" provisions, vested bonus not yet paid, zero balance reimbursement accounts and employment-related trusts.

STATE OF MISSOURI)
) ss
COUNTY OF)

On this ____ day of _____, _____, before me, a Notary Public, personally appeared the above-named person who acknowledged signing the above and foregoing instrument as a free act and deed.

Notary Public

My Commission Expires:

FORM 8

**AUTHORIZATION TO DISCLOSE
FINANCIAL RECORDS**

To: _____

Re: Your Employee: _____
Social Security No. _____

You are hereby authorized and directed to furnish and release to _____ and to any employee, agent or representative thereof any and all or any portion of the records, documents and other writings and information in your possession or under your control concerning all of my accounts with and deposits in your institution, whether open or closed, and whether held solely in my name or jointly with another and further concerning all my loans and lines of credit with your institution on which I am liable individually or jointly with another or as a guarantor.

You are further authorized to allow said persons to read, review, copy and have copied any and all records, notations, memoranda and all other recorded information regardless of whether it is written, recorded or on computerized disc. You are also authorized to communicate with said persons orally or in writing and to provide reports concerning the matters addressed herein for the purpose of explaining or disclosing any other information requested relative to such accounts and deposits.

All expense pertaining to the foregoing shall be paid by the party requesting the information pursuant to this authorization and nothing herein shall be construed to make me liable for those costs.

STATE OF MISSOURI)
) ss
COUNTY OF _____)

On this ____ day of _____, _____, before me, a Notary Public, personally appeared the above-named person who acknowledged signing the above and foregoing instrument as a free act and deed.

Notary Public

My Commission Expires:

FORM 9

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

In Re The Marriage Of:)
)
 Petitioner,)
)
vs.) **Case No.**
)
 Respondent.)

**CONSOLIDATED STATEMENT OF MARITAL AND NON-MARITAL ASSETS
AND DEBTS OF PETITIONER AND RESPONDENT**

Instructions: This form must be completed in full. If additional space is required, add a page indicating the section number and supply all information requested. Show only dollar amounts, rounding to the nearest dollar. STATEMENT IS TO BE SUBMITTED TO THE COURT ON THE DATE OF HEARING. Failure to submit this form may result in sanctions.

MARITAL PROPERTY

A. Real Estate – List interest in real estate owned by you, including leaseholds. Include street address	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

B. Motor Vehicles. Include all automobiles, boats, trailers, aircraft, recreational vehicle identification number.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

C. Bank Accounts. List all checking and savings accounts, time deposits, money market certificates, etc., held in your name, alone or with another person. Give the name of the institution, the names on the account and the account number.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

D. Cash on Hand.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

E. Securities. List all stocks, including both public and closely held corporations, bonds, promissory notes, mortgages, money market funds and all other such property in which you have an interest. Give the names in which the securities are held and identification number, if any.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

F. Life Insurance. List the type of policy, name of issuing company, insured, beneficiaries, face value and cash value of any policy in which you have an interest.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

G. Retirement Pension and/or Profit Sharing. List name of the company, the name and the address of the plan administrator, and the present total value of any plan in which you hold an interest.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

H. Interest in trust. List any interest which you hold in a trust.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

I. Interests in contracts made and not performed held by you. List the parties to the contract, your interest to the contract and the expected date of performance, if any.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

J. Interest in pending litigation or suit not yet filed held by you.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

K. Interest in farm equipment, crops, animals. List the nature of the property and location held by you.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

L. Debts owed to you by others. List the name of the debtor, any security, date of loan and due date, if any, of any debts owed to you.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

M. Interests in sole proprietorships, partnerships or joint ventures held by you. List the names of all other persons who share an interest in this business with you and the percent interest you hold.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

N. Household goods and personal goods. List all household goods and personal goods, including all appliances, furniture, silver, antiques, televisions, stereos, clothing, jewelry, collections, tools, etc.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

Other Assets. List all assets below not already listed herein in which you hold any interest.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

Non-Marital Property	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

List all loans from any bank, credit union, savings and loan association or other lending institution. Also, list all credit card balances and store charges and list all other indebtedness and give the name of the creditor.	H Value	W Value	Ct. Value	H Debt	W Debt	Ct. Debt	H Request	W Request	Ct. Award

FORM 10

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

In Re The Marriage Of:)	
)	
)	
Petitioner,)	
)	
vs.)	Case No.
)	
)	
Respondent.)	

