

RULES OF COURT
AFFECTING ATTORNEYS AND LITIGANTS
CIRCUIT COURT
OF
MADISON, ST. FRANCOIS,
STE. GENEVIEVE, AND WASHINGTON
COUNTIES OF MISSOURI
THE TWENTY-FOURTH JUDICIAL CIRCUIT
OF THE STATE OF MISSOURI

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ADMINISTRATION

RULE 1: DIVISIONS OF COURT

There shall be divisions of the Circuit Court which shall be as follows:

ST. FRANCOIS COUNTY:

Division I: Circuit/Juvenile
Division II: Circuit/Juvenile
Division III: Circuit/Small Claims
Division IV: Circuit/Probate

MADISON COUNTY:

Division I: Circuit/Juvenile
Division II: Circuit/Juvenile
Division III: Circuit/Juvenile/Small Claims/Probate

STE. GENEVIEVE COUNTY:

Division I: Circuit/Juvenile
Division II: Circuit/Juvenile
Division III: Circuit/Juvenile/Small Claims/Probate

WASHINGTON COUNTY:

Division I: Circuit/Juvenile
Division II: Circuit/Juvenile
Division III: Circuit/Juvenile/Small Claims/Probate

RULE 2: HOURS AND TERMS OF COURT

2.1 HOURS

The clerks' offices shall be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The clerks' offices are deemed always open for the purpose of filing papers. All sessions shall begin at 9:00 a.m., except for default matters on Law Days in St. Francois County, or as otherwise set by the clerk or the Court.

2.2 TERMS

The Circuit Court shall be in continual session as provided by Section 478.205 RSMo. To the extent that a term of the Circuit Court may be required or specified by these rules, or by any provision of law, the "terms" of Court for Divisions I and II shall be considered as commencing on the dates as hereafter stated:

- a. In Washington County on the first Monday in the

months of January and July.

b. In Ste. Genevieve County on the first Tuesday in the months of January and July.

c. In Madison County on the first Thursday in the months of January and July.

d. In St. Francois County on the first Friday in the months of January, May, and September.

e. The Court shall not be required to convene in any county in the circuit on the first day of any "term" solely because of this rule.

2.3 LAW DAYS

a. Regular Law Days will be held within the circuit commencing on the first week of the month as follows:

WASHINGTON COUNTY, Potosi:

1st Monday, Division I, at 9:00 a.m.
3rd Monday, Division II, at 9:00 a.m.
3rd Monday, Division III, at 10:00 a.m.

STE. GENEVIEVE COUNTY, Ste. Genevieve:

1st Tuesday, Division I, at 9:00 a.m.
3rd Tuesday, Division II, at 9:00 a.m.
3rd Tuesday, Division III, at 10:00 a.m.

MADISON COUNTY, Fredericktown:

1st Thursday, Division I, at 9:00 a.m.
3rd Thursday, Division II, at 9:00 a.m.
3rd Thursday, Division III, at 10:00 a.m.

ST. FRANCOIS COUNTY, Farmington:

1st Friday, Division I, at 9:00 a.m.
3rd Friday, Division II, at 9:00 a.m.
2nd and 4th Thursday, Division III, at 10:00 a.m.
2nd Thursday, Division III, Criminal at 11:00 a.m.
2nd Thursday, Division IV, at 9:00 a.m.

b. Special Law Days may be scheduled for taking up any matters designated by the Court.

2.4 PARTICULAR MATTERS ON PARTICULAR DAYS

a. ST. FRANCOIS COUNTY:

1. No contested matters where testimony is required will be heard on Law Days unless specifically set by the Judge of the appropriate division.

2. Default matters may be heard between the hour of 8:00 a.m. and 9:00 a.m. in Division I and II Law Days.

3. Juvenile matters will be heard on specific days as designated by the Court.

4. Motions shall be specifically set for hearing in Divisions I and II on regular Motion Days which are as follows:

- a. 2nd Friday, Division I, at 9:00 a.m.
- b. 4th Friday, Division II, at 9:00 a.m.

b. MADISON, STE. GENEVIEVE, and WASHINGTON COUNTIES:

1. Motions requiring notice and hearing, matters which require testimony for disposition, matters in default, and other proceedings set specifically by the Court may be heard and disposed of on a regular Law Day.

2. Juvenile matters will be heard on specific days as designated by the Court.

RULE 3: PLEADINGS

All pleadings shall conform with Missouri Rules of Court and captioned as set out in Appendix A.

RULE 4: FILING OF CASES

4.1 CRIMINAL CASES

a. All infraction, traffic, misdemeanor, and felony charges shall be filed in Division III.

b. All indictments shall be filed in the office of the Circuit Clerk.

4.2 CIVIL CASES

a. All cases to be heard initially in Divisions presided over by Circuit Judges shall be filed with the Circuit Clerk.

b. All cases to be heard initially in divisions presided over by Associate Circuit Judges, including Small Claims, shall be filed in Division III.

4.3 JUVENILE CASES

Division I and II shall, in addition to other duties, be designated and serve as Juvenile Divisions of the Circuit Court. Divisions III and IV shall, in addition to other duties, be designated and serve as Juvenile Divisions for the limited purpose of conducting detention hearings, as provided in the Rules of Practice and Procedure in Juvenile Courts.

4.4 EXPEDITED FILING

A. Filing of pleadings, notices, proposed orders or any other document to be filed with the clerk of any division of the Circuit Court by facsimile transmission is permitted under the following conditions:

1. the facsimile machine to which such filing is directed must be physically located and under the control of a clerk or clerks of the Circuit Court;

2. the original document to be filed must be mailed to the appropriate judge or clerk post marked not later than the next business day after the facsimile transmission;

3. all parties or counsel have had transmitted to them by facsimile transmission a copy of the document to be filed, or where such transmission is impossible have been notified by telephone of the intention of counsel to utilize expedited filing under this rule, or where such notice is impossible have been sent by regular mail a copy of the document to be filed and notice of intention to utilize expedited filing under this rule and the date said transmission was made;

4. a copy of the original document is mailed to all parties or counsel by regular mail post marked not later than the next business date after the facsimile transmission to the Court pursuant to Supreme Court Rule.

B. The judges or clerks of the Circuit Court may utilize facsimile transmission to notify counsel equipped to receive same of trial or other settings, entry of judgments or orders, etcetera; however, a copy of the original of any order of court other than a setting date or correspondence shall be mailed to all parties or counsel by regular mail within a reasonable time.

C. All counsel equipped to receive facsimile transmissions shall notify the Circuit Clerk in each county of the 24th Judicial Circuit of that fact and of his or her

office's telephone number for receipt of facsimile transmissions.

RULE 5: FILING FEES, DEPOSITS, AND COSTS

5.1 FILING FEE AND COST DEPOSIT

5.1.1 DIVISIONS I AND II:

In all cases, except actions sent to any county in this circuit on a change of venue, or on appeal from inferior Courts, or civil or criminal suits filed by the county or state, or any city, the following costs deposits shall be required at the time such suit is filed:

a. \$150.00 for one defendant and an additional \$10.00 for each additional defendant.

b. In any suit where service by publication is necessary, an additional \$50.00 is to be deposited.

c. In any suit where the services of an attorney as guardian ad litem is contemplated or necessary an additional \$50.00 is to be deposited.

5.1.2 DIVISIONS III AND IV:

a. Division III Cases: The cost deposit shall be \$80.00 plus an additional \$10.00 for each additional defendant in Ste. Genevieve, Madison and Washington Counties. The cost deposit shall be \$100.00 plus an additional \$10.00 for each additional defendant in St. Francois County.

b. Small Claims Division Cases: The cost deposit shall be as provided by statute, plus any amount required for service of process on defendant(s).

c. Probate Division Cases: A cost deposit of \$150.00 is required in all Applications for Letters in decedent's estates in which there are no stated valued assets listed on the application. In all other Applications for Letters, the Court may on its own motion require an appropriate cost deposit. Petitions for Letters of Guardianship and/or Conservatorship of an alleged incapacitated and/or disabled person shall be accompanied by a cost deposit of \$150.00.

5.2 COSTS IN ALL CASES:

a. Insufficient Deposit: In all cases where funds deposited with the clerk are insufficient to cover

costs and fees reasonably expected, the clerk shall determine the amount of further cost deposit.

b. Security for Costs: A party may file Motion for Security for Costs or seek leave to sue in forma pauperis. Upon the hearing of a motion for security for costs, or for leave to sue in forma pauperis, the burden of establishing same shall be upon the party filing such motion.

c. Court Reporters need not file a motion for security of costs, and may require a deposit for estimated cost of the transcript as provided by law.

d. Deposition Costs: Deposition costs will not be taxed as costs by the clerk of the appropriate Court unless the deposition costs have been certified to the clerk's office in accordance with the provisions of Section 492.590 RSMo.

e. Witness Fees: Witness fees shall not be allowed unless a claim is made to the appropriate clerk by the witness. The attorney causing any witness to be subpoenaed is responsible for informing the witness of this rule.

5.3 PUBLICATION

Matters requiring publication for service shall be accompanied by an "Affidavit for Service by Publication", duly executed by petitioner, or counsel, and designating the choice, if any, of newspaper.

In sales of foreclosure requiring publication handled directly with the Sheriff's office, the trustee, or counsel, shall be responsible for arranging publication of said sale.

RULE 6: ASSIGNMENT OF JUDGES, CASES, AND TRANSFER OF CASES

6.1 ASSIGNMENT TO ASSOCIATE CIRCUIT JUDGE BY CONSENT

The Associate Circuit Judges may hear and determine any other civil case if a written consent to such hearing and determination is executed by all parties to the case, either personally or by counsel, and is filed of record in the case. Such consent may be as to all proceedings with respect to the case or it may be limited to particular pre-trial matters or other proceedings in the case.

6.1.1 ASSIGNMENT BY LOCAL COURT RULE OR ORDER

a. The Associate Circuit Judges shall have concurrent jurisdiction with the Circuit Judges as provided

by statute, Supreme Court Rule, or by the Presiding Judge, in all cases, with the exception of: felony criminal cases, civil cases requiring a jury where the amount in controversy is over \$15,000.00, Petitions for Writ of Habeas Corpus, Petitions for Writ of Mandamus, and Petitions for Writ of Prohibition.

b. Upon filing domestic relations cases in Ste. Genevieve County are automatically assigned to the Associate Circuit Judge.

6.1.2 SPECIAL ASSIGNMENT

The Presiding Judge may assign judges to hear such cases or classes of cases as the Presiding Judge may designate, and to assign judges to divisions. Such assignment authority shall include the authority to authorize particular Associate Circuit Judges to hear and determine cases or classes of cases in addition to those authorized in Section 478.225 RSMo.

By this subsection the Presiding Judge shall not, however, be authorized to make the following assignments:

a. Assign a municipal judge to hear any case other than to initially hear a municipal ordinance violation case of another municipality which makes provisions for its own municipal judge;

b. Assign a case to a judge contrary to the provisions of Supreme Court Rules.

6.5 DISQUALIFICATION OF JUDGE

In all cases where a party files a Motion for Change of Venue, or a Motion, Affidavit, or Disqualification, or for Change of Judge, the party or his attorney is ordered to provide the Presiding Judge with a copy of said Motion, Affidavit, or Disqualification, and to set out in said document any pending hearings or trial scheduled in said cause.

The clerk is ordered to bring said Motions, etc. immediately to that particular judge's attention. The clerk or judge shall then notify the Presiding Judge whenever an order granting change of venue or disqualification is entered.

6.6 ABSENCE OF CIRCUIT OR ASSOCIATE JUDGE

In the absence of a Circuit Judge the other Circuit Judge may, during such absence, sit as the judge of that division and perform all the duties of the absent judge.

In the absence of the Associate Circuit Judge any other Associate Circuit Judge, or Circuit Judge, may, during such absence, sit as the judge of that division and perform all the duties of the absent judge.

6.7 ABSENCE OF PRESIDING JUDGE

In the event 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 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 sub-paragraph 1 of Section 478.240 RSMo and in Article 5, Section 24 of the Missouri Constitution.

RULE 7: WITHDRAWAL OF PAPERS FROM CLERKS' OFFICE

7.1 WHEN ALLOWED

No official files of the Circuit Court or any division thereof shall be removed from said office except in the custody of employees of the Circuit Court or officers of the Court as specifically authorized by any judge.

7.2 DUPLICATING POLICY

Requests for copies of Court records should be directed to the clerk in charge of said records. No charge shall be made for copies of documents furnished to any city, county, state agency, or state department.

RULE 8: PUBLICATION OF DOCKETS

8.1 TRIAL DOCKET

The Circuit Clerk shall prepare a docket of all civil and criminal cases that are scheduled on Law Day or other docket day. The docket shall be mailed to all attorneys having a case before the Court at least five (5) days before Law Day or other docket day.

8.2 DISMISSAL DOCKET

8.2.1. The Circuit Clerk shall, on or about June 1 and December 1 of each year, prepare a dismissal docket of all civil and criminal cases pending in which no activity has been noted on the docket sheet for one (1) year.

8.2.2. In all civil and criminal cases in which no activity has been noted on the docket sheet for at least two (2) years, the Court may at its discretion order the dismissal without prejudice of any such cause summarily and without notice.

RULE 9: COURTROOM AND PROCEDURE

9.1 ASSIGNMENT OF COURTROOMS - NO LOCAL COURT RULE

9.2 PLACE OF HEARING - NO LOCAL COURT RULE

9.3 USE OF COUNSEL TABLE - NO LOCAL COURT RULE

9.4 COURTROOM DECORUM AND DRESS

The sheriff (or bailiff) and a clerk shall be in the Courtroom at all times when Court is in session, unless otherwise ordered by the judge. The sheriff (or bailiff) shall maintain order in the Courtroom and enforce the rule against smoking therein.

The clerk, from time to time as required by the Court, shall administer oaths to the sheriff and deputies.

RULE 10: COURT REPORTERS AND COMPENSATION FOR SAME

In any matter where the record was maintained by an official Court reporter or special Court Reporter, all orders for transcripts on appeal or of the testimony of any witness(es) shall be made in writing to that reporter. The reporter's acceptance of service of such order shall be filed with the appropriate clerk. All applications for extension of time to file transcripts shall show the date the same was ordered.

RULE 11: RECORDING OF JUDICIAL PROCEEDINGS:

All persons, except those authorized by the Court to preserve the record, shall refrain from broadcasting, televising, recording, or taking photographs in the Courtrooms and in the corridors and stairways adjacent thereto while Court is in session and during recesses.

RULE 12: MONIES PAID INTO COURT - NO LOCAL COURT RULE

RULE 13: COMMUNICATIONS WITH COURT

13.1 ORAL COMMUNICATIONS WITH COURT

The Court will not permit private interviews, arguments, or

communications where all interests which may be affected thereby are not represented except in cases where provision is made by law for ex parte application. Any such attempt will be summarily terminated by the Court.

13.2 WRITTEN COMMUNICATIONS WITH COURT

Any attorney or party sending a written communication to the Court shall supply a copy of said communication to the opposing counsel. Any communication or pleading not provided to opposing counsel or party shall be deemed not filed and shall not be considered.

GENERAL RULES

RULE 21: ATTORNEYS

21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS

An attorney upon discovering a conflict in trial setting shall immediately notify the judge of said conflict.

21.2 ENTRIES OF APPEARANCE

Entries of Appearance shall be written with the caption of the case thereon.

21.4 WITHDRAWAL OF ATTORNEYS

The conditions under which an attorney is allowed to withdraw from the employ of a client are as set out in Missouri Rules of Court #4, Rules of Professional Conduct, specifically Rule 1.16.

An attorney who desires to withdraw as attorney of record shall comply with the following procedure:

a. The attorney shall file a written motion requesting leave of Court to withdraw. If the case is already set for trial the reason for the request must be set forth in the motion. 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 copy of the motion and 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 Missouri Rule of Court 43.10. If the case in which the attorney is seeking leave to withdraw is a criminal case, the notice shall instruct the client that the client must appear in person at the hearing.

c. The attorney shall plainly set forth the last known address of the client in the motion or the Certificate of Service thereon.

d. The attorney must appear in open Court and call up the motion at the time specified in the notice. If the case is a criminal case, it shall be the duty of the client to appear in person. If the client fails to appear, and if the attorney is granted leave to withdraw, the attorney shall immediately notify his former client by letter of the attorney's withdrawal and shall send a copy of the letter to the clerk. Such letter shall advise the former client of any scheduled Court proceedings or pleading deadlines in the case.

21.5 FAILURE OF ATTORNEYS TO ANSWER DOCKET CALL

In cases where attorneys are not present for the call of the docket, the Court may take action as it deems appropriate, including ruling on motions and the setting of cases for trial or hearing. The clerk shall notify counsel of action taken, except in Division III in St. Francois County due to the volume of cases handled in that Division. In Division III in St. Francois County counsel not present at the docket call are responsible for obtaining information on any action taken at the docket call from the clerk.

21.6 APPOINTMENT OF ATTORNEYS - NO LOCAL RULE

21.7 AGREEMENT OF ATTORNEYS

No stipulation or agreement between parties or attorneys in a pending cause will be recognized unless made in writing and filed with the clerk or made orally on the record.

21.8 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM PROCEDURES

Each attorney shall advise all clients and witnesses as to the formality of the Court, including proper attire, and seek their cooperation therewith.

When the rule as to witnesses is invoked, each attorney shall see that the witnesses comply with that rule. If any witness violates the rule, whether willfully or otherwise, such witness shall not be permitted to testify, except by consent of opposing counsel or unless the Court, in its own discretion, rules that under all the circumstances to be considered justice requires such testimony be received.

