

LOCAL COURT RULES

INDEX

of the

39th Judicial Circuit

Barry, Lawrence and Stone Counties

Circuit Judge

Hon. David A. Cole

Associate Circuit Judges

Hon. Johnnie E. Cox, Barry County, Associate Division I

Hon. Robert J. Foulke, Barry County, Associate Division II

Hon. Scott S. Sifferman, Lawrence County, Associate Division I

Hon. Matthew R. Kasper, Lawrence County, Associate Division II

Hon. Alan M. Blankenship, Stone County, Associate Division I

Hon. Mark A. Stephens, Stone County, Associate Division II

Circuit Clerks

J. Craig Williams, Barry County

Pamela I. Fobair, Lawrence County

Mechelee Lebow, Stone County

Effective: January 15, 2022

TABLE OF CONTENTS OF LOCAL COURT RULES
OF THE 39TH JUDICIAL CIRCUIT

COURT RULES

| | | |
|--------------|--|---|
| Rule 1 | Divisions of Court | 1 |
| Rule 2 | Hours and Terms of Court | 1 |
| 2.1 | Hours of Court | 1 |
| 2.2 | Terms of Court | 2 |
| 2.3 | Law Days | 2 |
| 2.3.1 | Criminal and Civil Law Days for Division One | 2 |
| 2.3.2 | Motion Days | 2 |
| 2.4 | Particular Matters on Particular Days | 3 |
| 2.4.1 | Pending Motions | 3 |
| 2.4.2 | Announcements | 3 |
| 2.4.3 | Criminal Cases on Law Day or Opening Days | 3 |
| 2.4.4 | Files in Courtroom | 3 |
| 2.4.5 | Motions May Not Be Passed by Agreement | 3 |
| 2.4.6 | Disposition of Felony Cases in Division II | 3 |
| 2.4.7 | Motion for Summary Judgment and Pre-Trial Motions | 4 |
| 2.4.8 | Scheduling Orders and Trial Settings | 4 |
| 2.5 | Judicial Availability for Admission to Bail and for Orders of Protection | 4 |
| 2.5.1 | Holiday, Evenings and Weekends | 4 |
| 2.5.2 | Ex Parte Petitions for Order of Protection | 4 |
| 2.5.3 | Fax Transmission or E-mail | 4 |
| 2.5.4 | Oral or Written Authorization by Judge | 4 |
| 2.5.5 | Warrant or Ex parte Denied | 4 |
| 2.5.6 | Delivery to Sheriff or Police Department | 5 |
| 2.5.7 | Notice of Court's Availability Posted | 5 |
| Rule 3 | Pleadings | 5 |
| 3.1 | Caption - Civil Cases | 5 |
| 3.2 | Caption - Probate Cases | 6 |
| 3.3 | Caption - Juvenile Cases | 6 |
| 3.4 | Caption - Small Claims Court | 6 |
| 3.5 | Joinder of Defendants Barred | 6 |
| 3.6 | Style - All Cases | 6 |
| 3.6.1 | Format | 7 |
| 3.6.2 | Attorney Signature | 7 |
| 3.6.3 | Service Copies to Be Provided by Counsel | 7 |
| Rule 4 | Filing of Cases | 7 |
| 4.1 | All Cases | 7 |
| 4.2 | Fax Filings (Pro Se Filers Only) | 7 |
| 4.2.1 | Processed Upon Receipt of Filing Fee | 7 |
| 4.2.2 | Proof of Service | 7 |
| Rule 5 | Fees and Costs | 8 |
| 5.1 | Filing Fees | 8 |
| 5.1.1 | Fee Deposit | 8 |