PARENTING PLAN CHECKLIST

Form required for all Parenting Plans except when Supreme Court Form CV265 (Rev 12/98) (Parenting Plan) is used.

Section 452.310.7 RSMo (1998) provides “the proposed parenting plan shall set forth the arrangements that the parties believe to be in the best interest of the minor children and shall include but not be limited to” the items set forth below. Enter the paragraph number of the parenting plan that contains applicable language.

1. A specific schedule detailing the physical custody and visitation for each child with each parent including:

- _____ a. Major holidays (including which holidays a party has each year);
- _____ b. School holidays and winter, spring, summer and other vacations for school age children;
- _____ c. The child’s birthday, Mother’s Day and Father’s Day;
- _____ d. Weekday and weekend schedules;
- _____ e. The time and place of transfer of the child in connection with the residential schedule;
- _____ f. A plan for transportation duties associated with the residential schedule;
- _____ g. Appropriate times for telephone access;
- _____ h. Procedures for notification when a party request a variation from the residential schedule;
- _____ i. **OPTIONAL** Any suggested restrictions to access and the reasons for such restrictions.

2. A specific plan regarding legal custody detailing how the decision-making will be shared by the parties including:

- _____ a. Educational decisions and methods of communication from school to both parties;

- _____ b. Medical, dental and health care decisions, including how health care providers will be selected and a method of communicating medical conditions and how emergency care will be handled;
- _____ c. Extracurricular activities, including method of determining which activities the child will participate in when those activities involve time during which each parent is the custodian;
- _____ d. Child care providers, including how such providers will be selected;
- _____ e. Communication procedures including access to telephone numbers as appropriate;
- _____ f. A dispute resolution procedure;
- _____ g. OPTIONAL If sole legal custody, the reasons for no shared decision-making.

3. How the expenses of the child will be paid including:

- _____ a. Supreme Court Form 14;
- _____ b. Which party will provide health insurance and how uncovered expenses will be paid;
- _____ c. The payment of educational expenses, if any;
- _____ d. The payment of extraordinary expenses of the child, if any;
- _____ e. Child care expenses, if any;
- _____ f. Transportation expenses, if any.

[Attorney for (Petitioner) (Respondent)] (GAL)

CERTIFICATE OF SERVICE

The above signature hereby certifies that a true and accurate copy of the above and foregoing was mailed/faxed/hand-delivered on _____ to _____.

FORM 11

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

)	
Petitioner,)	Date:
)	
Social Security #)	Case No.:
And)	
)	
Respondent.)	
)	
Social Security #)	

AFFIDAVIT FOR JUDGMENT
(Pursuant to Local Rule 68.7)

1. My name is _____ and I am the (Petitioner) (Respondent) in the above dissolution of marriage case.
2. I currently reside at _____, _____ County, State of _____.
3. I have been a resident of the State of Missouri for at least 90 days and the County of (County name) for at least 60 days immediately prior to the filing of the petition herein. My spouse has been a resident of Missouri for at least 90 days and the county of (County name) for at least 60 days immediately prior to the filing of the petition herein.
4. My spouse (currently resides) (and I have resided) during the marriage in the State of Missouri.
My spouse has subjected (himself) (herself) to the jurisdiction of this court by the following acts: _____.
5. Both my spouse and I are over the age of 18 years.
6. I was married to _____, the (Petitioner) (Respondent) herein, on _____ and the marriage is registered in _____, State of _____.
7. My spouse and I separated on or about _____.
8. Neither my spouse nor I are on active duty in the armed services at the present time or any time since the filing of the petition.
9. There is no reasonable likelihood that the marriage can be preserved and the marriage is irretrievably broken.
10. (I am) (My Wife is) not pregnant.
11. There are no living minor children born or adopted of the marriage.
There (are) (is) _____ minor, unemancipated child(ren) of the marriage, to wit:

_____ born _____, SSN _____
 _____ born _____, SSN _____

A Parenting Plan to include a Form 14 is attached hereto as Exhibit _____.