RULE 22: APPOINTMENT OF GUARDIAN AD LITEM - NO LOCAL COURT RULE

RULE 23: TRANSCRIPTS

Preparation of any transcript on appeal by an official Court Reporter shall not begin until the person ordering such makes a cash deposit with the reporter of such amount as the reporter reasonably estimates such 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. Payment will be made directly to the reporter.

Orders for transcripts where the record was made by electronic recording device shall be made in writing to the judge who heard the case, who shall then make such orders with respect thereto as may be reasonable and proper in accordance with the Missouri Rules of Court.

Preparations for a transcript of a record preserved by electronic recording device shall not begin until the clerk is paid a sum sufficient to cover the estimated cost of this work. The estimated charge will vary depending upon how the typewritten copy is to be prepared.

a. If the requesting party desires the Clerk to forward the material to the Office of State Courts Administrator for transcribing, the estimated cost will be based on rates authorized for transcripts prepared by an official Court Reporter.

b. If the requesting party desires to make arrangements for a typist to prepare the transcript, the deposit required will be based on the estimated cost of having clerk personnel supervise the copying of the tape which was used to electronically record the proceedings. It is the responsibility of the requesting party to pay this amount upon being presented with a bill by the clerk.

RULE 24: EXHIBITS

The attorney is responsible for all exhibits before, during, and after trial. Exhibits should be marked for identification prior to trial. All exhibits offered during the trial, except depositions, shall remain in the custody of the attorneys offering the same and shall at all reasonable times be subject to examination by opposing counsel.

PRE-TRIAL MATTERS

RULE 32: DISCOVERY

32.1 USE OF DISCOVERY AND CERTIFICATION TO CIRCUIT DIVISION

No case will be placed on the trial docket until the case is at issue and all discovery, if any, has been completed by the party requesting the setting.

32.2 INTERROGATORIES

a. Any party propounding interrogatories in a civil action shall set forth each question in clear and concise language, leaving an appropriate place below each question for an answer or objection to be inserted. The original and a sufficient number of copies for each party to the action shall be served upon counsel for the interrogated party, or the party if not represented. None of these papers are to be filed with the Court at this time.

b. The interrogating party shall prepare a "Certificate of Service" as set out in Appendix B-1, attach a copy to the interrogatories, and file the original "Certificate of Service" with the Court at the same time the interrogatories are mailed. The "Certificate of Service" shall include the following information:

1. The party served.
2. The date and manner of service.
3. The designation of the pleading, as first or second interrogatories, etc.
4. The signature of the attorney or party serving the interrogatories.

c. DOMESTIC RELATIONS CASES

Interrogatories are hereby limited in number to twenty-five (25) each interrogatory to contain no more than six (6) sub parts. Interrogatories numbering in excess of said numbers, or supplemental interrogatories, may be submitted only by leave of Court first obtained and for good cause shown.

The Court may impose sanctions as it deems appropriate for violations of this rule after notice and hearing.

d. ANSWERS TO INTERROGATORIES

1. The answers to interrogatories shall be typewritten in the spaces provided on the interrogatories. In the event an answer is too lengthy to place in the space provided, it shall be attached as an appendix and clearly identified.

2. The interrogated party shall prepare an

affidavit to be signed by the appropriate party and attach it as the last page of the interrogatories along with a "Certificate of Service" as set out in Appendix B-2 and then file the original, answered interrogatories with the Court, serving a copy upon each party.

e. OBJECTIONS TO INTERROGATORIES

Objections to certain interrogatories shall be inserted in the place provided for the answers and the grounds therefor shall be stated in detail. Failure to state the grounds for an objection in detail may result in the objection being summarily overruled.

32.4 MOTION FOR SANCTIONS

Failure to file answers or objections to interrogatories within the time prescribed by Missouri Rule of Court Rule 57.01(a), or as extended by Court order, shall be grounds for the sustaining of a motion for sanctions.

RULE 33: PRE-TRIAL MOTIONS

33.1 HEARING DATES

a. CRIMINAL

1. All pre-trial motions made by either party shall be filed, noticed and heard no later than seven (7) days prior to the date set for trial.

2. Except for good cause shown, and in unusual circumstances, no motion shall be filed later than seven (7) days before the trial date. Any motion filed later than seven (7) days before the trial date shall be subject to automatic denial. In appropriate cases and in the discretion of the Court, counsel filing same may be subjected to sanctions.

b. CIVIL

Except in St. Francois County which has separate Motion Days, motions requiring notice and hearing, matters which require testimony for disposition, matters in default, and other proceedings set specifically by the Court, may be heard and disposed of on Law Days. Matters requiring notice to opposing parties will be scheduled by the appropriate clerk for disposition in the order that such notices are received.

33.2 BRIEFS IN SUPPORT OF MOTIONS - WHEN REQUIRED

All motions shall be in writing and accompanied by a written memorandum setting forth reasons in support thereof with citations and points relied upon. Either party thereafter upon five (5) days notice may call up said motion for hearing. If no memorandum is filed, then upon notice by either party, the Court will consider the motion without argument. After submission the Court may require such memoranda or briefs as the Court may deem advisable. Time to file written memorandum may be extended by the Court for good cause shown.

33.3 ORAL ARGUMENTS

a. DIVISIONS I AND II: In the event oral argument in support of motions before the Court is desired, any party, upon five (5) days notice may call up said motion for hearing. A specific date and time must be scheduled on Motion Days in St. Francois County and on Law Days in the remaining three counties of the circuit.

b. DIVISIONS III AND IV: In the event oral argument in support of motions before the Court is desired, any party, upon five (5) days notice may call up a motion for hearing provided a specific date and time is scheduled with the Division Clerk.

33.4 MOTIONS IN LIMINE

All motions shall be in writing and accompanied by citations of authority.

33.5 NOTICES: ALL NOTICES CALLING MATTERS FOR DISPOSITION SHALL STATE THE ESTIMATED TIME REQUIRED TO DISPOSE OF THE MATTER AND THE NAME(S) AND ADDRESS(ES) OF ALL OPPOSING COUNSEL IN THE CASE. NOTICES RECEIVED BY THE CLERK WHICH DO NOT CONFORM TO THIS RULE SHALL BE DISREGARDED AND THE CASES TO WHICH THEY APPLY SHALL NOT BE CALLED FOR DISPOSITION.

RULE 34: CONTINUANCES

34.1 CIVIL CASES

a. An application for continuance shall be made by a written motion accompanied by an affidavit of the applicant, or some other credible person, setting forth the facts upon which the application is based, unless the adverse party consents that the application for continuance may be made orally. For good cause shown, the Court may continue a civil action to a fixed day, or to a day for trial to be set thereafter.

b. Every continuance granted on the application

of a party may be at the cost of such party, if so ordered by the Court. Said costs may include jurors attendance fees, if any, which are incurred by reason of a continuance, and may be assessed at the discretion of the Court against the party requesting said continuance. All applications for continuance shall conform to Missouri Rule of Court 65.

34.2 CRIMINAL CASES

a. An application for continuance shall be made by a written motion accompanied by an affidavit of the applicant, or some other credible person, setting forth the facts upon which the application is based, unless the adverse party consents that the application for continuance may be made orally.

b. A continuance will be granted only if the Court finds the end of justice served by taking such an action outweighs the benefits of a speedy trial. For good cause shown, the Court may continue a criminal case to a fixed day, or to a day for trial to be set thereafter.

c. Every continuance granted on the application of a party may be at the cost of such party, if so ordered by the Court. Said costs may include jurors attendance fees, if any, which are incurred by reason of a continuance, and may be assessed at the discretion of the Court against the party requesting said continuance. All applications for continuance shall conform to Missouri Rule of Court 24.

RULE 35: PRE-TRIAL CONFERENCES

Prior to the commencement of any jury trial, the attorneys are requested to appear in Court at 8:30 a.m. in the judge's chambers for a pre-trial conference.

RULE 36: SETTING CASES FOR TRIAL

36.1 REQUEST FOR TRIAL

a. When a civil case is at issue, either party shall file with the appropriate clerk a Notice of Readiness certifying that the case is at issue and that the party filing the notice is ready for trial, stating:

1. The names, addresses and telephone numbers of the trial counsel for all parties;
2. The specific nature and object of the action;
3. The issue has been joined between all parties not in default;
4. That discovery, if any, is complete;
5. That all orders of the Court have been com-

plied with;

6. The time estimated to be necessary to try the case; and thereafter the cause shall be placed on the trial docket.

b. No case will be placed on the trial docket unless written request therefor is received by the Circuit Clerk, or Division Clerk, not less than ten (10) days before the date on which the docket is called, and a copy of the request simultaneously furnished opposing counsel or party.

36.2 DATE OF CALENDAR CALL AND APPEARANCE AT DOCKET CALL

a. Counsel, after filing a proper Notice of Readiness requesting trial setting, shall appear at the next regular Law Day of the Court for the purpose of receiving a trial setting; or, in lieu thereof, counsel shall provide the Court and opposing counsel with non-available dates. Failure of counsel to appear as required above, or who fails to furnish non-available dates, may cause such case to be stricken from the trial setting docket or, if said case is set, conflicting setting will not be grounds for a motion for continuance.

b. In the event of no opposition to a Notice of Readiness for a trial setting by opposing counsel, the Court will, on the next regular Law Day, set a specific day for hearing the matter.

c. Cases set for trial are expected to be for disposition on the day set. Cases not tried on the setting day shall be subject to dismissal by the Court, without prejudice, for lack of prosecution, or placed on the bottom of the docket thereafter.

RULE 37: DISMISSALS - NO LOCAL COURT RULE

SETTLEMENT AND DEFAULT

RULE 41: SETTLEMENT

41.1 NOTICE OF SETTLEMENT

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

RULE 42: DEFAULT

Default matters in St. Francois County will be heard in Divisions I and II on the first and third Fridays of each month, respectively, between 8:00 a.m. and 9:00 a.m.

Default matters in the remaining three counties of the circuit will be heard on the Law Day at 9:00 a.m., or as soon thereafter as can be heard by the Court.

Default matters will be heard in Divisions III and IV in St. Francois County on regular Law Days as scheduled, or as otherwise set by the Court or clerk.

TRIALS

RULE 51: COURT TRIED CASES

In all Court-tried cases in which Findings of Facts and Conclusions of Law are required, or properly requested, the parties, through their attorneys, shall submit Proposed Findings of Facts and Conclusions of Law at the conclusion of the trial, or within a reasonable time as directed by the Court.

RULE 52: SELECTION OF JURY

52.1 JURY QUESTIONNAIRES

a. A jury questionnaire shall be delivered with the summons along with directions to fill it out and return it to the clerk's office at a given date.

b. Jury questionnaires shall be available on 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 jury questionnaires to the clerk.

c. The jury questionnaire is a matter of public record and may be inspected by the attorneys at any time Court is in session.

d. Attorneys shall not, as part of the voir dire examination, examine a member of the jury panel to elicit the basic information already contained on the jury questionnaire, without the permission of the Court, except as to events that have occurred since the signing of the questionnaire.

52.2 SUMMONING A JURY

In every case in which a jury has been ordered by the Court, the sheriff shall, on or before the fifth calendar day before the trial date (excluding Sundays and legal holidays), summon a jury to hear the cause. The calling of a jury shall not be cancelled, nor shall a jury summoned be released except upon written order of the duly assigned

trial judge.

RULE 53: JURY TRIALS

53.1 INSTRUCTIONS

Prior to the commencement of any jury trial, the attorneys shall prepare jury instructions for study by the Court (and the Court only), and shall deliver them to the Court at least three (3) days prior to the commencement of the trial. This rule shall apply to the Prosecuting Attorney in criminal cases as well.

53.2 ARGUMENTS

An attorney will be given reasonable time for argument and the Court will decide the period of time allowed. Plaintiff may divide his time between opening and closing argument, but not more than one-half of his time may be spent in closing. Time may be extended at the discretion of the Court. Arguments by multiple parties are made in the order named in the pleading unless otherwise agreed to by the parties or directed by the Court.

RULE 54: JUDGMENT ENTRY

54.1 CONTESTED CASES

Unless otherwise ordered, the attorney for the prevailing party shall prepare the formal order or judgment and deliver the same to the clerk of the appropriate division within seven (7) days after the order is made or judgment entered, with a copy of the same contemporaneously provided to opposing counsel, and the clerk shall record the same. Objections to same may be made as provided by law, which shall be promptly determined by the Court.

54.2 DEFAULT OR UNCONTESTED CASES

In default or uncontested cases counsel for the prevailing party shall on the day of rendition present to the Court for its approval the judgement or decree to be entered in the cause. The Court shall then authorize the clerk to enter judgment as provided therein, or as modified by the Court. If a modification is made affecting the substantial rights of the parties, the parties shall be notified forthwith.

RULES RELATING TO PARTICULAR ACTIONS

RULE 61: TRANSFER OF CUSTODY, ADOPTION, JUVENILE

61.1 FILING REQUIREMENTS

a. Upon the filing of a petition for adoption or for transfer of custody prior thereto, and upon application to the Court, the Court will appoint a guardian ad litem for the child sought to be adopted and order the statutory investigation and report.

b. Before hearing a petition for adoption or for transfer of custody prior thereto, counsel for petitioner(s) will request a conference with the Court and the guardian ad litem to verify compliance with statutory requirements.

c. At the time of filing the petition counsel for the petitioners shall file a "Certificate of Adoption" (Vital Statistics Report, Section 193.360 RSMo) on a form to be provided by the clerk and affidavit as required by Section 453.070 RSMo 1989.

61.2 Unless waived pursuant to Section 453.070 RSMo, upon the filing of a "Petition for Adoption", the Division of Family Services, or other agency designated by the Court, shall initiate an investigation of the suitability of the child for adoption and the suitability of the petitioners as parents for said child. Counsel for petitioners shall prepare an "Order for Home Study" to be signed by the Court. The clerk shall notify the appropriate agency to conduct such investigation and file a written report thereof.

61.3 In all cases filed in the Juvenile Division in which a petition has been filed under subdivision (1) of subsection 1 of section 211.031, RSMo. and in which a child or children have been removed from the home, the parents, custodians and all others having a duty to provide support to the child shall prepare verified financial and income and expense statements using the forms in appendix C and D to these rules. The financial and income and expense statements shall be filed with the Court at least five (5) days prior to the adjudicatory hearing, and copies shall be served on all parties.

RULE 62: DRIVERS CASES

62.1 APPLICATIONS FOR HARDSHIP DRIVING PRIVILEGES

Applications for hardship driving privileges shall be filed in Division III

62.2 PETITIONS FOR REVIEW

Petitions for Review of driver's license revocation shall be filed with the Circuit Clerk.

62.3 BREATHALIZER TEST

RULE 68: DISSOLUTION OF MARRIAGE - DOMESTIC RELATIONS CASES

68.1 FILING REQUIREMENTS

At the time of filing the petition, petitioner shall file a Certificate of Dissolution of Marriage on a form provided by the Circuit Clerk's Office.

If there are minor children born of the parties or adopted by them, petitioner shall also file with his/her petition and respondent shall file with the answer/cross-petition the following:

- a. A complete Form 14 per Supreme Court Rule 88, and
- b. A completed Parenting Plan using the form in Appendix E;

No case shall be docketed or set for hearing unless prior thereto said documents are on file with the Clerk of the Court.

68.2 SEPARATION AGREEMENTS

In all cases where Separation Agreements are made under provisions of Section 452.325 RSMo., a copy of such shall be submitted to the court prior to hearing.

68.3 CHILDREN FIRST PROGRAM

a. Effective November 1, 1989, both parties to any proceeding in domestic relations cases, whether dissolution of marriage, legal separation, annulment, modification or enforcement where there are minor children born to the parties or adopted by them or either shall view the film **Children First** and shall attend such educational sessions as may be required by the Children First Foundation or its local licensee. For matters pending prior to November 1, 1989, the Court may order parties to go through such educational program. Each party must attend said program within 60 days of service of process upon responding party or face appropriate sanctions in the discretion of the Court.

b. In any other case or class of case where minor children are involved the Court may in its discretion require the parties to view the film **Children First** and attend such educational sessions as may be required by the Children First Foundation or its local licensee.

c. The local licensee for the Children First Foundation shall charge and collect a fee from each party to be determined by said licensee using the State of Missouri sliding fee scale as promulgated by the Department of Mental Health, provided that the maximum fee to be assessed and collected shall not exceed Seventy Five Dollars (\$75.00) per party.

d. There is hereby created a Children First account which is to be maintained by the Circuit Clerk of St. Francois County. The Circuit Clerk is directed to open an interest bearing account with the name "Child First." The local licensee shall apply said fees to the actual expenses of administering the Children First Program,

Program, including salaries, materials and any continuing license fees paid to the Children First Foundation, etc. At the end of the fiscal year of said licensee any amounts in excess of actual expenses as determined by the yearly audit of licensee shall be paid into the Children First Account. Funds which may accumulate in this account are to be spent in such a fashion as to enhance the administration of justice as determined by written order of a majority of this Court meeting en banc.

e. Administration of the program, including all requirements of the Children First Foundation licensing agreement, scheduling, assessing and collecting fees and filing certificates of completion with the Clerk is hereby vested in the local licensee as determined by this Court.

f. The local licensee(s) of the Children First Foundation will be designated by order of the Court en banc.