| | | |
|--------|--|----|
| 5.2 | Costs | 8 |
| 5.2.1 | Cost Deposit | 8 |
| 5.2.2 | Miscellaneous Administrative Costs | 8 |
| 5.3 | Witness Fees | 9 |
| 5.4 | Waiver of Fees | 9 |
| 5.5 | Motion for Security | 9 |
| Rule 6 | Assignment of Judges, Cases, and Transfer of Cases | 9 |
| 6.1 | Associate Divisions I and II | 9 |
| 6.2 | Case Types to be Heard on the Record | 10 |
| 6.3 | Municipal Division | 11 |
| 6.3.1 | Provision for Municipal Ordinance Violation | 11 |
| 6.3.2 | No Provision for Municipal Ordinance Violation | 11 |
| 6.3.3 | Request for Change of Judge | 11 |
| 6.4 | Recording, Associate Division | 11 |
| 6.4.1 | Method for Preserving the Record | 11 |
| 6.5 | Automatic Assignment to Associate Circuit Judge | 11 |
| 6.5.1 | Associate Circuit Cases | 11 |
| 6.5.2 | Disqualification of an Associate Circuit Judge | 12 |
| 6.5.3 | Trial <i>de novo</i> from Associate & Small Claims | 12 |
| 6.5.4 | Probate Assignment | 12 |
| 6.6 | Special Assignment | 12 |
| 6.6.1 | Associate Judge Assignment | 12 |
| 6.6.2 | Bench Copies | 12 |
| 6.7 | Assignment Upon Change of Venue (Within 39 th Judicial Circuit) | 12 |
| 6.7.1 | How Assigned | 12 |
| 6.8 | Assignment to Circuit Judges | 12 |
| 6.9 | Certification to Circuit Division | 12 |
| 6.10 | Trial <i>de novo</i> | 12 |
| 6.10.1 | Cases in which an application for trial <i>de novo</i> has been filed | 13 |
| 6.11 | Disqualification of Judge | 13 |
| 6.11.1 | As provided in Supreme Court Rule 51.05 | 13 |
| 6.11.2 | Presiding Judge Assignment | 13 |
| 6.11.3 | Notification | 13 |
| 6.12 | Absence of Judge | 13 |
| 6.12.1 | Any Judge within 39 th Judicial Circuit | 13 |
| Rule 7 | Withdrawal of Papers from Clerk's Office | 13 |
| 7.1 | When Allowed | 13 |
| 7.1.1 | No Files Removed | 13 |
| 7.2 | Duplicating Policy | 14 |
| 7.2.1 | Requests for Copies of Court Records | 14 |
| 7.3 | Redaction | 14 |
| Rule 8 | Publication of Dockets | 14 |
| 8.1 | Trial Docket--Division I | 14 |
| 8.2 | Dismissal Docket | 14 |
| Rule 9 | Courtrooms | 15 |
| 9.1 | Assignment of Courtroom | 15 |

| | | |
|---------|--|----|
| 9.2 | Place of Hearing | 15 |
| 9.3 | Use of Counsel Table | 15 |
| 9.4 | Courtroom Decorum and Dress | 15 |
| 9.5 | Who is Permitted Within Bar | 15 |
| Rule 10 | Court Reporters and Compensation | 15 |
| 10.1 | Orders for Transcripts on Appeal | 15 |
| 10.2 | Preparation of Transcript on Appeal | 15 |
| 10.3 | Typewritten Transcript of Records from Electronic Recording Device | 16 |
| 10.4 | Transcription by OSCA | 16 |
| Rule 11 | Recording of Judicial Proceedings | 16 |
| Rule 12 | Moneys Paid into Court | 16 |
| 12.1 | Bond in Civil Cases | 16 |
| Rule 13 | Communications with Court | 16 |
| 13.1 | Oral Communications with the Court | 16 |
| 13.2 | Written Communications with the Court | 17 |
| Rule 14 | Service of Orders, Judgments and Other Documents by the Court | 17 |
| Rule 15 | Special Process Servers | 17 |

GENERAL RULES

| | | |
|---------|---|----|
| Rule 21 | Attorneys | 17 |
| 21.1 | Resolution of Conflicting Trial | 17 |
| 21.2 | Entries of Appearance | 17 |
| 21.3 | Conduct of Attorneys | 17 |
| 21.4 | Withdrawal of Attorneys | 17 |
| 21.4.1 | Written Motion and Notice | 18 |
| 21.4.2 | Service of Motion and Notice | 18 |
| 21.4.3 | Last Known Address of Client | 18 |
| 21.4.4 | Appearance of Attorney | 18 |
| 21.4.5 | Attorney to Notify Client | 18 |
| 21.5 | Failure of Attorney to Answer Docket Call | 18 |
| 21.6 | Appointment of Attorneys | 18 |
| 21.7 | Agreement of Attorneys | 19 |
| 21.8 | Advice to Clients and Witnesses of Courtroom Procedures | 19 |
| Rule 22 | Appointment of Guardian <i>Ad Litem</i> | 19 |
| 22.1 | When Appointed | 19 |
| 22.2 | Cost Deposit | 19 |
| Rule 23 | Transcripts | 19 |
| Rule 24 | Exhibits | 19 |
| 24.1 | Attorneys Responsible for Exhibits | 19 |
| 24.2 | Attorney to Provide Exhibit List to Clerk Making Record | 20 |
| 24.3 | Video Exhibit Submission | 20 |