11a. There is no other litigation pending in this or any other state concerning the custody of the minor, unemancipated child(ren) and there are no persons other than my spouse and myself who have physical custody of the minor child(ren) or who claim any rights with respect to the minor child(ren), (except) _____.

12. It is in the best interest of the minor child(ren) that (I) (my spouse) be awarded custody of the minor child(ren).

It is in the best interest of the minor child(ren) that my spouse and I be awarded joint legal custody of the minor child(ren) and that (I) (my spouse) be awarded physical custody of the minor child(ren) pursuant to a Parenting Plan attached hereto.

It is in the best interest of the minor child(ren) that my spouse and I have joint legal and physical custody of the minor child(ren) pursuant to a Parenting Plan attached hereto.

13. Child support has been calculated pursuant to Form 14.

The child support calculated pursuant to Form 14 is unjust or inappropriate because _____.

14. I am able to support myself through appropriate employment or have sufficient assets from which I can support myself so I am not asking for any maintenance. I understand that by not requesting maintenance at this time, I cannot come into this or any other court in the future and receive maintenance. I know of no medical, health or other condition which would prevent me from supporting myself in the future.

I am unable to support myself through appropriate employment and have insufficient assets from which I can support myself. Therefore, I am in need of maintenance in the amount of \$_____ per month.

15. My spouse is able to support (herself)(himself) through appropriate employment or has sufficient assets from which (she)(he) can support (herself)(himself) and therefore (she)(he) is not entitled to receive maintenance. I know of no medical, health or other condition which would prevent my spouse from supporting (herself)(himself) in the future.

My spouse is unable to support (herself)(himself) through appropriate employment and has insufficient assets from which (she)(he) can support (herself)(himself). Therefore, my spouse is in need of maintenance in the amount of \$_____ per month.

16. My spouse and I have entered into a separation agreement which sets apart our non-marital property, divides all our marital property and debt, and is signed by both my spouse and myself. The agreement, attached hereto and marked as Exhibit _____, is fair and reasonable, and is not unconscionable. I request that the court incorporate the separation agreement into its judgment herein. There is no marital property or marital debts for the court to divide.

17. Each party is capable of paying for his or her own attorney's fees, and therefore I request that no attorney's fees be ordered to be paid by either party.

Based upon my financial situation and the financial situation of my spouse, it is reasonable that (I) (my spouse) pay to _____ the sum of \$_____ for attorney's fees herein.

18. I request that the court restore to (my spouse) (me) the (maiden)(former) name of _____. I know of no third parties, such as creditors, who would be adversely affected by the said change of name.

STATE OF MISSOURI)
) ss
COUNTY OF)

_____, of lawful age, being duly sworn upon his/her oath, states that he/she is the (petitioner)(respondent) named above; and that the facts stated herein are true according to his/her best knowledge and belief.

Subscribed and sworn before me on

Notary Public

FORM 12

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

A. INTERIM FAMILY LAW ORDER

This case is now before the Christian County Circuit Court. The Court finds that in these actions it is in the best interest of the parties and their children, if any, to issue this **ORDER immediately upon commencement of the case**, subject to future modification upon agreement of the parties or after a Court hearing. Paragraphs three and six do not apply to paternity/custody matters.