68.4 FILING OF FINANCIAL STATEMENTS

a. In contested dissolution of marriage cases, Petitioner shall complete petitioner's portion of the Property Statement using the form in Appendix C and deliver the same to respondent not later than 30 days prior to the scheduled trial date. The respondent shall complete respondent's portion of the Property Statement and file the completed form with the Court and also deliver a copy to the petitioner not later than 10 days prior to the scheduled trial date.

b. In contested dissolution of marriage, legal separation, motions to modify child support or maintenance, and paternity actions, a Statement of Income and Expense using the form in Appendix D shall be filed with the Court and delivered to the opposing party not less than 10 days prior to the scheduled trial date.

c. The Circuit Clerk shall bring this rule to the attention of the parties.

68.5 STATUS CONFERENCES

In St. Francois County, a status conference will be scheduled by the Clerk in all dissolution of marriage cases, motions to modify, and paternity actions (exclusive of cases initiated by the Family Support Division) approximately 4 to 6 weeks after the filing of an answer or the return of service in a motion to modify case. Status conferences will not be scheduled in default dissolution of marriage or paternity cases. The parties and their attorneys shall attend these status conferences. Such conferences may be continued by the Court upon motion and showing of good cause.

68.6 ENTRY OF JUDGMENT UPON AFFIDAVIT – REQUIREMENTS

a. FINAL ORDER IS ENTERED WHEN:

Final orders in a proceeding for dissolution of marriage or legal separation, motions to modify, and actions for declaration of paternity may be entered upon the affidavit of either or both parties when:

1. there are no minor children of the mother and father and the mother

1. there are no minor children of the mother and father and the mother and father is not pregnant, or both parties are represented by counsel and have entered into a written agreement determining custody and child support; and
2. the adverse party has been served in a minor provided by the Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance or responsive pleading; and
3. there is no genuine issue as to any material facts; and
4. there is no marital property to be divided or the parties have entered into a written agreement for the division of their marital property.

b. AFFIDAVIT FILING

If one party desires to submit the matter of entry of final orders upon an affidavit, the submitting party shall file an affidavit setting forth sworn testimony showing the court's jurisdiction and factual averments sufficient to support the relief requested in the proceeding, together with a copy of the proposed decree or order or final judgment, a copy of any written agreement proposed for adoption by the court, a completed For 14, and any other supporting evidence. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for entry of a final judgment and decree of dissolution or decree of legal separation. The form for said Affidavit for Judgment is set out in Appendix E.

c. HEARING REQUIRED WHEN

The Court shall not be bound to enter a decree or order or final judgment upon the affidavits of either or both parties, but the Court may, upon its own motion, require that a formal hearing be held to determine any or all issues presented by the pleadings.

68.7 MEDIATION

Supreme Court Rule 88.02 through 88.08 is adopted and the Court may order on its own motion or the parties may request mediation in child custody and child visitation disputes.

Appeals from revocation of license due to failure to take breathalyzer test shall be filed in Division III.

RULE 63: DIVISIONS PRESIDED OVER BY ASSOCIATE CIRCUIT JUDGES - NO LOCAL COURT RULE

RULE 64: CASES ARISING UNDER CHAPTERS 207 AND 208 RSMo

Except as otherwise provided in Chapter 208 RSMo, all cases arising under Chapters 207 and 208 RSMo will be filed with the Circuit Clerk.

RULE 65: CIVIL COMMITMENT - NO LOCAL COURT RULE

RULE 66: CONDEMNATION - NO LOCAL COURT RULE

RULE 67: CRIMINAL CASES

67.5 ARRAIGNMENTS

In all cases which are transferred from Division III to the Presiding Judge, whether after preliminary hearing in felony cases, for trial de novo from municipal convictions, upon requests for change of venue, or for trial by jury, the defendant therein shall appear on the first Law Day or Motion Day following the filing of the appropriate transcript or certification with the Circuit Clerk, and such appearance shall be either in Division I or Division II, as applicable.

If the plea upon arraignment in Circuit Court is not guilty, a date shall be set for the filing and hearing of all pre-trial motions. Also the judge will set the case for trial.

RULE 68: DISSOLUTION OF MARRIAGE

68.1 FILING REQUIREMENTS

At the time of filing the petition, the attorney for petitioner shall file the following:

a. Certificate of Dissolution of Marriage on a form to be provided by the clerk. (Vital Statistics Report, Section 193.360 RSMo)

b. If there are minor children born to the parties or adopted by them, a completed Child Support Worksheet, the form of which is set out in Appendix D attached to these rules.

No case shall be docketed or set for hearing unless prior thereto said document(s) are on file with the Clerk of the

Court.

68.2 SEPARATION AGREEMENTS

In all cases where written Separation Agreements are made under the provisions of Section 452.325 RSMo, a copy of such shall be submitted to the Court prior to hearing.

68.3 CHILDREN FIRST PROGRAM

a. Effective November 1, 1989, both parties to any proceeding in domestic relations cases, whether dissolution of marriage, legal separation, annulment, modification or enforcement where there are minor children born to the parties or adopted by them or either shall view the film **Children First** and shall attend such educational sessions as may be required by the Children First Foundation or its local licensee. For matters pending prior to November 1, 1989, the Court may order parties to go through said educational program. Each party must attend said program within 60 days of service of process upon responding party or face appropriate sanctions in the discretion of the Court.

b. In any other case or class of case where minor children are involved the Court may in its discretion require the parties to view the film **Children First** and attend such educational sessions as may be required by the Children First Foundation or its local licensee.

c. The local licensee for the Children First Foundation shall charge and collect a fee from each party to be determined by said licensee using the State of Missouri sliding fee scale as promulgated by the Department of Mental Health, provided that the maximum fee to be assessed and collected shall not exceed Seventy Five Dollars (\$75.00) per party.

d. There is hereby created a Children First Account which is to be maintained by the Circuit Clerk of St. Francois County. The Circuit Clerk is directed to open an interest bearing account with the name "Children First". The local licensee shall apply said fees to the actual expenses of administering the Children First Program, including salaries, materials and any continuing license fees paid to the Children First Foundation, etc. At the end of the fiscal year of said licensee any amounts in excess of actual expenses as determined by the yearly audit of licensee shall be paid into the Children First Account. Funds which may accumulate in this account are to be spent in such a fashion as to enhance the administration of justice as determined by written order of a majority of this Court meeting *en banc*.

e. Administration of the program, including all requirements of the Children First Foundation licensing agreement, scheduling, assessing and collecting fees and filing certificates of completion with the Clerk is hereby vested in the local licensee as determined by this Court.

f. The local licensee(s) of the Children First Foundation will be designated by order of the Court **en banc**.

68.4 FILING OF FINANCIAL STATEMENTS

a. A "Statement of Marital and Non-Marital Property" under oath of the party making the same shall be furnished to the Court prior to the date of hearing in all cases filed for dissolution of marriage or legal separation. The statement shall include a brief description of the assets, the legal description of real estate, the estimated fair market value less encumbrances, and the name of the part having possession or control.

b. A "Statement of Income and Expense" shall be filed in all dissolution of marriage and legal separation actions, and in all motions to modify child support or maintenance. The statement shall, to the best of the ability of the party, list income of both parties from all sources and the anticipated separate expenses of the party making the statement, together with the expenses of dependent children.

c. In all contested cases a copy of the appropriate statement(s) shall be supplied to the opposing attorney not less than five (5) days prior to the date of hearing.

d. The forms for same are set out in Appendix C.

e. The Circuit Clerks shall bring this rule to the attention of all attorneys filing or appearing in said actions.

68.5 CHILD SUPPORT GUIDELINES AND WORKSHEET

Supreme Court Rule 88, approved October 2, 1989, is hereby adopted effective immediately and shall be followed in any domestic relation case where minor children are involved. No such case shall be set for hearing until Civil Procedure Form No. 14 set out in Appendix D is completed and filed with the Circuit Clerk.

68.6 ENTRY OF JUDGMENT UPON AFFIDAVIT-REQUIREMENTS

a. FINAL ORDER IS ENTERED WHEN:

Final orders in a proceedings for dissolution of marriage or legal separation, motions to modify, and actions for declaration of paternity may be entered upon the affidavit of either or both parties when:

1. there are no minor children of the mother and father and the mother is not pregnant, or both parties are represented by counsel and have entered into a written agreement determining custody and child support; and
2. the adverse party has been served in a manner provided by the Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance or responsive pleading; and
3. there is no genuine issue as to any material facts; and
4. there is no marital property to be divided or the parties have entered into a written agreement for the division of their marital property.

b. **AFFIDAVIT FILING**

If one party desires to submit the matter for entry of final orders upon an affidavit, the submitting party shall file an affidavit setting forth sworn testimony showing the court's jurisdiction and factual averments sufficient to support the relief requested in the proceeding, together with a copy of the proposed decree or order or final judgment, a copy of any written agreement proposed for adoption by the court, a completed Form 14, and any other supporting evidence. The filing of such affidavit shall not be deemed to shorten any statutory waiting period required for entry of a final judgment and decree of dissolution or decree of legal separation. The form for said Affidavit for Judgment is set out in Appendix E.

c. **HEARING REQUIRED WHEN**

The Court shall not be bound to enter a decree or order or final judgment upon the affidavits of either or both parties, but the court may, upon its own motion, require that a formal hearing be held to determine any or all issues presented by the pleadings.

RULE 69: MUNICIPAL DIVISION

Municipal ordinance violation cases shall be filed with the municipal division clerk when that municipality has made provisions for its own municipal judge as provided by law. If the municipality has not made provision for its own judge, the filing shall be in Division III.

RULE 70: PARTITION

In all actions for partition sale, counsel for plaintiff shall assist the Sheriff or commissioners in preparation of all necessary reports of sale and orders of distribution and shall present them to the Court. No report of commissioners in partition, and no report of a sale in partition by the Sheriff, or any commissioner appointed by the Court, not excepted to, shall be confirmed unless the same has been on file at least three (3) days and unless all parties thereto have notice thereof.

RULE 71: ADMINISTRATIVE REVIEWS - NO LOCAL COURT RULE

RULE 72: PROBATE

All Probate matters shall be filed in Division III in Madison, Ste. Genevieve, and Washington Counties, and in Division IV in St. Francois County.

Application for Letters shall designate which newspaper in which publication shall be had. Publication shall be instituted by the clerk. It shall be the responsibility of the attorney for the estate to arrange publication of "Notice of Filing of Final Settlement" at the time said notices are mailed to devisees of said estate.

RULE 73: SMALL CLAIMS

All Small Claims shall be filed in Division III.

RULE 74: TRUST ESTATES - NO LOCAL COURT RULE

POST-TRIAL

RULE 81: EXECUTION

81.1 Executions shall not be issued by the clerk except upon written application therefor verified by the oath of the judgment-creditor or attorney. The written application shall contain the following:

- a. Style and number of case in which judgment was obtained;
- b. Date judgment was entered or last revived;
- c. The amount of the original judgment, the

amount of accrued interest on the original judgment, and the amount of the judgment and interest still unsatisfied;

d. The full name and current address, if known, of the judgment-debtor;

e. A full description of the property to be executed on;

f. The return date on the execution (30, 60, or 90 days);

g. Any special instructions to be provided the Sheriff performing the execution.

81.2 Each party filing an execution shall deposit with the clerk the minimum sum of Twenty Dollars (\$20.00) or such higher amount as may be determined by the clerk to secure the payment of Sheriff's fees and additional costs.

81.3 For the purposes of Missouri Rule of Court 90.17, and the time limits contained therein, the word "receipt" shall be construed to mean either actual receipt of funds by the Clerk, or the return date of the execution, whichever shall later occur.

RULE 82: GARNISHMENTS

82.1 In addition to the informational requirements of Rule 81, the following information must be supplied for a garnishment:

a. The name and address of garnishee.

b. The percentage amount of wages to be withheld pursuant to the Federal Garnishment Law, 15 USCA 1673 (a), (b).

83.2 Each judgment creditor who files a garnishment shall at that time deposit the sum of Twenty Five Dollars (\$25.00) with the clerk in addition to any other deposits which may be required. This amount shall constitute the fee to be paid to the garnishee for answering the interrogatories to said garnishee upon filing of an appropriate motion. Whenever said fee is allowed by the Court it shall be added to the amount of the judgment due. In the event no motion for payment of such a fee is filed and sustained this amount shall be returned to the judgment creditor, less any unpaid costs or fees outstanding which shall be retained by the clerk and disbursed as required by law. After payment to the creditor of the amount of the judgment, interest and costs and payment of any fee allowed any balance retained by the clerk shall be returned to the judgment debtor.

RULE 83: JUDICIAL SALE - NO LOCAL COURT RULE

INTERNAL ORGANIZATION

RULE 100: JUDGES

100.1 PRESIDING JUDGE

100.1.1 ELECTION

This circuit is to elect a Presiding Judge who must be a Circuit Judge from within this circuit. The meeting shall be held in the month of November or December of each even numbered year. The term shall be for two years beginning in January of the next following odd numbered year.

Any judge unable to attend any regular or special **en banc** meeting may designate in writing another judge as his proxy for all votes to be taken at such meeting.

A quorum for any **en banc** meeting is hereby established as five (5) judges present in person or by proxy.

The Presiding Judge shall be elected by secret ballot and must be elected by a majority of those present at the meeting.

100.1.2 DUTIES OF PRESIDING JUDGE

The Presiding Judge is the general administrative authority for the Court. In this function he shall:

- (a) preside at all Court **en banc** meetings;
- (b) supervise and appoint any needed committees;
- (c) supervise preparation of the budget;
- (d) coordinate all duties and vacations of personnel;
- (e) handle media and government contracts; and
- (f) standardize procedures between divisions.

The Presiding Judge has the authority to assign cases to judges and judges to divisions, but he is not to assign:

- (a) a Municipal Judge to hear any case other than to initially hear municipal ordinance violations cases;
- (b) a judge to try a felony case when he has conducted the preliminary hearing; and
- (c) a case to a judge contrary to Supreme Court Rule or Local Court Rule.

The meetings of the Court **en banc** may be called by the Presiding Judge, or by any two judges giving written notice. If any judge so requests a meeting will be held on the record. The Presiding Judge has one vote and a majority vote rules. The Presiding Judge may call a special term of

Court. The Presiding Judge may appoint a secretary and any additional personnel to aid in the judicial business of the circuit.

100.2 LOCAL COURT RULES

100.2.1 FORMULATION

New Local Court Rules and amendments to existing rules may be made from time to time by the Circuit Judges, said amendments to be approved and adopted by both Circuit Judges.

100.2.2 PUBLICATION

The circuit clerk of each county shall forward a copy of these rules to each attorney or law firm with offices in that county and shall keep copies in the clerk's office for distribution to other counsel.

100.3 LIBRARY FUND

Library Fund: In all four counties of the circuit the sum of \$10.00 of the said deposit shall constitute the County Law Library fee under Sections 514.470-480 RSMo. This rule shall apply to cases filed under Chapter 517 RSMo. as permitted by statute. The circuit clerk or the clerk of any division of the circuit court presided over by an associate circuit judge of each county shall pay the same to the designated treasurer of said fund on the first day of each month.

RECORDS AND FILES

100.4 STORAGE OF RECORDS - No Local Court Rule

100.5 CLERK'S DUTIES - No Local Court Rule

100.6 SELECTION OF VENIREMEN

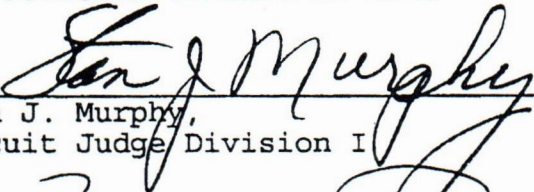
Selection of veniremen shall be made by the Jury Commission Board of each county in accordance with Chapters 494 and 495 RSMo.

The attached rules are intended to be a complete recodification of the Local Court Rules for the Twenty-fourth Judicial Circuit. All prior rules of this Court are hereby expressly revoked. Any rule, or parts thereof, in conflict with any Supreme Court Rule, Missouri Rule of Court, or any statute of the State of Missouri, is hereby amended to conform to said Rule or statute governing same. The Circuit Clerks of the Twenty-fourth Judicial Circuit are directed and authorized to reproduce and distribute copies of the foregoing to each attorney in their respective counties. The Circuit Clerks are further directed to reproduce and distribute copies of the foregoing to each and every out-of-circuit attorney regularly practicing in their counties.

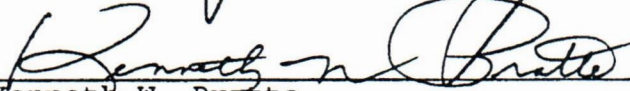
All of the foregoing rules are adopted effective the 1st day of October, 1996, with the exception of Rule 68.3 which is mandatorily effective the 1st day of November, 1989, and all shall remain in effect until amended or revoked.

So Ordered this 27th day of September, 1996.

TWENTY-FOURTH JUDICIAL CIRCUIT EN BANC



Stan J. Murphy,
Circuit Judge Division I



Kenneth W. Pratte,
Circuit Judge Division II

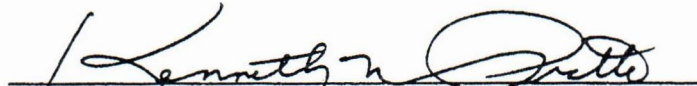
STATE OF MISSOURI)
) SS
COUNTY OF ST. FRANCOIS)

TWENTY-FOURTH JUDICIAL CIRCUIT, STATE OF MISSOURI

I, Kenneth W. Pratte, duly elected and Presiding Judge of the Circuit Court of the Twenty-fourth Judicial Circuit, State of Missouri, do hereby certify that the foregoing Local Court Rules of the Twenty-fourth Judicial Circuit were unanimously adopted by the Circuit Court Judges, *en banc*, to become effective as set out therein.