PRETRIAL MATTERS

| | | |
|---------|--|----|
| Rule 32 | Discovery | 20 |
| 32.1 | Use of Discovery and Certification to Circuit Division | 20 |
| 32.2 | Interrogatories | 20 |

| | | |
|---------|--|----|
| 32.3 | Depositions | 20 |
| 32.4 | Motions for Sanctions | 20 |
| 32.5 | Criminal Discovery | 21 |
| Rule 33 | Pretrial Motions | 21 |
| 33.1 | Hearing Dates | 21 |
| 33.2 | Briefs in Support of Motions, When Required | 21 |
| 33.3 | Oral Arguments | 21 |
| 33.4 | Motions <i>in Limine</i> | 21 |
| Rule 34 | Continuances | 21 |
| 34.1 | Civil Cases | 22 |
| 34.2 | Criminal Cases | 22 |
| Rule 35 | Pretrial Conference | 23 |
| Rule 36 | Setting Cases for Trial | 23 |
| 36.1 | Requests for Trial Settings | 23 |
| 36.1.1 | Civil Circuit Jury Case | 23 |
| 36.1.2 | Civil Circuit Non-Jury Case | 23 |
| 36.1.3 | Civil Scheduling Order and Mediation | 23 |
| 36.1.4 | Criminal Cases Jury and Non-Jury Cases | 23 |
| 36.2 | Date of Docket Call | 24 |
| 36.3 | Preparation of Docket | 24 |
| 36.4 | Docket Call | 24 |
| 36.5 | Inactive Docket | 24 |
| 36.6 | Revision of and Removal from Prepared Docket | 24 |
| 36.7 | Special Assignments | 24 |
| Rule 37 | Dismissals | 24 |
| 37.1 | Dismissal Docket | 24 |
| 37.2 | Reinstatement of Cause | 24 |
| Rule 41 | Settlement | 24 |
| 41.1 | Notice of Settlement | 24 |
| Rule 42 | Defaults | 25 |

TRIALS

| | | |
|---------|--|----|
| Rule 51 | Court Tried Cases | 25 |
| 51.1 | Default and Uncontested Matters | 25 |
| 51.2 | Contested Matters | 25 |
| 51.3 | Preparation of Findings of Fact and Conclusions of Law | 25 |
| Rule 52 | Selection of Jury | 25 |
| 52.1 | Jury Questionnaires | 25 |
| 52.2 | Circuit Clerk's Duties | 26 |
| Rule 53 | Jury Trials | 26 |
| 53.1 | Instructions | 26 |
| 53.2 | Closing Arguments | 26 |
| 53.3 | Unless Necessary, No Jury Trials Held in December | 26 |
| Rule 54 | Judgment Entry | 27 |
| 54.1 | Contested Cases | 27 |
| 54.2 | Default or Uncontested Cases | 27 |

RULES RELATING TO PARTICULAR ACTIONS

| | | |
|---------|--|----|
| Rule 61 | Adoption | 27 |
| 61.1 | Filing Requirements | 27 |
| 61.2 | Home Study | 27 |
| Rule 62 | Drivers' Cases | 28 |
| 62.1 | Applications for Hardship Driving Privileges | 28 |
| 62.2 | Petitions for Review | 28 |
| 62.3 | Breathalyzer Test | 28 |
| Rule 63 | Associate Division Cases | 28 |
| Rule 64 | Cases Arising under Chapters 207 and 208 RSMo. 1978 | 28 |
| Rule 65 | Civil Commitment | 28 |
| Rule 66 | Condemnation | 28 |
| Rule 67 | Criminal Cases | 28 |
| 67.1 | Pretrial Release | 28 |
| 67.1.1 | Qualifications of Bail Bondsmen | 29 |
| 67.1.2 | Motions to Set Bond and for Bond Reduction | 29 |
| 67.1.3 | Deposit of Operator's License | 29 |
| 67.2 | Preliminary Hearing | 29 |
| 67.3 | Grand Jury | 29 |
| 67.4 | Attorneys | 30 |
| 67.5 | Arraignments | 30 |
| 67.5.1 | In General | 30 |
| 67.5.2 | Dates | 30 |
| 67.6 | Discovery | 30 |
| 67.7 | Motions | 30 |
| 67.8 | Plea Bargaining | 30 |
| 67.9 | Guilty Plea | 30 |
| 67.9.1 | Where Entered | 30 |
| 67.9.2 | Petition to Enter a Plea of Guilty | 30 |
| 67.10 | Docket | 30 |
| 67.11 | Probation and Parole | 31 |
| Rule 68 | Dissolution of Marriage and Child Custody Proceedings | 31 |
| 68.1 | Filing Requirements | 31 |
| 68.1.1 | Pursuant to Chapter 452 | 31 |
| 68.1.2 | Missouri Department of Health Certificate of Dissolution | 31 |
| 68.1.3 | Confidential Case Filing Information Sheet Required | 31 |
| 68.2 | Temporary Custody and Visitation | 31 |
| 68.3 | Interrogatories | 31 |
| 68.4 | Separation Agreement | 32 |
| 68.5 | Proposed Judgment | 32 |
| 68.6 | Filing of Form DR-1 and Form 14 Required Prior to Trial | 32 |
| 68.7 | Educational Sessions | 32 |
| 68.8 | Modification of Decree | 32 |
| 68.9 | Entry of Judgment Upon Affidavit - Requirements | 32 |
| 68.9.1 | Final Orders Entered - When | 32 |