IT IS THEREFORE ORDERED:

1. Neither party shall stalk, abuse, threaten to abuse, molest or disturb the peace of the other. Neither party shall enter upon the premises of the dwelling of the other.
2. Neither party shall remove, cause to be removed or permit the removal of any minor children of the parties from the State of Missouri for a period longer than forty-eight (48) hours without the written consent of the other party, or further Order of this Court.
3. Neither party shall incur unreasonable or unnecessary debts hereafter. Any unreasonable or unnecessary debt incurred after the date of the filing of this action shall presumptively be assessed against the party incurring any such debt. The Court specifically reserves the right to allocate the income and expenses of the parties, and the costs connected with this action.
4. Neither party shall cause the other party or the children of the parties to be removed from any existing insurance coverage, including but not limited to medical, hospital, dental, automobile or disability insurance, and each party shall maintain all such insurance coverage in full force and effect.
5. Neither party shall change the beneficiaries on any existing life insurance policies, and each party shall maintain the existing life insurance policies in full force and effect.
6. Neither party shall conceal or damage any property, real or personal. Neither party shall dissipate, sell, remove, assign, transfer, dispose of, lend, mortgage, or encumber any property, real or personal, except in the ordinary course of business, for the necessities of life. In the case of transactions made in the ordinary course of business, an itemized written accounting shall be made within fourteen (14) days to the other party. In the case of disposition made for the necessities of life, an itemized written accounting shall be made to the other party within thirty (30) days.
7. In the event the parties are living in the same residence at the time of the service of this Order, **the parties shall attempt to decide between themselves if one party shall move from the family residence and, if so, which party shall move from the family residence.**
8. If there are minor children and one of the parties has moved from the family residence, the parties shall attempt to work out a parent-child contact schedule pending further Order of this Court. Failure to reach agreement will result in a minimum contact visitation order at the first scheduled status conference.
9. Any party moving from the family residence may return to pick up personal belongings

and effects at a reasonable time if the parties agree. Personal belongings and effects do not include furniture unless the parties agree. If the parties cannot agree on the time in this paragraph, the Court will decide these issues at a hearing on temporary relief.

10. Any party receiving personal mail or packages addressed only to the other party shall not open them, but shall forward or arrange to have such mail or packages delivered promptly to the other party. Personal mail addressed to both parties or concerning the children, and mail related to the other parties' income, debts or property, may be opened by the person who receives it, but any party receiving such mail shall promptly send a copy to the other party.
11. This Order shall continue in effect, except as modified by written agreement of the parties or as modified by further Order of this Court.
12. This Order is pursuant to Local Rule 68.2(1), which provides:
“In all proceedings for Dissolution of Marriage, Legal Separation, Declaration of Paternity or Non-Paternity, and Child Custody, the Court hereby enters the Interim Family Law Order (Form 12). In any such proceeding, the Clerk of the Court shall attach the Interim Family Law Order (Form 12) to the Summons or serve a copy of such Interim Family Law Order (Form 12) on the parties at the address specified in the petition. Proof of mailing by the clerk shall constitute notice as required in this rule.”



FORM 13

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

Judge or Division:	Case Number:
Petitioner:	Date of Decree/Judgment:
	MACSS Case ID:
vs.	
Respondent:	

_____ (Date file stamp)

Information Statement to the Circuit Court For the Processing for Maintenance and Child Support Payments (Confidential Record)

Payee: (Person Receiving Payments)	Name: _____ Last First M.I
	SSN: _____
	DOB: _____
	Optional: MACSS Member Number (to be completed by the court): _____
	Address: _____ _____
	Home Phone: _____
Related case number: _____	

Name: _____
Last First M.I.

SSN _____

DOB: _____

Optional: MACSS Member Number (to be completed by the court): _____

Payor Address: _____

Employer (Company) Name: _____

Employer Address: _____

Optional: Employer MACSS Number (to be completed by the court): _____

Has Wage Withholding been issued? Yes No If no, why not?

Judgment Information:

\$_____ per _____ for child support; Effective Date (Date 1st Payment Due)

\$_____ per _____ for spousal support (maintenance); Effective Date _____

\$_____ per _____ for periodic arrearage payments toward arrearage judgment of \$_____

\$_____ per _____ for state debt judgment of \$_____

Has Medical Insurance Been ordered? Yes No If yes, who is ordered to pay?

If no, why? _____

- Parties agree no insurance ordered.
- Child covered in another order.
- Pre Court no health insurance ordered.
- Order silent, no mention of medical insurance in order.