I further certify that a copy of said rules has been filed with the Circuit Clerks and Division Clerk of all counties within the Circuit and the Circuit Clerks directed, in writing, to furnish a copy to each practicing attorney within their respective counties.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the seal of said Court this 27th day of September, 1996.



Kenneth W. Pratte, Presiding Judge
Twenty-fourth Judicial Circuit
of the State of Missouri,
Courthouse, Farmington, MO 63640

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IN THE CIRCUIT COURT FOR THE TWENTY-FOURTH JUDICIAL CIRCUIT
EN BANC

ORDER

IN RE: REPEAL OF LOCAL RULE 4.3
AND
ADOPTION OF NEW LOCAL RULE 4.3

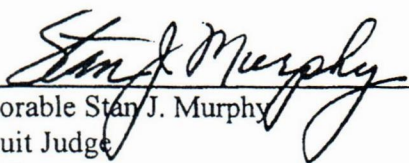
It is hereby **ORDERED** that effective immediately, Local Rule 4.3 is **REPEALED**, and in its place, a new Local Rule 4.3 is **ENACTED**, in lieu thereof, to read as follows:

RULE 4.3 JUVENILE CASES

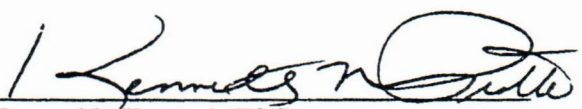
Divisions I and II shall, in addition to other duties, be designated and serve as Juvenile Divisions of the Circuit Court. Divisions III and IV shall, in addition to other duties, be designated and serve as Juvenile Divisions for the limited purpose of issuance of any pre-hearing order including, but not limited to, Orders to Take Juveniles into Judicial Custody, Orders for Protective Custody or Detention prior to Protective Custody or Detention Hearing, Orders appointing Guardians Ad Litem, Orders related to fingerprinting or photographing of juveniles, Orders related to physical or mental examinations or Orders related to the issuance of search warrants, and also for the purpose of conducting indigency hearings and appointing counsel where appropriate or required, or conducting protective custody hearings and detention hearings and issuing orders related thereto, all as provided in the Rules of Practice and Procedure in Juvenile Courts.

It is **FURTHER ORDERED** that notice of this order be made as appropriate or required.

Day-to-Day



Honorable Stan J. Murphy
Circuit Judge
Division I



Honorable Kenneth W. Pratte
Circuit Judge
Division II

DATED: 3/5/99

A:\locrule.wpd

IN THE CIRCUIT COURT FOR THE TWENTY-FOURTH JUDICIAL CIRCUIT
EN BANC

ORDER

IN RE: REPEAL OF LOCAL RULE 6.1.1 Subsection b.
AND
ADOPTION OF NEW LOCAL RULE 6.1.1 Subsection b.

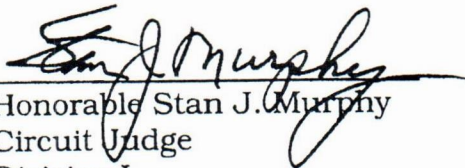
It is hereby ORDERED that effective immediately, Local Rule 6.1.1 Subsection b. is REPEALED, and in its place, a new Local Rule 6.1.1 Subsection b. is ENACTED, in lieu thereof, to read as follows:

RULE 6.1.1 SUBSECTION B

Upon filing domestic relations cases in Ste. Genevieve County and Washington County are automatically assigned to the Associate Circuit Judge.

It is FURTHER ORDERED that notice of this order be made as appropriate or required.

Day-to-Day



Honorable Stan J. Murphy
Circuit Judge
Division I



Honorable Kenneth W. Pratte
Circuit Judge
Division II

DATED: 5-19-99

IN THE CIRCUIT COURT FOR THE TWENTY-FOURTH JUDICIAL CIRCUIT
EN BANC

ORDER

IN RE: Adoption of New Local Rule 68.7

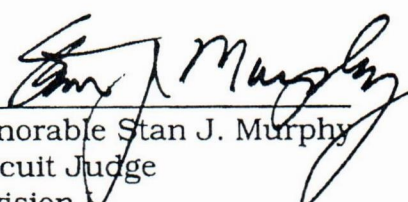
It is hereby ORDERED that effective immediately, a new Local Rule 68.7 is ENACTED, to read as follows:

RULE 68.7 MEDIATION IN CHILD CUSTODY AND VISITATION

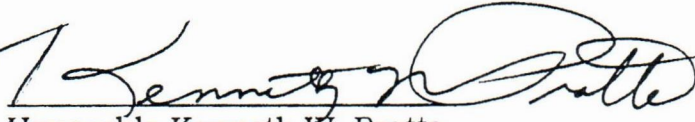
Mediation for child custody and visitation disputes is authorized. Supreme Court Rule 88.02 through 88.08 is adopted.

It is FURTHER ORDERED that notice of this order be made as appropriate or required.

Day-to-Day



Honorable Stan J. Murphy
Circuit Judge
Division I



Honorable Kenneth W. Pratte
Circuit Judge
Division II

DATED: March 9, 2000

IN THE CIRCUIT COURT OF ST. FRANCOIS COUNTY
24TH JUDICIAL CIRCUIT
FARMINGTON, MISSOURI

EN BANC ORDER
REGARDING CIVIL FILINGS
PURSUANT TO CHAPTER 517

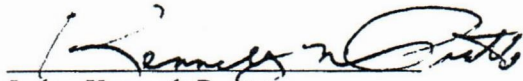
Comes now the Court, En Banc, and enters this order pertaining to Chapter 517 civil filings in St. Francois County, Missouri.


1. All Civil actions and proceedings for the recovery of money where the sum demanded, exclusive of interest and costs, does not exceed twenty-five thousand dollars shall be heard and determined under the provisions of Chapter 517 unless otherwise specifically designated pursuant to Section 478.250 RSMo.
2. All civil cases arising under the following chapters regardless of the amount in controversy shall be heard and determined under the provisions of Chapter 517: Sections 213, 272, 302, 303, 388, 429, 430, 444, 482, 521, 533, 534, 535 and 577 RSMo. Cases arising under the above numerated chapters shall clearly indicate in the title of the petition the chapter under which the action arises.

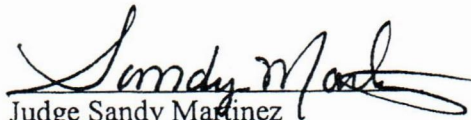
3. All civil cases enumerated in paragraphs 1 and 2 above shall be assigned to Judge Thomas L. Ray, Division 3, unless otherwise lawfully assigned.

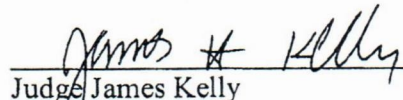
SO ORDERED:

DATE: 8/31/10


Judge Kenneth Pratte


Judge Thomas Ray


Judge Sandy Martinez


Judge James Kelly

**24th CIRCUIT IMPLEMENTATION PLAN FOR GUARDIAN AD LITEM (GAL)
STANDARDS IN JUVENILE AND FAMILY COURT MATTERS
ADOPTED APRIL 1, 2011**

INTRODUCTION

Section 484.350, RSMo provides as follows:

“484.350. Standards for representation to be adopted statewide, when. —

Recognizing that Missouri children have a right to adequate and effective representation in child welfare cases, the September 17, 1996, Missouri supreme court standards for representation by guardians ad litem shall be adopted statewide and each circuit shall devise a plan for implementation which takes into account the individual needs of their circuit as well as the negative impact that excessive caseloads have upon effectiveness of counsel. These plans shall be approved by the supreme court en banc and fully implemented by July 1, 2011.”

Pursuant to said statute, the Supreme Court issued, on March 10, 2011, its order entitled “Implementation of Guardian ad Litem Standards.” Said order requires each circuit to adopt a plan which makes provisions for each of the areas set forth therein. Therefore, recognizing that Missouri children have the right to adequate and effective representation in child welfare cases, the 24th Judicial Circuit adopts the following as its plan for implementation of the guardian ad litem (GAL) standards.

Dissemination of GAL Standards

GAL Standards are disseminated and available within the 24th Circuit as follows: (1) a copy shall be posted in the public area of the office of the circuit clerk of each county; (2) a copy shall be posted in the public area of the office of the juvenile officer of each county; (3) a copy shall be available for reference in each division of each court hearing family or juvenile cases within the circuit. To assist in this requirement, a copy of the GAL Standards is attached to this plan.

Selection and Appointment of GALs

A qualified GAL shall be selected and appointed by the judge or judicial officer assigned to the case from a copy of a master list of qualified GALs developed and maintained as set forth herein. The GAL master list shall be approved by the Court en banc. Each judge or judicial officer shall utilize a copy of said list from which appointments shall be made within each said division. In making such appointments, the judge or judicial officer may consider the office location of the GAL to be appointed as well as the qualifications of the GAL to be appointed.

Maintaining the GAL list

The master list of qualified GALs shall be maintained by the office of the circuit clerk for each county within the 24th Circuit. Only those persons qualified to serve as GAL as set forth in the standards adopted by the Supreme Court shall be included on the list.

Communication of Training Requirements for GALs and Filing of Training Affidavits

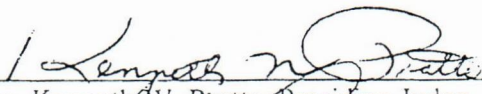
GAL training shall be provided by any qualified entity approved by The Missouri Bar to provide such training, provided that such entity is accredited by the Judicial Education Committee of the Supreme Court. Each GAL shall file, before July 31 of each year, proof of completion of such training as is required by the GAL standards. Such proof of completion shall be in the form of an affidavit which shall also acknowledge that the GAL has reviewed the GAL standards. Such affidavit shall also state the date(s) of said training or course completion, the name of the continuing education training or course completed, the entity which provided said training or course and the number of continuing legal education hours, including ethics hours, awarded for each said training or course. Said affidavit shall be filed annually prior to the due date in the office of the circuit clerk in the county in which the GAL's professional office is located. Said training affidavits shall be provided by each circuit clerk to the Court en banc for its use in its annual review as set forth herein.

Local Rules


The Court has undertaken a review of 24th Circuit Local Rules and finds that no modification of local rules is necessary to effectively implement this plan. Implementation hereof shall be by Administrative Orders issued from time to time.

Annual Review


The 24th Circuit en banc shall review this plan annually to determine: (1) the need for modifications necessary to assure the continued effectiveness of the GAL standards; and, (2) if the GAL mater list requires modification based upon which attorneys remain qualified to serve as GAL.



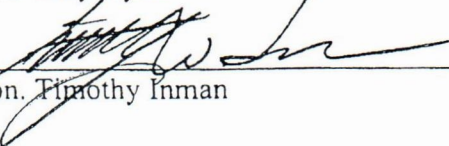
Hon. Kenneth W. Pratte, Presiding Judge



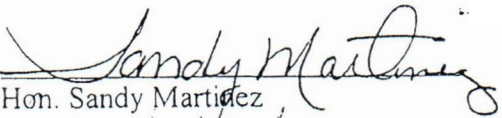
Hon. Thomas L. Ray, Jr.



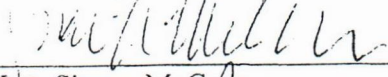
Hon. Troy Hyde



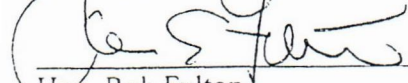
Hon. Timothy Inman



Hon. Sandy Martinez



Hon. Shawn McCarver



Hon. Rob Fulton

SUPREME COURT OF MISSOURI
en banc

September 17, 1996

In re : Standards with Comments for Guardians Ad Litem in Missouri Juvenile and Family Court Matters.

ORDER

1. The attached standards are hereby approved.
2. The courts administrator is directed to provide a copy of the attached standards to each presiding circuit judge and each administrative judge of the family court division.

Day-to-Day

/s/

JOHN C. HOLSTEIN
Chief Justice

STANDARDS with COMMENTS
for
GUARDIANS AD LITEM
in
MISSOURI JUVENILE and FAMILY COURT MATTERS

STANDARD 1.0 Appointment of Guardians ad litem

Only a lawyer licensed by the Supreme Court of Missouri and, when authorized by law, a court appointed special advocate volunteer sworn in as an officer of the court shall be appointed to act as a guardian ad litem for a child. The guardian ad litem shall be appointed not later than the first proceeding at which a guardian ad litem is required by law and shall remain involved until the matter in which the guardian in ad litem is appointed is concluded or as otherwise ordered by the court.

COMMENT: Courts may appoint either a lawyer or a court appointed special advocate volunteer to serve as guardian ad litem in accordance with Missouri law in juvenile matters, family court matters, and domestic relations matters, as set forth in chapters 210, 211, 452, 453, 455, RSMo.

Missouri children deserve quality guardian ad litem representation, whether by a lawyer, or a volunteer. To ensure the best possible guardian ad litem services, there needs to be clarity and consistency in defining the role and responsibilities of the guardian ad litem. To perform his or her duties effectively, the guardian ad litem requires knowledge of the role, understanding of the court's expectations, and knowledge of the criteria used to judge his or her performance.

STANDARD 2.0 Independent Judgment of Guardian ad litem

A guardian ad litem, whether a lawyer or a volunteer, shall be guided by the best interests of the child and shall exercise independent judgment on behalf of the child in all matters.

COMMENT: Although the parties are interested in the child's well-being, they are not necessarily focused on the best interests of the child. The guardian ad litem therefore, (1) must recommend only what is in the best interests of the child on each issue, and (2) must maintain an objectivity that preserves a clear focus on the child's best interests.

The roles of a guardian ad litem and a lawyer for the child are different and must be clearly distinguished. A lawyer guardian ad litem is not the lawyer for the child and, therefore, advocates the best interests of the child rather than merely representing the child's preferences.

STANDARD 3.0 Faithful Performance of Duties

The court shall assure that the guardian ad litem maintains independent representation of the best interests of the child. The court shall require the guardian ad litem to perform the guardian ad litem duties faithfully and, upon failure to do so, shall discharge the guardian ad litem and appoint another.

COMMENT: The guardian ad litem should relate to the child according to the child's stage of development and understand the child's sense of time in relation to his or her age. The guardian ad litem should conduct regular face-to-face meetings with the child, which will allow the guardian ad litem to observe the child's physical, mental, social, educational and familial well-being and to form opinions concerning the underlying cause of any developmental disturbances the child may exhibit. The guardian ad litem shall not diagnose or work therapeutically with the child, but regular, face-to-face contact will ensure informed observations when conferring with other specialists.

STANDARD 4.0 Volunteer Advocates

If the court appoints a court appointed special advocate volunteer, the services of a lawyer shall be obtained by the volunteer program supporting the volunteer when the volunteer has need for legal advice and assistance.

COMMENT: Volunteers, trained and supervised by court appointed special advocate programs and sworn in as officers of the court, may be appointed to serve as guardians ad litem in certain designated cases. When a volunteer serves as a guardian ad litem a lawyer must be available to represent and, where appropriate, advise the volunteer.

STANDARD 5.0 Guardian ad litem Access to Child

The guardian ad litem shall not be unduly restricted in access to the child by any agency or person. The guardian ad litem should meet with the child in the child's placement as often as necessary to determine that the child is safe and to ascertain and represent the child's best interests.

COMMENT: Every child should have a guardian ad litem who is objective and independent and aware of and knowledgeable about the child's particular situation.

STANDARD 6.0 Guardian ad litem Access to Reports and Records

Unless otherwise provided by law, the guardian ad litem shall be provided, upon request, with all reports relevant to the case made to or by any agency or any person and shall have access to all relevant records of such agencies or persons relating to the child or the child's family members or placements of the child.

COMMENT: Except as otherwise provided by law, the guardian ad litem must have complete access to all information related to the child and the child's situation. See 210.160.2, RSMo.

STANDARD 7.0 Confidentiality

A guardian ad litem shall observe all statutes, rules and regulations concerning confidentiality. A guardian ad litem shall not disclose information or participate in the disclosure of information relating to an appointed case to any person who is not a party to the case, except as necessary to perform the guardian ad litem duties or as may be specifically provided by law.

COMMENT: The guardian ad litem, whether a lawyer or a volunteer, shall comply with all appropriate codes of ethics and conduct regarding confidentiality.

STANDARD 8.0 The Court Process

The guardian ad litem will review the progress of a child's case through the court process , and advocate for timely hearings.

COMMENT: The harmful effects of prolonged foster care and lack of permanency planning for children are serious and well documented. *Foster Children in the Courts*, edited by Mark Hardin, 1983.

STANDARD 9.0 Relating the Court Process to the Child

The guardian ad litem will explain, when appropriate, the court process and the role of the guardian ad litem to the child. The guardian ad litem will assure that the child is informed of the purpose of each court proceeding. The guardian ad litem will assure the child that the child's opinions and feelings will be made known to the court even when not consistent with the recommendations of the guardian ad litem.

COMMENT: To decrease the trauma to the child from attending court hearings, depositions and other proceedings, the guardian ad litem shall explain to the child what is happening and what is expected of the child in all proceedings involving the child.

STANDARD 10.0 Participation in Proceedings Outside the Courtroom

The guardian ad litem shall participate in the development and negotiation of any plans, orders and staffings that affect the best interests of the child.

The guardian ad litem shall monitor implementation of service plans and court orders to determine whether services ordered by the court are being provided in a timely manner.

COMMENT: The guardian ad litem should be present and participate in staffings and meetings that impact the life of the child, including, but not limited to, permanency planning review team meetings and staffings within the educational and mental health settings.