| | | | |
|----------|----------|---|----|
| | 68.9.2 | Affidavit - Filing | 33 |
| | 68.10 | Interim Family Law Order | 33 |
| Rule 69 | | Municipal Divisions | 33 |
| | 69.1 | Certification of Compliance with Code of Conduct for Municipal Division Personnel | 33 |
| | 69.2 | Submission of Information Required by Section 479.155 R.S.Mo. | 33 |
| | 69.3 | Determination of Indigency Status | 34 |
| | 69.4 | Contracted Services Between Verona and Aurora Municipal Divisions | 34 |
| Rule 70 | | Partition | 34 |
| Rule 71 | | Administrative Reviews | 34 |
| Rule 72 | | Probate | 34 |
| Rule 73 | | Small Claims | 34 |
| Rule 74 | | Trust Estates | 35 |
| | 74.1 | Inventory | 35 |
| | 74.2 | Reports | 35 |
| | 74.3 | Record | 35 |
| | 74.4 | Audit | 35 |
| Rule 81 | | Execution | 35 |
| Rule 82 | | Garnishment | 35 |
| Rule 83 | | Judicial Sales | 35 |
| Rule 100 | | Presiding Judge | 35 |
| | 100.1 | Presiding Judge is Circuit Judge | 35 |
| | 100.2 | Local Court Rules | 35 |
| | 100.3 | Library Fund | 35 |
| | 100.4 | Storage of Records | 36 |
| | 100.4.1 | Reproduction, Preservation, Archival Storage and Disposal of Original Circuit Court Files and Their Contents | 36 |
| | 100.4.2 | Reproduction and Preservation of Court Records Other than Filed and Their Contents | 36 |
| | 100.4.3 | Responsibility for Indexing and Preserving Court Reporter Notes | 36 |
| | 100.4.4 | Identification of Reporters' Notes | 36 |
| | 100.4.5 | Index | 36 |
| | 100.4.6 | Storage of Notes | 36 |
| | 100.4.7 | Notes of Substitute Reporters | 36 |
| | 100.4.8 | Storage of Notes upon Retirement, Termination or Death of Court Reporter | 37 |
| | 100.4.9 | Boxing and Storing of Old Notes | 37 |
| | 100.4.10 | Responsibility for Furnishing Material and Space for Storage of Court Reporter Notes | 37 |
| | 100.4.11 | Procedure for Examination of Criminal Records | 37 |
| | 100.4.12 | Procedure for Expunging and Closing Criminal Records | 37 |
| | 100.5 | Clerk's Duties | 37 |
| | 100.5.1 | Moneys Paid into Court | 37 |
| | 100.5.2 | Returned Fee | 37 |
| | 100.6 | Selection of Venirepersons | 37 |

MISCELLANEOUS RULES

Rule 101Presence of Sheriff and Clerk Required 37

ELECTRONIC FILING

Rule 102Reserved for future use 38
Rule 103Electronic Filing 38
 103.1Registration 38
 103.2Files of the Court 38
 103.3Format of Electronically Filed Documents 38
 103.4Electronic Filing with the Court 39
 103.5Electronic Filing Deadlines 39
 103.6Verified Documents and Affidavits 40
 103.7Service 40
 103.8Notice of Entry of Orders and Judgments 40
 103.9Issuance of Summons 40