Children:

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACCSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____

DOB: _____

Optional: MACSS Member Number (to be completed by the court): _____



Check if more than ten children and attach additional sheet

I certify the information above is correct to the best of my knowledge.

Signature of Preparer

Instructions to Clerk

Maintain the closed portion(s) of the record in a sealed manila envelope within the file. The file can be maintained with other open records. If a request is made to review the open portion of the file, the envelope can be removed from the file. Access to the record must be restricted to avoid access to the closed portion of the record.

FORM 15

FIRST INTERROGATORIES (PATERNITY AND/OR CUSTODY)

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI

)	
Petitioner/Plaintiff,)	
)	
vs.)	Case No.
)	
Respondent/Defendant.)	

FIRST INTERROGATORIES TO

COMES NOW the _____ and propounds the following Interrogatories to be answered by _____ in the manner provided by Supreme Court Rule 57.01 and Local Rule 68.

These interrogatories are continuing in nature, requiring you to serve timely supplemental answers setting forth any information within the scope of these interrogatories which may be acquired by you, your attorneys, investigators, agents or others employed by you or acting in your behalf, following the original answers. Such supplemental answers shall be filed and served upon the opposing party within fifteen days after the receipt of such information but no later than two weeks preceding the date of trial.

INSTRUCTIONS

Type your answers to the following interrogatories in the space provided on this form where possible. If the space provided is not sufficient to completely answer each interrogatory, type your answer on a separate sheet of paper and attach same as an appendix hereto noting on this form which appendix contains your answer to said interrogatory and noting on the appendix reference to the interrogatory being answered.

1. State your (a) complete residence address, (b) social security number, (c) your date of birth, (d) driver's license number, (e) any and all names you have used or have been known as, and (f) each address where you have resided for the past five (5) years.

ANSWER:

2. State the name and relationship to you of each person residing with you at your present address.

ANSWER:

3. If you have been employed during the past three (3) years, please state the following with respect to each and every employment:
 - (a) The complete name and address of each employer and the dates on which your employment commenced and terminated;
 - (b) Describe the work performed by you, and state your job title.

ANSWER:

4. For each employment listed above, state the following:
 - (a) Your rate of pay or salary;
 - (b) The gross amount of wages or salary received for each year;
 - (c) The gross amount of all commissions received for each year;
 - (d) The gross amount of all bonuses received for each year;
 - (e) The nature and gross amount of all other remuneration received by you during each year.

ANSWER:

5. Do you or your spouse have any health, hospitalization, medical, dental and/or orthodontic and/or vision insurance or other coverage (including coverage through the State of Missouri) on the children now in existence? If so, provide the following information:
 - (a) Identify each Plan by name, Plan number, address and telephone number;
 - (b) Whether said plan is individual or group or state administered;
 - (c) The name of the individual through whom such coverage exists;

- (d) A summary of the coverage available to the child (e.g. comprehensive, health, medical and hospitalization, dental, orthodontic or vision);
- (e) The cost of deductibles, co-insurance office visits and emergency room visits for said coverage;
- (f) The amount of insurance premiums or deductions for the adults(s) covered by said insurance;
- (g) The amount of insurance premiums or deductions for the child(ren) covered by said insurance including how frequently it is paid (e.g. weekly, bimonthly or monthly) and by whom it is paid;
- (h) If the child(ren) that are the subject of this action have insurance coverage available under two separate plans, explain in detail which plan you believe is the “best” plan in terms of coverage and cost.

ANSWER:

6. If you were self-employed or a member of a partnership during any of the three (3) preceding years, state the nature of the business and your share of the gross income (after business expenses) in each year.

ANSWER:

7. Does anyone other than you assist in paying your current living expenses? If so, state name, relationship to you and average monthly amount contributed.

ANSWER:

8. If you contribute to the support of anyone other than the child(ren) herein, state the name and relationship to you of each said person, the amount you contribute each month, and the reason why you contribute to said person’s support.