STANDARD 11.0 Participation in Court Proceedings

The guardian ad litem shall appear at all proceedings to represent the child's best interests. As authorized by law the guardian ad litem may present evidence and ensure that, where appropriate, witnesses are called and examined, including, but not limited to, foster parents and psychiatric, psychological, medical, or other expert witnesses.

In the event any new developments or significant changes in the child's circumstances occur during the pendency of the court process, the guardian ad litem may cause appropriate pleadings to be filed.

COMMENT: The guardian ad litem should be present at all court proceedings involving the child, which may include depositions and other pre-trial proceedings.

STANDARD 12.0 Protecting the Child as Witness

The guardian ad litem in a pending case shall protect the interests of the child who is a witness in any judicial proceeding relating to the case in which the guardian ad litem has been appointed. The guardian ad litem shall explain, when appropriate, the court proceedings and process to the child.

COMMENT: The guardian ad litem must protect the child from multiple depositions and repetitive examinations that are not in the child's best interests. The guardian ad litem shall request that all parties give notice of any related proceedings or meetings involving the child and for any proposed contact between counsel for a party and a child. In matters for which the guardian ad litem is appointed, the guardian ad litem shall be present during any conferences between counsel for a party and the child.

STANDARD 13.0 Conflicts of Interest

If it is determined that the recommendations of the guardian ad litem are not in agreement with the wishes of the child, the court shall be informed by the guardian ad litem. Whenever the court believes that it is appropriate, the court shall discharge the guardian ad litem and appoint another.

COMMENT: There must be no conflict of interest that makes it difficult for the guardian ad litem to present recommendations that are consistent with the child's best interests. At any time during the proceedings in order to avoid a conflict of interest, the guardian ad litem, whether a lawyer or a volunteer, must inform the court of the child's preferences even though different from his or her recommendations. The court has discretion to decide whether the differences

between the child's preferences and the guardian ad litem's recommendations create such a conflict of interest that a new guardian ad litem should be appointed.

STANDARD 14.0 Recommendations to the Court

The guardian ad litem shall present recommendations to the court on the basis of the evidence presented and provide reasons in support of these recommendations. When authorized by law, the guardian ad litem may offer evidence to the court. If the guardian ad litem testifies, the guardian ad litem shall be duly sworn as a witness and be subject to cross-examination.

COMMENT: The guardian ad litem shall ensure the court's receipt of independent, objective information. To make a decision that serves the child's best interests, the court must have knowledge of the child's circumstances from all sources including the parents, caseworker, and deputy juvenile officer. If the guardian ad litem has information that he or she believes to be relevant from his or her own independent investigation, the guardian ad litem should testify.

STANDARD 15.0 Court Orders

The guardian ad litem should request orders that are clear, specific, and, where appropriate, include a time line for the assessment, services, placement, treatment and evaluation of the child and the child's family.

COMMENT: All court orders should clearly reflect the requirements and expectations of each party so that stability for the child is achieved as soon as possible.

STANDARD 16.0 Training of Guardian ad litem

No person shall be appointed as guardian ad litem without first completing twelve hours of specialized training. Thereafter, to continue to be appointed as a guardian ad litem a person shall complete six hours of specialized training annually. Completion of the training hours shall be evidenced by an affidavit filed with the appointing court by July 31 of each year. The court may accept, in lieu of the initial twelve hours of specialized training, an equivalent number of hours experience as a guardian ad litem prior to the effective date of the adoption of these standards.

The specialized training shall include, but is not limited to, the following topics:

1. Dynamics of child abuse and neglect issues
2. Factors to consider in the determining the best interest of the child, including permanency planning
3. Inter-relationships between family system, legal process and the child welfare system
4. Mediation and negotiation skills
5. Federal, state and local legislation and case law affecting children
6. Cultural and ethnic diversity and gender-specific issues
7. Family and domestic violence issues
8. Available community resources and services
9. Child development issues
10. Guardian ad litem standards

Programs providing guardian ad litem training to meet the provisions of this standard shall be accredited by the Supreme Court of Missouri's judicial education committee.

COMMENT: Guardian ad litem practice is unique and complex and, as such requires special education, training and experience. The guardian ad litem needs an understanding of family dynamics and child development in order to evaluate observed and reported behaviors. The guardian ad litem must interpret lengthy case information, which may include references to stress and abuse syndromes, physical determinations of abuse, causal factors in abuse and neglect, and the concepts of treatment designed to address abusive behaviors. The guardian ad litem must be able to understand these references and see how determinations of probable cause are developed, how and why treatment programs are prescribed, and how to incorporate these references into his or her recommendations for the best interest of the child.

The guardian ad litem is not expected to make diagnostic or therapeutic recommendations but is expected to provide an information base from which to draw resources. Therefore, the guardian ad litem must have a working knowledge of family dynamics and be able to compare and relate this concept to the observations, reports and documentation received regarding the child and the child's family.

ADMINISTRATIVE ORDER

Pursuant to Court Operating Rule 27.01, the Missouri Court Automation Committee has determined that effective March 30, 2015 the following documents, except those filed by self-represented parties, shall be filed electronically in the Circuit Courts of Madison, St. Francois, Ste. Genevieve and Washington County, Missouri, in the 24th Judicial Circuit:

<u>DIVISION</u>	<u>CASE TYPE</u>	<u>NEW FILINGS/PENDING CASES</u>
Civil	All	New filings/ subsequent pleadings in all cases
Criminal	All	Subsequent pleadings in all cases
Probate	All	New filings/ subsequent pleadings in all cases
Juvenile	All	New filings/ subsequent pleadings in all cases

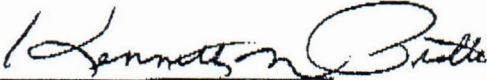
Any attorney filing a response to a case that has been electronically filed shall use the Missouri eFiling System to file their response to any subsequent filings.

Such filings shall be made as provided in Rule 103 and Court Operating Rule 27, copies of which can be accessed at: <http://www.courts.mo.gov/efilingrules>.

The clerk's office shall notify all members of the county bar of this order as well as any other persons the clerk's office deems appropriate and shall assist those making such filings. The clerk's office also shall report any problems to the OSCA Help Desk.

Day - to - Day

Dated: Dec. 18, 2014


Presiding Circuit Judge

**RULE 69 MUNICIPAL DIVISIONS
24TH CIRCUIT COURT OPERATIONS OF MUNICIPAL
DIVISIONS**

BACKGROUND

The Missouri Supreme Court has adopted, effective July 1, 2018, Supreme Court Rule 37.04 Appendix E, entitled "Protocols for Presiding Circuit Court Judges in Supervising Municipal Division Judges." Paragraph (b)(1) of the Protocols provides: "In fulfilling their obligation to supervise municipal divisions within their circuit, the presiding circuit judge shall adopt a circuit court rule governing the operation of its municipal divisions and reporting obligations from the municipal divisions to the presiding circuit judge."

REPEAL OF CURRENT LOCAL RULE 69

Exiting Rule 69 related to Municipal Divisions is hereby repealed, and a new Rule 69 is adopted, as set forth herein.

RULE 69 MUNICIPAL DIVISIONS

RULE 69.01 MUNICIPAL ORDINANCE VIOLATIONS: WHERE FILED

Municipal ordinance violation cases shall be filed with the municipal division clerk when that municipality has made provisions for its own municipal judge as provided by law. If the municipality has not made provision for its own judge, the filing shall be in Division 3.

RULE 69.02 REGISTRATION OF MUNICIPAL JUDGES

Each Municipal Judge shall, within thirty (30) days of his appointment or election to office, register with the Director of Judicial Administration of the Circuit Court, setting forth his or her full name, address, telephone number, term of office and name of the municipality.

RULE 69.03 OPERATION OF MUNICIPAL DIVISION

Each Municipal division, and each Municipal Judge, shall operate in compliance with the following, as amended from time to time:

- A. The "Minimum Operating Standards" in Appendix A of Supreme Court Rule 37.04;
- B. Supreme Court Rule 37;
- C. Relevant provisions of Chapter 479, RSMo;
- D. Relevant provisions of Supreme Court Operating Rules; and
- E. Any Operating Order adopted by the Municipal Court.

RULE 69.04 REPORTING OBLIGATIONS TO PRESIDING CIRCUIT JUDGE

Each Municipal Division shall make the following reports to the Presiding Judge:

- A. By September 15 of each year, a hard copy of each Certification of Compliance with Minimum Operating Standards and attachments provided to the Office of State Courts Administrator pursuant to Supreme Court Rule 37.04 Appendix A;
- B. Each six months report required by Section 479.172.3, RSMo, related to intoxication-related traffic offense. The Presiding Circuit Judge shall disseminate said report to

the circuit court *en banc*. The report shall be submitted to the Presiding Circuit Judge no later than sixty days following the end of each reporting period.

RULE 69.05 DISQUALIFICATION OF JUDGE

(1) A Municipal Judge that is disqualified, pursuant to Missouri Supreme Court Rule 37.53 shall within ten (10) days after his or her disqualification inform the Presiding Judge of the disqualification.

(2) The Presiding Judge shall thereupon transfer another Municipal Judge to hear the case upon which the original Judge was disqualified and said transferred Judge shall have the authority to hear and determine the case.

(3) Notwithstanding subparagraphs (1) and (2), pursuant to Supreme Court Rule 37.53(d)(1), in a municipality that has appointed a provisional judge to hear and determine cases in those situations when the sitting municipal judge is unable to hear and determine a case, the provisional judge shall, by operation of this rule and without a specific order of the Presiding Judge, be deemed to be assigned to hear and determine the case from which the sitting municipal judge has been disqualified. The Municipal Judge is excused from informing the Presiding Judge of his or her disqualification when the appointed provisional judge is assigned to a case upon disqualification of the sitting judge.

RULE 69.06 TRIALS DE NOVO


(1) When an application for trial de novo is made without the deposit of the trial de novo fee, the defendant shall also complete and file a Statement of Financial Condition in the form provided by the Missouri Supreme Court and contained in Local Rule 69.07 immediately below and the Statement of Financial Condition shall become part of the file certified to the circuit court.

(2) The judge assigned to hear the trial de novo shall be bound by all relevant provisions of this Rule 69.

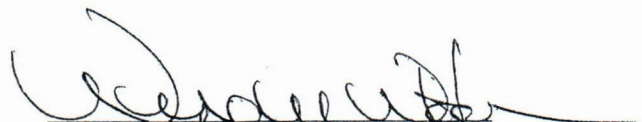
RULE 69.07 REQUEST TO PROCEED AS INDIGENT PERSON

A person seeking permission to proceed as an indigent in a municipal division case shall submit to the court the following “Statement of Financial Condition.”


Approved as to form and content by the Majority of the Court *en banc* this 7 day of February 2019.



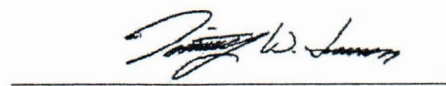
Judge Jerel Lee Poor II
Division I



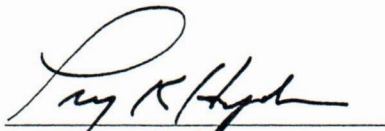
Judge Wendy Wexler Horn
Division II




Judge Rob Fulton
Division III, Madison



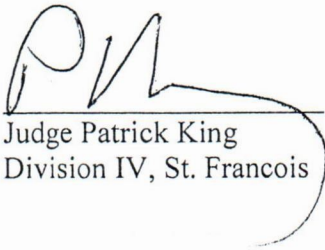
Judge Timothy Inman
Division III, Ste. Genevieve



Judge Troy Hyde
Division III, Washington



Judge Joseph Goff, Jr
Division III, St. Francois



Judge Patrick King
Division IV, St. Francois

STATEMENT OF FINANCIAL CONDITION

Name: _____ Case Number: _____

Address: _____

Age _____ Date of Birth: _____

Phone Number: _____ Is it OK to text you at this number? Yes/No

1. If you plead guilty or are found guilty, can you pay your fines and costs today? Yes/No

If you answered "No," why not?

If you answered "No" to Question #1, or if you want the court to consider your financial situation, please provide the following additional information:

2. Are you currently in the custody of the Children's Division or DYS? Yes/No

3. Have you spent a night in jail during the past year because you were unable to post a bond? Yes/No If "Yes," how much was your bond? \$ _____

4. Are you receiving public assistance? Yes/No If "Yes," please tell us what type of public assistance you are receiving (for example, food stamps, TANF, Medicaid, housing assistance, other types of public assistance): _____

5. Please list the following income from the **previous month** for your **entire household**:

Take home pay for the month including overtime and bonuses: \$ _____

Social security income (including social security disability): \$ _____

Workers' compensation income: \$ _____

Unemployment income: \$ _____

Retirement income: \$ _____

All other income: \$ _____

Total: \$ _____

6. How many people live in your household? _____

7. Do you have cash, bank accounts, or any other assets, including vehicles or real estate free of debt, that total more than \$5,000? Yes/No If "Yes," answer the following:

Bank or other institution and account number:

Make and model of all vehicles:

Provide address of real estate:

If you are facing the possibility of jail time and cannot afford to hire a lawyer, you are entitled to have a lawyer appointed by the court to represent you.

Do you want a lawyer to represent you in this case? Yes/No

Can you afford to hire a lawyer to represent you in this case? Yes/No

Are you asking the court to give you more time to hire a lawyer? Yes/No Are you asking the court to appoint a lawyer for you today? Yes/No

The above information is true and correct to the best of my knowledge under penalty of law.

Defendant/Applicant

A person is presumed indigent if the person:

Is in the custody of the Children's Division or the Division of Youth Services; or

Has unencumbered assets totaling under \$5,000, and

Has total household monthly income below 125% of Federal Poverty Guidelines, which for 2018 are:

1 household person: \$1,265

2 household persons: \$1,715

3 household persons: \$2,165

4 household persons: \$2,615

5 household persons: \$3,065

6 household persons: \$3,515

7 household persons: \$3,965

8 household persons: \$4,415

[Add \$450 for each additional person]

NOTE: These figures must be changed for all future years.

RULE 67.12 – 24th Judicial Circuit, en banc

Criminal Cases – Rule 67

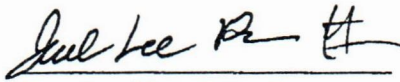
67.12 “Search Warrants”

1. Applications for search warrants pursuant to Chapter 542, RSMo shall be presented in the first instance to the Judge in Division III in Madison, Ste. Genevieve, St. Francois and Washington Counties.
2. If the Judge in said division is absent or unavailable, applications may be presented to any judge of the circuit.
3. Any verified application and affidavits in support thereof for a search warrant may be by, and any search warrant may be issued by, electronic means.
4. A verified application for search warrant and affidavit in support thereof filed by electronic means shall have the same effect as the filing of an original document. A search warrant issued by electronic means shall have the same effect as the filing of an original document. The affiant police officer and prosecuting attorney may sign the application and affidavit by electronic means or facsimile signature, and the judge may sign the search warrants by facsimile and/or electronic signature. Said signatures shall have the same effect as an original signature.
5. The officer and/or Prosecuting Attorney’s Office filing an application for search warrant and affidavit in support thereof by electronic means shall retain or maintain an original of the application and affidavit. The officer who executes the search warrant shall file the Inventory Return with the Circuit Clerk of the county where it was issued.
6. Search warrants issued, all applications therefor, and any supporting affidavit or affidavits shall be confidential records, until the return is made on the warrant or until the warrant expires, whichever is earlier, and shall not be made available to

any other person except upon written order of the Judge issuing the search warrant or the Presiding Judge.

7. After the return is made on a search warrant or after the warrant expires, whichever is earlier, the search warrant and the application therefor, along with any supporting affidavit or affidavits accompanying the applications shall be available for inspection as are records of the court generally, provided that upon application of a party for good cause shown, a judge may order the warrant, application and any affidavits remain confidential during the pendency of an ongoing investigation to which these documents relate.
8. Records made confidential by order of a judge pursuant to Subsection 7 shall not be made available to any person except upon written order of a judge of the circuit.

Approved as to form and content by the Majority of the Court en banc this 4 day of February, 2019.



Hon. Jerel Lee Poor II
Division I



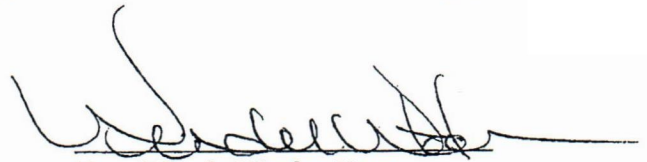
Hon. Robin Fulton
Division III, Madison



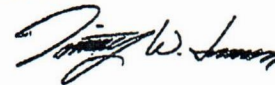
Hon. Troy Hyde
Division III, Washington



Hon. Joseph L. Goff, Jr.
Division III, St. Francois



Hon. Wendy Wexler Horn
Division II



Hon. Timothy Inman
Division III, Ste. Genevieve



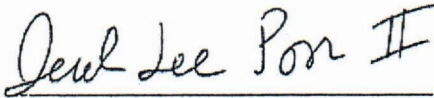
Hon. Patrick L. King
Division IV, St. Francois

RULE 67.1 – 24th Judicial Circuit, en banc

67.1 “Pre-Trial Release”

1. In the absence or unavailability of an assigned judge, in order to comply with Rules 21, 22, 29 and 33 of the Supreme Court, any Judge in the Circuit may conduct the initial appearance upon service of an arrest warrant or the bond review hearing. The Judge conducting the hearing shall have the authority to modify the conditions of pre-trial release in accordance with the Rules of Criminal Procedure and the evidence presented.
2. Hearings held under this rule and the Rules of Criminal Procedure may be conducted in person or by electronic means where necessary.

Approved as to form and content by the Majority of the Court en banc this 1st day of July, 2019.