ANSWER:

9. If you or a member of your household receive any pension, dividend, interest, note, insurance, annuity payment, food stamps, TANF or social security payments on a regular basis, state the type of payment, amount and the date you normally receive such payment.

ANSWER:

10. Do you have a child(ren) with a person other than the opposing party to whom you are currently ordered to pay child/children support through an administrative or judicial order?

ANSWER:

11. If your answer to the preceding interrogatory is affirmative, with respect to said child/children please state the following:
- (a) The name and date of birth of each child to whom you owe an obligation of support;
 - (b) The date when said order(s) of support was issued;
 - (c) The present amount(s) ordered
 - (d) The amount of any arrearages owed on said order(s).
 - (e) Attached a copy of said order(s);
 - (f) Whether or not said child currently lives with you.

ANSWER:

12. State the monthly cost of any reasonably work-related child care costs for the child(ren) subject to this proceeding.

ANSWER:

13. Please state the monthly cost of any other recurring expenses for the child(ren) subject to this proceeding, including, but not limited to, tuition, medical, dental or orthodontic expenses.

ANSWER:

14. Do you intend to ask for sole legal or sole physical custody of the child(ren) or that their residence for mailing and educational purposes be placed with you in this action? If yes, then state:
- (a) All facts in support of your position that it is in the best interest of the child(ren) to be in your sole legal or sole physical custody.
 - (b) All facts in support of your position that it is not in the best interest of the child(ren) that the opposing party have joint legal or joint physical custody, or for the children(ren)'s residential address to be that of the opposing party.
 - (c) List the address where you and the child(ren) would reside if you were awarded sole physical custody of the child(ren) or designate the child(ren)'s residence and the names of all persons who would reside there.
 - (d) Please state the name, address and telephone number of each and every person you believe to have personal knowledge that it is in the best interest of the minor child(ren) that sole legal or sole physical custody be placed with you (or that your residence be designated as that of the child(ren) for mailing and education purposes) and identify the subject matter of which each named person may have personal knowledge.

ANSWER:

15. What type of contact do you want the child(ren) to have with the other parent and how often do you want the child(ren) to visit with the other parent?

ANSWER:

16. Have you ever pleaded guilty to or been convicted of a misdemeanor or felony?
Yes () No (). If yes, for each such plea or conviction, state:
- (a) The date, city, county and state of the plea or conviction;
 - (b) The offense charged;

- (c) The offense pleaded guilty to or convicted of;
- (e) The penalty or probationary term imposed as a result of such plea or conviction

ANSWER:

 Name of Attorney-Bar Number

VERIFICATION OF ANSWERS TO INTERROGATORIES

STATE OF MISSOURI)
) ss
 COUNTY OF _____)

_____, being first duly sworn according to law, deposes and states that he/she has read the foregoing Interrogatories and Answers to those Interrogatories and that the Answers to those Interrogatories and the facts stated therein are true to the best of his/her knowledge and belief.

 Affiant Name

On the _____ day of _____, _____ the above individual personally appeared before me, a Notary Public in and for said County and State, and signed the above Answers to Interrogatories as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my seal, the date and year first above written.

My Commission Expires: _____
 Notary Public

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Interrogatories and Answers thereto was served by () U.S. Mail, first class, postage prepaid () by diskette () CD-ROM () as an email attachment in () Word for Windows or () _____ format to _____, Attorney for _____.

Name of Attorney- Bar Number
Address

FORM 16

IN THE CIRCUIT COURT OF CHRISTIAN COUNTY, MISSOURI
Associate Circuit Division
Or
Circuit Division

(Name) _____)
(Address) _____)
(City) _____)

Plaintiff/Petitioner,)

v.)

Cause No. _____)

(Name) _____)
(Address) _____)
(City) _____)

Defendant/Respondent.

CAUSE [TITLE OF PLEADING]

[Body of Pleading]

Signed

(Attorney of Record, or Party)
(Address)
(Telephone Number)
(Email Address)
(Missouri Bar Number)

[All pleadings besides the Petition require a Certificate of Service]