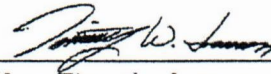
Hon. Jerel Lee Poor II
Division I



Hon. Wendy Wexler Horn
Division II



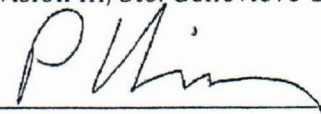
Hon. Robin Fulton
Division III, Madison County



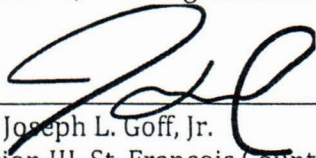
Hon. Timothy Inman
Division III, Ste. Genevieve County



Hon. Troy Hyde
Division III, Washington County



Hon. Patrick King
Division IV, St. Francois County



Hon. Joseph L. Goff, Jr.
Division III, St. Francois County

Rule 21.4. Withdrawal of Attorneys

An attorney requesting to withdraw shall file a written motion requesting leave of court to do so. A copy of the motion and 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 43.01. The last known address of the client shall be plainly set out in the motion or the certificate of service thereon.

The attorney must appear in open Court and call up the motion at the time specified in the notice. If the case is a criminal case, it shall be the duty of the client to appear in person. If the client fails to appear, and if the attorney is granted leave to withdraw, the attorney shall immediately notify his former client by letter of the attorney's withdrawal and shall send a copy of the letter to the clerk. Such letter shall advise the former client of any scheduled Court proceedings or pleading deadlines in the case.

In criminal cases, an attorney who has not previously withdrawn prior to sentencing shall be considered to have withdrawn from representation of the defendant upon sentencing unless the attorney files a notice of appeal.

MO R 24 CIR Rule 21.4

68. DISSOLUTION OF MARRIAGE, LEGAL SEPARATIONS, PATERNITY & MODIFICATIONS AND OTHER FAMILY LAW CASES

68.1 Filing Requirements

68.1.1 Vital Statistics Report

68.1.2 Parenting Plan

68.1.3 Paternity Court

68.2 Interim Family Law Order

68.3 Forms of Judgment

68.4 Filing of Financial Statements

68.4.1 Dissolution Actions - Statements of Property & Income Required

68.4.2 Motion to Modify/Paternity - Statements of Property & Income Required

68.4.3 Supplemented Statements of Property & Income Required

68.4.4 Sanctions May be Ordered - When

68.4.5 Consolidated Statement Required – Time

68.4.6 Standard Discovery for Use in Contested Family Law Actions

68.4.6.1 Dissolution - Standard Interrogatories Required

68.4.6.2 Motion to Modify, Paternity and Child Support - Standard Interrogatories Required.

68.4.6.3 Parties Required to Exchange Documents

68.4.6.4 Certificate of Service Required

68.4.6.5 Requested Information Shall be Updated Prior to Trial

68.4.6.6 Court May Authorize Additional Discovery and Extend Time for Filing

68.4.6.7 Sanctions May be Imposed for Failure to Comply

68.4.6.8 If Mediation is Ordered

68.5 Pro Se Litigant Awareness Program and Pro Se Pleadings, Forms, and Judgments

68.8 Entry of Judgment Upon Affidavit - Requirements

68.8.1 Final Orders Entered - When

68.8.2 Affidavit - Filing

68.11 Temporary Child Support

68.11.1 Either Parent May Move for Temporary Child Support

68.11.2 Verified Motion for Temporary Child Support

68.11.3 Copy of Motion to Other Parent

68.11.4 Time to Respond – Include Form 14

68.11.5 Court May Rule on Motion on Verified Motions and Response

68.11.6 Court May Require Hearing

68.11.7 The Time Shall Not Be Stayed or Tolloed

68.12 Domestic Call Docket and Pre-Trial Conference

68.12.1 Call Docket

68.12.2 Trial Setting

68.12.3 Pre-Trial Conference

68.13 Dismissal by Court

68.14 Employer Information for Automatic Wage Withholding of Child Support and/or Maintenance

RULE 68 DISSOLUTION OF MARRIAGE, LEGAL SEPARATIONS, & MODIFICATIONS, AND OTHER FAMILY LAW CASES

68.1 FILING REQUIREMENTS

68.1.1 Information Sheets Due Upon Filing. Upon filing a Petition for Dissolution of Marriage, or Legal Separation, a Certificate of Dissolution of Marriage (Vital Statistics Report), as required by Section 193.360 RSMo available from the clerk's office, and a Domestic Relations Case Party Information Sheet, Form 68-A, and a Certificate of Dissolution of Marriage, Form 68-B, shall be filed. Both Form 68-A and Form 68-B are available on www.selfrepresent.mo.gov. In

cases where there are unemancipated children either an "Affidavit of Compliance with the Uniform Child Custody Jurisdiction and Enforcement Act, as set forth in Form 68-M4, shall be filed with the Petition or said information shall be included in the verified petition.

Upon filing an Answer to a Petition for Dissolution of Marriage or Legal Separation, or a Motion to Modify, or a Petition to Establish Paternity, Custody and Support, a Domestic Relations Case Party Information Sheet, as set forth in form 68-A, and either an "Affidavit of Compliance with the Uniform Child Custody Jurisdiction and Enforcement Act, as set forth in Form 68-M4 shall be filed, or said information included in a verified answer.

68.1.2 Parenting Plan. In all cases wherein a parenting plan is required, the party submitting a proposed parenting plan shall submit a fully completed Form 68-A Parenting Plan.

68.1.3 Paternity Count. Due to issues of confidentiality, in any dissolution case in which paternity of one or more children must be established, a separate count must be plead if only the two dissolution parties are the alleged parents of a child. If an outside party is alleged as the natural parent of a child born during the marriage, then a separate case shall be filed to establish paternity with no filing fee required. The paternity case and the dissolution case shall automatically be assigned to the same judge for disposition. In order to avoid a separate filing fee, the attorney filing the paternity case shall be responsible for advising the Clerk of the companion dissolution case and its case number.

68.2 INTERIM FAMILY LAW ORDER

In all proceedings for Dissolution of Marriage or Legal Separation the Court hereby enters the Interim Family Law Order (Form 68-D). In any such proceeding the Clerk of the Court shall attach the Interim Family Law Order (Form 68-D), to the Summons or serve a copy of the Interim Family Law Order (Form 68-D) on the parties at the addresses specified in the petition. Proof of mailing by regular mail or delivery by the clerk shall constitute notice as required in this rule.

68.3 FORMS OF JUDGMENT

All proposed judgments based upon affidavits shall have the affidavits filed with the judgment to the clerk and all proposed judgments shall be provided to the Judge in Word format and shall include all exhibits referred to therein, which shall be in PDF format.

All proposed judgments which contain a child custody order shall have a Parenting Plan attached and marked as "Judgment Exhibit A".

All proposed judgments which contain a child support order shall have a Form 14 attached and marked as "Judgment Exhibit B".

All proposed judgments in which there is reference to a Marital Separation Agreement shall have said agreement attached and marked as "Judgment Exhibit C".

All other exhibits, such as legal descriptions, which are referred to a proposed judgment shall be labeled as "Judgment Exhibit D, E, etc."

68.4 FILING OF FINANCIAL STATEMENTS

68.4.1 Dissolution Actions - Statements of Property & Income Required. In all actions for Dissolution of Marriage or Legal Separation, a Statement of Marital and Non-marital Assets and Debts (Form 69-E) and a Statement of Income and Expenses (Form 68-F) shall be completed by each party, executed under oath, filed with the Clerk, and served on the opposing party by the one hundred twenty (120) day Call Docket.

68.4.2 Motion to Modify/Paternity - Statements of Property & Income Required. In all Motions to Modify Child Support, Alimony or Maintenance, and actions to establish Paternity and Child Support, a Statement of Income and Expenses (Form 68-F) shall be completed by each party, executed under oath, filed with the Clerk, and served on the opposing party by the one hundred twenty (120) day Call Docket.

68.4.3 Supplemented Statements of Property and Income Required. If any material changes occur prior to the trial date, the information provided on Forms 68-E and 68-F shall be

updated no less than thirty (30) days prior to trial and served on the opposing attorney with a Certificate of Service of same filed with the Clerk.

68.4.4 Sanctions May Be Ordered - When. If a party fails to timely file or update Forms 68-E or 68-F the judge may, at his or her discretion, order sanctions against that party such as prohibiting the party so failing from presenting affirmative evidence as to the values of the property, income or expenses which were not provided to the opposing party.

68.4.5 Consolidated Statement Required - Time. In every contested case in which property and/or debts are in issue, thirty (30) days prior to trial date Form 68-G shall be completed by Petitioner and forwarded to Respondent for completion. Respondent shall complete the original form at least fifteen (15) days prior to trial date and immediately forward a copy to Petitioner. The original form shall be submitted to the Court seven (7) days prior to hearing date. If either party does not complete Form 68-G in a timely manner then that party shall not be allowed to offer any values for property listed therein.

68.4.6 STANDARD DISCOVERY FOR USE IN CONTESTED FAMILY LAW ACTIONS

68.4.6.1 Dissolution - Standard Interrogatories Required. In all actions for Dissolution of Marriage or Legal Separation, the court en banc has approved standard opening Interrogatories (**Form 68-H**). At the one hundred twenty (120) day Call Docket counsel and unrepresented parties shall appear and advise if mediation should be ordered; if a Guardian Ad Litem is necessary and should be ordered; and shall have filed requests for answers to interrogatories and production of documents as provided herein at no less than ten (10) days prior to the one hundred twenty (120) day Call Docket. When the discovery process begins **Form 68-H** shall be used and the parties shall immediately exchange the following documents:

- (a) Complete copies of any federal and state income tax returns (including all schedules, W-2 and 1099 forms) for the preceding 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, profit-sharing, or other retirement plans whether vested or non-vested;
- (d) Copies of any deeds to real estate, notes, deeds of trust, or leases;
- (e) Description of all titled motor vehicles, trailers, etc. , including VIN; (f) Any other evidence of ownership of an asset or interest in an asset claimed as marital or separate property;
- (g) Copies of most recent statement of ownership and value for any life insurance policies insuring the life of either party or a unemancipated child involved in the proceedings **which has a cash value**;
- (h) Complete copies of any appraisals relating to any marital or separate property done within 1 calendar year;
- (i) Complete copies of any trusts where a party is either the grantor or current income beneficiary of the trust;
- (j) Copies of partnership agreements and/or stock certificates in any corporation in which you hold an interest, along with the most recent statement of assets and liabilities;

UNLESS:

- (a) Both parties stipulate in writing the case is not contested; **or**
- (b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**
- (c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

68.4.6.2 Motion to Modify, Paternity and Child Support - Standard Interrogatories Required. In all Motions to Modify Child Support and/or Maintenance, and actions to establish Paternity and Child Support, the court en banc has approved standard opening Interrogatories for Modifications (Form 68-I) and Paternity (Form 68-J). At the one hundred twenty (120) day Call Docket counsel and unrepresented parties shall appear and advise if mediation should be

ordered or the discovery process to begin. When the discovery process begins Form 68-I or Form 68-J shall be used and the parties shall exchange the following documents:

- (a) Complete copies of any federal and state income tax returns (including all schedules, W-2 and 1099 forms) for the preceding 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 trusts where a party is either the grantor or current income beneficiary of the trust;
- (d) Copies of partnership agreements and/or stock certificates in any corporation in which you hold an interest, along with the most recent statement of assets and liabilities;

UNLESS

- (a) Both parties stipulate in writing the case is not contested; **or**
- (b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**
- (c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

68.4.6.3 Parties Required to Exchange Documents.

(See Rules 68.4.6.1 and 68.4.6.2, which shall apply)

68.4.6.4 Certificate of Service Required. When the interrogatory answers and documents specified in 68.4.6.1 and 68.4.6.2 are exchanged, the delivering party shall immediately file with the Court a certificate of service (Form 68-K) identifying the interrogatories answered and 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;

68.4.6.5 Requested Information Shall be Updated Prior to Trial.

All information requested in the above interrogatories and document requests shall be updated fifteen (15) days prior to trial if any material changes occur prior to the trial date except significant changes such as employment, income or expert witnesses which should be updated immediately;

UNLESS:

- (a) Both parties stipulate in writing the case is not contested; **or**
- (b) No answer or pleadings are filed within 30 days from the date of service of legal process on the adverse party; **or**
- (c) The adverse party formally files a verified entry of appearance and no other responsive pleading.

68.4.6.6 Court May Authorize Additional Discovery and Extend time for Filing. For good cause shown, the Court, upon written motion and without hearing, may authorize additional discovery. For good cause shown, the Court, upon written motion and without hearing, may extend the time for exchanging the documents required in Rule 68, or may waive the exchange of documents entirely but only for good cause shown.

68.4.6.7 Sanctions May Be Imposed for Failure to Comply Failure to timely comply with Rule 68 discovery shall, at the discretion of the Judge and upon written motion of either party, result in such sanctions as are provided by law, to include, but not limited to, preventing the non-compliant 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 fees and/or costs against the non-compliant party.

68.4.6.8 If Mediation is Ordered Upon mediation being ordered, each party shall bring to the first mediation session a completed Form 68-E and Form 68-F for use in the mediation process. Upon completion of all mediation sessions the mediator shall forward to the Court a letter indicating whether or not mediation was successful and a separate summary letter to counsel of record of items (if any) negotiated and agreed to by the parties.

68.5 Pro Se Litigant Awareness Program and Pro Se Pleadings, Forms and Judgments

Every Petitioner not represented by counsel who participates in a proceeding for dissolution of marriage, legal separation, parentage, or modification of a judgment in any such proceeding, **upon filing any motion or petition**, shall complete the Litigant Awareness Program which is available on the website of the Supreme Court at address:

(<http://www.courts.mo.gov/page.asp?id=4092>), unless waived by the Court, and shall present to the Clerk with the petition the Certificate of Completion (Form 68-L).

Every Respondent or Third Party not represented by counsel who participates in a proceeding for dissolution of marriage, legal separation, parentage, or modification of a judgment in any such proceeding, **after filing an Entry of Appearance or Answer in a case**, shall complete the Litigant Awareness Program which is available on the website of the Supreme Court at address:

(<http://www.courts.mo.gov/page.asp?id=4092>), unless waived by the Court, and shall present to the Clerk with the Entry of Appearance or Answer the Certificate of Completion (Form 68-L). Pro se Petitioners and Respondents shall use the pleadings, forms, and proposed judgments adopted by this circuit, which are contained in Local Court Rule 68 and available on line, or the pleadings, forms, and proposed judgments approved by the Missouri Supreme Court.

68.8 ENTRY OF JUDGMENT UPON AFFIDAVIT – REQUIREMENTS

68.8.1 Final Orders Entered - When. Final orders in a proceeding for Dissolution of Marriage, Legal Separation, Motions to Modify, and actions for Declaration of Paternity, may be entered upon the affidavit of either or both parties when:

(a) There are no unemancipated children of the parties and the female party is not pregnant, and the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance; **or**

(b) There are unemancipated children, one of the parties is represented by counsel, a parenting plan is submitted, Supreme Court Rule 88.01 Form 14 is followed, and the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure or has formally filed a verified entry of appearance.

68.8.2 Affidavit - Filing. If one party desires to submit the matter for entry of final Judgment upon an affidavit, the submitting party shall file an affidavit (Form 68-M1, M2 or M3), a proposed judgment, a parenting plan, and a Civil Procedure Form 14 if appropriate, and all exhibits referred to in the Affidavit or Judgment.

68.11 Temporary Child Support

68.11.1 Either Parent May Move for Temporary Child Support. In an original proceeding for Dissolution of Marriage or Legal Separation only, when there are minor children of the marriage who are subject to the jurisdiction of the court, either parent may move for an Order for Temporary Child Support not less than thirty (30) days from service and provided the adverse party has been served in a manner provided by Missouri Rules of Civil Procedure, or has formally filed a verified entry of appearance, or has filed a responsive pleading.

68.11.2 Verified Motion for Temporary Child Support. The Movant shall file a verified Motion for Temporary Child Support which shall set forth clearly and concisely the grounds for such motion. The motion shall include a fully completed Civil Procedure Form 14 in accordance with Supreme Court Rule 88.01.

68.11.3 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, by personal service, or by Facsimile, and shall provide a certificate of service.

68.11.3 Time to Respond - Include Form 14. The other parent shall have fifteen (15) days from the date of such certification to respond to such motion. Any response shall be verified and shall include a fully completed Civil Procedure Form 14.

68.11.5 Court May Rule on Motion On Verified Motions and Response. Within ten (10) days 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.

68.11.6 Court May Require Hearing. If the Court determines that it is impracticable to make a determination based upon the verified motion and the verified response thereto, then the Court may set the matter down for expedited hearing, which hearing shall be held within twenty (20) days after the date upon which any response is due except for good cause shown. The only issues which shall be considered by the Court at such expedited hearing shall be those relating specifically to temporary child support. The Court shall issue its order under this rule as soon as practical thereafter.

68.11.7 The Time Shall Not Be Stayed or Tolloed. The time frames specified in this rule shall not be stayed or tolloed by the filing of any pleadings, proceedings or other motions, specifically including motion for change of temporary custody of the unemancipated children of the parties.

68.12 DOMESTIC CALL DOCKET AND PRE-TRIAL CONFERENCE

68.12.1 Call Docket. Upon filing of a domestic relations case the Clerk shall place the matter on the Court's first docket one hundred twenty (120) days after filing for review. Counsel and unrepresented parties shall appear at said time and advise the Court of the status of the case. A Discovery or Mediation Order may be entered that date.

68.12.2 Trial Setting. No case shall be set for a contested hearing:

.1 Until all discovery is complete and all required documents filed (or there is a written waiver by the Court due to lack of cooperation by one of the parties or discovery schedule ordered) including Form 68-P, Request for Trial Setting and Certification, and Form 68-Q, Pre-Trial Stipulation;

.2 If there are unemancipated children and mediation has not been completed or ordered, Form 68-N waiving mediation shall be filed;

.3 If venue is improper, Form 68-O shall be filed.

68.12.3 Pre-Trial Conference. If a pre-trial conference is ordered by the Court the parties and their counsel shall appear. The conference 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 exchange any updated disclosure and file required documents.

68.13 DISMISSAL BY COURT

Without notice, the Court may dismiss any family law case or motion which is not tried or set for trial after the expiration of twelve (12) months from the filing date.

68.14 Employer Information for Automatic Wage Withholding of Child Support and/or Maintenance

In any case in which child support or maintenance has been ordered, upon judgment being entered, counsel for the child support or maintenance recipient shall file with the Circuit Clerk's office a completed Form 68-R.

RULE 68 FORMS

- Form 68-A Domestic Relations Case Party Information Sheet
available at www.selfrepresent.mo.gov
- Form 68-B Certificate of Dissolution of Marriage
available at www.selfrepresent.mo.gov
- Form 68-C Parenting Plan
- Form 68-D Interim Family Law Order
- Form 68-E Statement of Marital and Non-marital Assets and Debts
- Form 68-F Statement of Income and Expenses
- Form 68-G Consolidated Statement of Marital and Non-marital Assets and Debts
- Form 68-H Standard First Interrogatories and Production of Documents-Dissolution
- Form 68-I Standard First Interrogatories and Production of Documents-Modification
- Form 68-J Standard First Interrogatories and Production of Documents-Paternity
- Form 68-K Certificate of Service
- Form 68-L Litigant Awareness Certificate of Completion
available at www.selfrepresent.mo.gov
- Form 68-M1 Affidavit for Judgment – Dissolution of Marriage
- Form 68-M2 Affidavit for Judgment – Paternity, Custody and Support
- Form 68-M3 Affidavit for Judgment – Modification
- Form 68-M4 Affidavit of Compliance with Uniform Child Custody Jurisdiction and
Enforcement Act
- Form 68-N Waiver of Mediation
- Form 68-O Consent to Venue
- Form 68-P Request for Trial Setting and Certification
- Form 68-Q Pre-Trial Stipulation
- Form 68-R Income Withholding for Support Form

CONFIDENTIAL CASE FILING INFORMATION SHEET – DOMESTIC RELATIONS CASES

Required at Case Initiation and with Responsive Filings

INSTRUCTIONS:

- ✓ Complete this form for all parties known at the time of filing. Provide the most appropriate Case Type and Party Type codes and descriptions. (Found on the Case Types List and Party Types List at www.courts.mo.gov on the Court Forms/Filing Information page.)
- ✓ If additional space is needed, complete additional Confidential Case Filing Information Sheets.

NOTE: The full Social Security Number (SSN) is **required** pursuant to Section 509.520 RSMo. This is a confidential document due to the SSN and possible confidential addresses. This information is used to open a case in the courts case management system. While cases deemed public under Missouri statutes can be accessed through Case.net, the day and month of birth, SSN, and confidential addresses are NOT provided to the public through Case.net.

Filing Date: _____ - County/City of St. Louis: _____

Style of Case: _____
(i.e. Petitioner v. Respondent)

Case Type Code: _____ Case Type Description: _____

Petitioner/Plaintiff Information:

Party Type Code: _____ Party Type Description: _____
 Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 DOB: _____ Gender: Male Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Respondent/Defendant Information:

Party Type Code: _____ Party Type Description: _____
 Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 DOB: _____ Gender: Male Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: _____ Party Type Description: _____
 Name (if person): (Last) _____ (First) _____ (Middle) _____
 Organization (if non-person): _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 DOB: _____ Gender: Male Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: _____ Party Type Description: _____
 Name (if person): (Last) _____ (First) _____ (Middle) _____
 Organization (if non-person): _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 DOB: _____ Gender: Male Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Employer Information

Petitioner/Plaintiff Employer Name: _____

Employer Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

Respondent/Defendant Employer Name: _____

Employer Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

The following information regarding children is required. Complete this section for any child subject to the action of this case.

*MACSS – Missouri Automated Child Support System

Children:

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Name: _____ SSN: _____ DOB: _____

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

Check if more than ten children and attach additional sheet

Submitted by: _____ Bar ID (required if attorney): _____

Address (if not shown on previous page): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

IMPORTANT: It is the parties' responsibility to keep the court informed of any change of address or employment.

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.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
CERTIFICATE OF DISSOLUTION OF MARRIAGE

CASE NUMBER

STATE FILE NUMBER

1. FIRST PARTY'S NAME

FIRST

MIDDLE

LAST

2. LAST NAME PRIOR TO FIRST MARRIAGE (If different)

3. SOCIAL SECURITY NO.

4. RESIDENCE - CITY, TOWN, OR LOCATION

5. STATE

6. ZIP CODE

FIRST PARTY

7. COUNTY

8. DATE OF BIRTH (Month, Day, Year)

9. BIRTHPLACE (State or Foreign Country)

11. LAST NAME PRIOR TO FIRST MARRIAGE (If different)

10. SECOND PARTY'S NAME

FIRST

MIDDLE

LAST

SECOND PARTY

12. SOCIAL SECURITY NO.

13. RESIDENCE - CITY, TOWN, OR LOCATION

14. STATE

15. ZIP CODE

16. COUNTY

17. DATE OF BIRTH (Month, Day, Year)

18. BIRTHPLACE (State or Foreign Country)

19. PLACE OF THIS MARRIAGE - CITY, TOWN, OR LOCATION

20. COUNTY

21. STATE OR FOREIGN COUNTRY

22. DATE OF THIS MARRIAGE

MARRIAGE

23. DATE COUPLE LAST RESIDED IN SAME HOUSEHOLD (MONTH, DAY, YEAR)

24. NUMBER OF CHILDREN UNDER 18 IN THIS HOUSEHOLD AS OF THE DATE IN ITEM 23

25. PETITIONER

0 First Party

1 Second Party

2 Joint

26. NAME OF PETITIONER'S ATTORNEY (Type or Print)

27. ADDRESS (Street and Number or Rural Route Number; City, or Town, State Zip code)

ATTORNEY

28. I CERTIFY THAT THE MARRIAGE OF THE ABOVE-NAMED PERSONS WAS DISSOLVED ON: (Month, Day, Year)

29. TYPE OF DECREE

30. DATE RECORDED (Month, Day, Year)

DECREE

31. NUMBER OF CHILDREN UNDER 18 WHOSE PHYSICAL CUSTODY WAS AWARDED TO:

First Party _____

Second Party _____

Joint (First/Second Parties) _____

Other _____

No Children

32. CHILD SUPPORT WAS AWARDED TO:

0 Dissolution

1 Legal Separation

2 Annulment

3 First Party

4 Second Party

5 Other

6 No child support awarded

35. SIGNATURE OF CERTIFYING OFFICIAL

33. COUNTY OF DECREE

34. TITLE OF COURT

36. TITLE OF CERTIFYING OFFICE

37. NUMBER OF THIS MARRIAGE - FIRST, SECOND, ETC. (SPECIFY BELOW)

BY:

DATE: (Month, Year)

39. RACE - American Indian, Black, White, Etc. (Specify below)

40. EDUCATION (Specify only highest grade completed)

Elementary/Secondary (0-12)

College (1-4 or 5+)

FIRST PARTY

37A.

38A. 2 Death

3 Divorce, dissolution, or annulment

38C.

39A. 1 White

2 Black

3 American Indian

4 Other (Specify)

40A.

37B.

38B. 2 Death

3 Divorce, dissolution, or annulment

38D.

39B. 1 White

2 Black

3 American Indian

4 Other (Specify)

40B.

SECOND PARTY

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

Petitioner

Father Mother

SSN: XXX-XX-_____

v.

No. _____

Respondent

Father Mother

SSN: XXX-XX-_____

PDL/TEMPORARY FINAL
JUDGMENT AND PARENTING PLAN, SECTION 452.310.7
SUBMITTED BY FATHER MOTHER THE PARTIES THE COURT

(Instructions: Fill in blanks as required; mark appropriate boxes; strike inapplicable provisions or circle applicable provisions. Attach additional sheets if necessary.)

CHILD(REN) NAME(S)	DATE(S) OF BIRTH/AGE(S)

1. LEGAL CUSTODY/PHYSICAL CUSTODY DESIGNATIONS.

Parents with joint legal custody share decision making with respect to the child(ren) as set forth herein. A parent receiving sole legal custody makes decisions with respect to the child(ren) as set forth herein.

1.1 Mother and Father shall have joint legal custody and joint physical custody of the child(ren).

1.2 Mother and Father shall have joint legal custody and Mother Father shall have sole physical custody of the child(ren).

1.3 Mother Father shall have sole legal custody and Mother and Father shall have joint physical custody of the child(ren).

1.4 Mother Father shall have sole legal custody and sole physical custody of the child(ren).

1.5 If joint physical custodians, Mother's Father's home shall be considered the home of the child(ren) for school and mailing purposes.

1.6 Third party custody is awarded to _____.

1.7 Other: _____

2. PHYSICAL CUSTODY/PARENTING TIME/VISITATION.

2.1 The parties are permitted to share physical custody/parenting time with the children in any manner in which they mutually agree. In the event of any disagreement, the parties shall share parenting time with the children as set forth herein.

2.2 Mother and Father shall share physical custody of the child(ren) on an alternating week basis, with the exchange to occur every Sunday _____ at 6:00 PM _____ AM/PM.

2.3 Mother Father shall have the child(ren) every week from 8:00 AM _____ AM/PM on Monday until 8:00 AM _____ AM/PM on Wednesday. Mother Father shall have the child(ren) every week from 8:00 AM _____ AM/PM on Wednesday until 8:00 AM _____ AM/PM on Friday. The parties shall have alternating weekends from 8:00 AM _____ AM/PM on Friday until 8:00 AM _____ AM/PM on Monday, with Mother Father having the weekend beginning on (date) _____.

2.4 Mother Father shall have physical custody of the child(ren) at all times except for the times that the other parent has visitation/temporary custody as set forth herein. The other parent shall have physical custody/parenting time/visitation every other weekend from Friday _____ at 6:00 PM _____ AM/PM until Sunday _____ at 6:00 PM _____ AM/PM beginning: (date) _____; and, in addition, from Wednesday _____, at the conclusion of the school day, if school is in session, or _____ PM, whichever first occurs; until _____ PM on the same day of the week the following morning at the beginning of the school day, if school is in session, or _____ AM, whichever first occurs.

2.5 Mother and Father shall share custody as follows: _____

THE HOLIDAYS AND SPECIAL DAYS AND THE VACATION TIME SET FORTH BELOW IN PARAGRAPHS 2.6 THROUGH AND INCLUDING 2.11 SHALL HAVE PRIORITY OVER THE WEEKENDS AND OTHER TIMES SET FORTH ABOVE IN PARAGRAPHS 2.1 THROUGH AND INCLUDING 2.5.

2.6 Summer Vacation. Each parent shall have _____ weeks each summer to be exercised in blocks of one _____ week(s) each, separated by at least one _____ week(s), so as not to interfere with school. Mother Father shall select one said week by sending a letter to the other parent postmarked not later than May 1 each year; then the other parent shall select one week in like manner by letter postmarked not later than May 8 each year. The parents shall alternate in like fashion by letters postmarked one week apart from the previous letter sent by the other parent, i.e. May 15, May 22, etc., until all weeks are selected. Neither parent shall select

vacation time which deprives the other parent of holidays or special days allocated to such other parent as set forth in paragraphs 2.7 through and including 2.11.

OR

2.6 Summer Vacation – Alternating Weeks. Mother Father shall have the child(ren) each summer beginning the first Sunday after school ends for a one-week, seven-day period. At the end of this one-week period, the other parent shall have the child(ren) for one-week seven-day period. The parents shall alternate in a like manner until three days before school begins, at which time the child(ren) will be returned to **Father**. Mother shall have the first weekend after school begins for her visitation and the parties shall commence the visitation schedule in the applicable paragraphs 2.1 through 2.5 above.

2.7 HOLIDAYS. THE PARENTS SHALL SHARE THE HOLIDAYS AND SPECIAL DAYS AS SET FORTH.

Holidays and Special Days. Custody and visitation on the holidays and special days in the table below shall be from 9:00 a.m. until 8:00 p.m. if the children are not in school and if the children are in school, from after school until 8:00 p.m. Holidays and special days shall prevail over weekend, weekday, and summer vacation.

Holiday	Even Numbered Years	Odd Numbered Years
	<i>FATHER or MOTHER</i>	<i>FATHER or MOTHER</i>
Halloween		
Easter		
ML King Day	Mother	Father
President's Day	Father	Mother
Memorial Day	Mother	Father
Independence Day		
Labor Day	Mother	Father
Easter	Father	Mother
Thanksgiving	Mother	Father
Other Holidays (specify)		
Child's Birthday		
Fall Parent/Teacher Conf Recess		
Special Occasions (specify)		
Fall Break Recess		
Spring Break Recess		

Mother shall have the children on her birthday from 9:00 a.m. until 8:00 p.m. if the children are not in school and if the children are in school, from after school until 8:00 p.m.

Mother shall have the children on Mother's Day of each year from 9:00 a.m. until 8:00 p.m.

Father shall have the children on his birthday year from 9:00 a.m. until 8:00 p.m. if the children are not in school and if the children are in school, from after school until 8:00 p.m.

Father shall have the children on Father's Day of each year from 9:00 a.m. until 8:00 p.m.

2.8. CHRISTMAS VACATION.

CHRISTMAS VACATION	<i>FATHER</i> <i>MOTHER</i>	<i>or</i>	<i>FATHER or MOTHER</i>
	ODD YEAR		EVEN YEAR
9:00 p.m. on December 24th through 6:00 p.m. on January 1 st .			
3:00 p.m. the day the children's school lets out for Christmas vacation begins through 9:00 p.m. on December 24 th , and January 1 st at 6 p.m. through the day school commences after the Christmas vacation at 8:00 a.m.			

OR

Other Christmas Vacation Schedule: _____

The date for commencement and termination of Christmas visitation shall be based upon the public school calendar for the district in which the children are enrolled.

2.9 The birthdays of the child(ren) shall be shared as follows: The parent not having physical custody of a child on that child's birthday shall have at least four hours on that child's birthday; or, Other (*describe*): _____

2.10 Other Holidays/Special Days: _____

2.11 If the parent entitled to physical custody/visitation is unable to provide physical custody/visitation for any reason, the other parent shall have the first right to physical custody/visitation during said period. The parent originally entitled to physical custody/visitation shall resume physical custody/visitation from the other parent at such time as the parent originally entitled to such is able during said parent's regularly scheduled period of physical custody/visitation. This provision applies only if the parent entitled to physical custody/visitation is unable to provide physical custody/visitation for a period of time exceeding _____ hours.

3. TRANSFER/EXCHANGE OF THE CHILD(REN)/TRANSPORTATION DUTIES.

3.1 Unless otherwise mutually agreed by the parents, transfer/exchange of the child(ren) shall occur at: the home of Mother Father another location: _____

3.2 The parent exercising the aforesaid visitation/temporary custody shall transport the child(ren) to and from said visitation/temporary custody.

3.3 The parent whose period of visitation/temporary custody is beginning shall pick up the child(ren) from the parent whose period of visitation/temporary custody is ending.

3.4 Each parent may select a suitable adult to transport the child(ren) to and from the exchange.

4. TELEPHONE ACCESS.

Each parent shall have reasonable telephone contact with the child(ren) while the child(ren) is/are with the other parent. Each parent shall have said telephone contact as often as mutually agreed between the parents. If the parents are unable to agree, said telephone access shall occur daily between the hours of 6:00 PM and 8:00 PM for no longer than thirty (30) minutes.

Other: _____

5. RESTRICTIONS OR LIMITATIONS ON ACCESS.

The following restrictions or limitations on access to a person or parent shall apply and the supporting reasons are set forth: _____

6. DECISION-MAKING RIGHTS AND RESPONSIBILITIES.

6.1 As the parents have JOINT LEGAL CUSTODY, decision-making rights and responsibilities for all parenting matters, including those set forth herein, shall be shared between the parents as set forth.

6.2 As one parent has received SOLE LEGAL CUSTODY, the parent receiving sole legal custody as designated in Section 1 hereof shall have the right to make all decisions for all parenting matters, including those set forth herein, and there shall be no sharing of decision-making rights and responsibilities because (facts): _____

6.3 Educational Decisions. All educational decisions including the particular school to be attended, classes to be taken and extracurricular activities permitted. The parents shall in all cases facilitate communication of information between and among themselves and the school orally, in writing and through other appropriate methods. Both parents shall instruct the school that information shall be shared with both parents.

6.4 Medical, Dental and Health Care Decisions. Selection of such health care providers as are in the best interests of the child(ren) given their specific needs, and taking into account payment, including whether the provider accepts the health insurance then in force. In all cases, each parent shall be authorized to give approval for emergency and other care as necessary. In all cases, each parent shall communicate emergency health care matters to the other parent as soon as practicable by appropriate means. In all cases, each parent shall communicate non-emergency health care matters to the other parent either orally or in writing prior to any medical procedure. In all cases, each parent shall advise the other of medical conditions or health issues of the child(ren). In all cases, neither parent shall obligate the other to pay for any medical, dental or other health care treatment, except in the case of emergency care as may be reasonably necessary.

6.5 Extra-Curricular Activities. Determination of extra-curricular activities in which the child(ren) will participate. In all cases, extra-curricular activities which occur during parenting time of both parents shall be mutually agreed, and the parent having physical custody of the child(ren) at the time of the activity shall, unless otherwise mutually agreed, transport the child(ren) to the activity. Each parent shall give the other oral or written notice of extra-curricular activities and both parents shall be permitted and allowed to attend unless otherwise ordered by the Court.

6.6 Child Care Providers. Selection of child care provider(s) which may either be a suitable adult, a licensed day care facility, or such other babysitter or person deemed appropriate.

6.7 Communication Procedures. The parents shall communicate with each other either orally, by telephone or in writing, unless otherwise set forth. The parents shall at all times keep each other informed of their respective work, home and cell telephone numbers, e-mail addresses, employment addresses, residence addresses and mailing address, including the residence and mailing addresses of the child(ren). In the event either parent shall travel with the child(ren) outside the county of residence of the child(ren), the other parent shall be notified by the parent traveling with the child(ren) of: (1) the travel itinerary including, but not necessarily limited to, the addresses where the child(ren) will travel, (2) where the child(ren) will spend the night during

such travel; and, (3) the telephone numbers where the child(ren) may be reached at all times during any such travel. If the travel includes visits or overnights with other persons, as opposed to an exclusively sightseeing trip, the parent traveling with the child(ren) shall notify the other parent of the names and relation to the child(ren) or parent traveling with the child(ren) of each person with whom the child(ren) shall have contact during such travel.

6.8 Other: _____

6.9 Dispute Resolution Procedure. In the event of disagreement among the parents regarding any decisions or interpretation of this Parenting Plan, the parents shall first discuss the matter among themselves and attempt to reach a reasonable resolution. If they are unable to do so, they shall then submit the matter to an agreed upon appropriate friend, counselor, attorney, priest, pastor, minister, rabbi, or other clergy, or such other person, who shall be permitted to render suggestions to the parties. If the parties are still unable to agree, then the parties may submit the matter for mediation provided both parties mutually agree. If the parties are still unable to agree, then either or both parties may engage an attorney, and bring an appropriate action in court to resolve the matter.

7. EXPENSES OF THE CHILD(REN)/CHILD SUPPORT.

Mother Father shall pay child support as set forth herein.

The presumed correct monthly amount of child support pursuant to Rule 88 and Form 14, which is attached hereto and incorporated herein by reference, is \$ _____ for one child, \$ _____ for two children, \$ _____ for three children, \$ _____ for four children, \$ _____ for five children, \$ _____ for six children.

7.1 The presumed correct amount of child support is the amount of child support to be paid for current support.

7.2 The presumed correct amount of child support is unjust and inappropriate, and the monthly amount of child support to be paid for current support is \$ _____ for one child, \$ _____ for two children, \$ _____ for three children, \$ _____ for four children, \$ _____ for five children, \$ _____ for six children.

7.3 (*Select this paragraph if there is more than one child*) At such time as the receiving parent is entitled to support for a lesser number of children on the date of such child support is payable, the paying parent shall pay to receiving parent the correct amount for the number of children entitled to support as set forth.

7.4 The parents have agreed that payments shall be made directly to the parent entitled to support.

7.5 Payments shall be made to the Family Support Payment Center, P.O. Box 109002, Jefferson City, MO 65110-9002, as trustee for the parent entitled to support.

7.6 Income withholding shall be required at this time.

7.7 Income withholding of the parent paying support ("OBLIGOR") shall not be required at this time because (*facts*): _____

7.8 NOTICE OF INCOME WITHHOLDING: PURSUANT TO SECTION 452.350.2, RSMo, INCOME WITHHOLDING SHALL BE INITIATED, UNLESS OTHERWISE SET FORTH HEREIN OR IN THE JUDGMENT, ON THE EFFECTIVE DATE OF THIS ORDER AND JUDGMENT. THE PARTIES ARE HEREBY NOTIFIED THAT IF THE INCOME OF AN OBLIGOR IS NOT WITHHELD AS OF THE EFFECTIVE DATE OF THIS ORDER, SUCH OBLIGOR'S INCOME SHALL BE SUBJECT TO WITHHOLDING PURSUANT TO SECTION 452.350, RSMo, WITHOUT FURTHER EXCEPTION ON THE DATE ON WHICH THE OBLIGOR BECOMES DELINQUENT IN MAINTENANCE OR CHILD SUPPORT PAYMENTS IN AN AMOUNT EQUAL TO ONE MONTH'S TOTAL SUPPORT OBLIGATION. SUCH WITHHOLDING SHALL BE INITIATED IN THE MANNER PROVIDED IN SECTION 452.350.4, RSMo.

7.9 First payment is due on the _____ day of _____, 20 _____ for the period of _____, 20 _____, and on the _____ of each month thereafter.

7.10 Arrearage: There is no arrearage There is an arrearage of \$ _____, which shall be paid by Mother Father by payment of an additional \$ _____ per month over and above the current support set forth. Unless otherwise set forth, payments on child support arrearage shall be made on the same day of each month, by the same means, and to the same recipient as for current support.

7.11 Other: _____

8. INCOME TAX PROVISIONS.

8.1 The parent receiving support, Father Mother Other: _____, shall be entitled to claim all child(ren) as dependents for federal and state income tax each year, and to claim all accompanying tax benefits, as is presumed by Form 14.

8.2 The right to claim the child(ren) is allocated as follows, provided the parent paying support is current on the support obligation for the tax year in question:

8.2.1 Father shall claim all child(ren) in all even odd tax years, and Mother shall claim all child(ren) in all even odd tax years.

8.2.2 Father shall claim _____ in all even odd tax years, and Mother shall claim _____ in all even odd tax years.

- 8.2.3 At such time as there remains only one child to claim, Father shall claim the child in all even odd tax years, and Mother shall claim the child in all even odd tax years.
- 8.3 Other: _____

9. HEALTH INSURANCE.

- 9.1 Father Mother _____ shall maintain or provide health insurance for the child(ren).
- 9.2 The child(ren) is/are covered by a government plan, _____.
Father Mother Parents shall provide health insurance, if available through employment, at reasonable cost.
- 9.3 Father Mother Parents shall provide health insurance, if available through employment, at reasonable cost.
- 9.4 Pursuant to §454.603.5 RSMo, Father shall be liable for ____% and Mother shall be liable for ____% of the medical or dental expenses for the unemancipated child that are not covered by health benefit plan coverage because the Court finds that said plan does not cover all such expenses; each parent has the financial resources to contribute to said uncovered medical and dental expenses; and each parent has substantially complied with the terms of the health benefit coverage. Medical and dental expenses are defined to be those expenses deductible for federal income tax purposes, including but not limited to: insurance deductibles, doctor's visits, dental visits, orthodontia, eye exams and glasses, and prescription drugs. The parent incurring out-of-pocket medical expenses shall advise the other parent, in writing, in a timely manner of all medical expenses incurred and, within thirty (30) days of the receipt of any bill or insurance notice that all claims have been processed and paid (whichever is later), shall forward same to the other parent for payment of his or her share. Each parent shall pay his or her share of the unpaid medical expenses within sixty (60) days of the receipt of the final bill.
- Other: _____

10. EDUCATIONAL EXPENSES.

- 10.1 THROUGH SECONDARY EDUCATION (HIGH SCHOOL):
 Educational expenses through secondary education shall be paid equally by the parties all by Father all by Mother in the following percentages: Father _____%; Mother _____%.
- 10.2 POST-SECONDARY, COLLEGE, OCCUPATIONAL/TECHNICAL SCHOOL:
 10.2.1 The parents make no provision at this time for payment of post-secondary college, university or occupational/technical school. The parties shall have the right to return to court at a future date to allocate the cost thereof

- 10.2.2 The cost each year of each child attending a post-secondary college, university or occupational/technical school, state or private, subject to the limitations set forth herein, shall be paid equally by the parties all by Father all by Mother in the following percentages: Father _____%; Mother _____%.

The limitations are as follows:

“Cost” shall include tuition, fees, books, room and board and any other cost or charge which is not otherwise paid by academic or activity scholarship or grant. It does not include room and board while the child(ren) is/are residing with either parent.

The percentage the parents are required to pay shall be the percentage of the actual cost of the child, i.e., if child receives a scholarship or other aid which reduces costs, the “cost” does not include the amount of such scholarship or aid, and, for this purpose, loans to the student shall not be considered a “scholarship or other aid.”

The child must carry at least a minimum number of credit hours each semester which, according to the institution the child attends, classifies the child as a full-time student.

The maximum cost which the parents shall be responsible to pay for in any given school year will be the then cost for tuition, fees, books, room and board and other costs or charges of an in-state student attending the University of Missouri – Columbia, regardless of which institution the child attends.

The parents shall not be responsible to pay for more than eight (8) semesters at a college or university. For purposes of this paragraph, a “semester” does not include a “summer semester.” For those institutions having three quarters or terms in place of two semesters, full time means attending three quarters or terms in the normal academic year which is equivalent to the fall and winter semesters at other institutions, not including the summer term or quarter at such institution.

- 10.2.3 Other: _____

11. EXTRAORDINARY EXPENSES.

Extraordinary expenses shall be paid equally by the parties all by father all by mother in the following percentages: Father _____%; Mother _____% by the parent contracting for such.

12. CHILD CARE EXPENSES.

Child care expenses shall be paid equally by the parties all by father all by mother in the following percentages: Father _____%; Mother _____% by the parent contracting for such.

13. TRANSPORTATION EXPENSES.

Transportation expenses related to exercise of visitation/temporary custody as set forth previously shall be paid equally by the parties all by father all by mother in the following percentages: Father _____%; Mother _____% by the parent incurring such.

14. RELOCATION.

PURSUANT TO SECTION 452.377.11, RSMO, THE PARTIES ARE HEREBY NOTIFIED AS FOLLOWS: “ABSENT EXIGENT CIRCUMSTANCES AS DETERMINED BY A COURT WITH JURISDICTION, YOU, AS A PARTY TO THIS ACTION, ARE

ORDERED TO NOTIFY, IN WRITING BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND AT LEAST SIXTY DAYS PRIOR TO THE PROPOSED RELOCATION, EACH PARTY TO THIS ACTION OF ANY PROPOSED RELOCATION OF THE PRINCIPAL RESIDENCE OF THE CHILD, INCLUDING THE FOLLOWING INFORMATION:

- (1) THE INTENDED NEW RESIDENCE, INCLUDING THE SPECIFIC ADDRESS AND MAILING ADDRESS, IF KNOWN, AND IF NOT KNOWN, THE CITY;**
- (2) THE HOME TELEPHONE NUMBER OF THE NEW RESIDENCE, IF KNOWN;**
- (3) THE DATE OF THE INTENDED MOVE OR PROPOSED RELOCATION;**
- (4) A BRIEF STATEMENT OF THE SPECIFIC REASONS FOR THE PROPOSED RELOCATION OF THE CHILD;**
- (5) A PROPOSAL FOR A REVISED SCHEDULE OF CUSTODY OR VISITATION WITH THE CHILD; AND**
- (6) THE OTHER PARTY'S RIGHT, IF THAT PARTY IS A PARENT, TO FILE A MOTION, PURSUANT TO SECTION 452.377, RSMO, SEEKING AN ORDER TO PREVENT THE RELOCATION AND AN ACCOMPANYING AFFIDAVIT SETTING FORTH THE SPECIFIC GOOD-FAITH FACTUAL BASIS FOR OPPOSING THE RELOCATION WITHIN THIRTY DAYS OF RECEIPT OF THE NOTICE.**

YOUR OBLIGATION TO PROVIDE THIS INFORMATION TO EACH PARTY CONTINUES AS LONG AS YOU OR ANY OTHER PARTY BY VIRTUE OF THIS ORDER IS ENTITLED TO CUSTODY OF A CHILD COVERED BY THIS ORDER. YOUR FAILURE TO OBEY THE ORDER OF THIS COURT REGARDING THE PROPOSED RELOCATION MAY RESULT IN FURTHER LITIGATION TO ENFORCE SUCH ORDER, INCLUDING CONTEMPT OF COURT. IN ADDITION, YOUR FAILURE TO NOTIFY A PARTY OF A RELOCATION OF THE CHILD MAY BE CONSIDERED IN A PROCEEDING TO MODIFY CUSTODY OR VISITATION WITH THE CHILD. REASONABLE COSTS AND ATTORNEY FEES MAY BE ASSESSED AGAINST YOU IF YOU FAIL TO GIVE THE REQUIRED NOTICE."

15. ENFORCEMENT BY LAW ENFORCEMENT OFFICIALS.

THE SHERIFF OR ANY OTHER LAW ENFORCEMENT OFFICER SHALL ENFORCE THE RIGHTS OF ANY PERSON TO CUSTODY OR VISITATION UNLESS THE COURT ISSUES A SUBSEQUENT ORDER PURSUANT TO CHAPTERS 210, 211, 452 OR 455, RSMO, TO LIMIT OR DENY THE CUSTODY OF, OR VISITATIONS WITH, THE CHILD. SUCH SHERIFF OR OTHER LAW ENFORCEMENT OFFICER SHALL NOT REMOVE A CHILD FROM A PERSON WHO HAS ACTUAL PHYSICAL CUSTODY OF THE CHILD UNLESS SUCH SHERIFF OR LAW ENFORCEMENT OFFICER IS SHOWN A COURT ORDER OR JUDGMENT WHICH CLEARLY AND CONVINCINGLY VERIFIES THAT SUCH PERSON IS NOT ENTITLED TO THE ACTUAL PHYSICAL CUSTODY OF THE CHILD, AND THERE ARE NOT OTHER EXIGENT CIRCUMSTANCES THAT WOULD GIVE THE SHERIFF OR OTHER LAW ENFORCEMENT OFFICER REASONABLE SUSPICION TO BELIEVE THAT THE CHILD WILL BE HARMED OR THAT THE COURT ORDER PRESENTED TO THE SHERIFF OR OTHER LAW ENFORCEMENT OFFICER MAY NOT BE VALID.

16. NOTICE CONCERNING NONCOMPLIANCE.

PURSUANT TO SECTION 452.375.10, RSMO, YOU ARE HEREBY NOTIFIED THAT: "IN THE EVENT OF NONCOMPLIANCE WITH THIS ORDER, THE AGGRIEVED

PARTY MAY FILE A VERIFIED MOTION FOR CONTEMPT. IF CUSTODY, VISITATION, OR THIRD-PARTY CUSTODY IS DENIED OR INTERFERED WITH BY A PARENT OR THIRD PARTY WITHOUT GOOD CAUSE, THE AGGRIEVED PERSON MAY FILE A FAMILY ACCESS MOTION WITH THE COURT STATING THE SPECIFIC FACTS THAT CONSTITUTE A VIOLATION OF THE CUSTODY PROVISIONS OF THE JUDGMENT OF DISSOLUTION, LEGAL SEPARATION, OR JUDGMENT OF PATERNITY. THE CIRCUIT CLERK WILL PROVIDE THE AGGRIEVED PARTY WITH AN EXPLANATION OF THE PROCEDURES FOR FILING A FAMILY ACCESS MOTION AND A SIMPLE FORM FOR USE IN FILING THE FAMILY ACCESS MOTION. A FAMILY ACCESS MOTION DOES NOT REQUIRE THE ASSISTANCE OF LEGAL COUNSEL TO PREPARE AND FILE."

17. ADDITIONAL/OTHER:

Paternity is established, or reaffirmed, as the case may be, and the existence of the father/child relationship is determined between _____, father, and the child(ren) named herein. The Missouri Department of Health, Bureau of Vital Statistics, shall, and is hereby ordered to, amend the birth record of each said child, if required, to show said person as father. Any cost related to amendment of the birth records shall be paid by the parent requesting same.

The name(s) of the child(ren) are hereby changed as set forth herein, and the Missouri Department of Health, Bureau of Vital Statistics shall, and is hereby ordered to, amend the birth record of each child, if required, in accordance herewith. Any cost related to amendment of the birth records shall be paid by the parent requesting same.

ORIGINAL NAME OF CHILD	NAME CHANGED TO

The parties state that this parenting plan is in the best interests of the child(ren), and it is requested that the same be approved and adopted as/incorporated into the judgment, thereby ordering the parties to perform the terms thereof.

There shall be no award of attorney fees to either party; or, _____ shall have judgment against _____ in the amount of \$ _____ for attorney fees, said judgment to bear interest at the judgment rate from and after the date of judgment specified below.

The guardian ad litem (GAL) _____, is awarded a fee of \$ _____, which includes is in addition to all previous GAL fee judgments or orders. Said fee is allocated as follows: The GAL shall have judgment against Mother Father _____ in the amount of \$ _____, and against Mother Father _____ in the amount of \$ _____, said judgment(s) to bear interest at the judgment rate from and after the date of judgment specified below.

All other matters are and shall be overruled, dismissed or denied.
 Costs are taxed against the deposit against Father against Mother.

Other: _____

IF THERE IS A SEPARATE JUDGMENT SIGNED BY A JUDGE, THIS PARENTING PLAN IS INCORPORATED INTO THE SEPARATE JUDGMENT. HOWEVER, IF THERE IS NOT A SEPARATE JUDGMENT, THEN THIS PARENTING PLAN SHALL CONSTITUTE THE JUDGMENT ENTERED HEREIN, PROVIDED IT IS SIGNED BY A JUDGE. IN EITHER CASE, ALL PARTIES SHALL PERFORM THE TERMS OF THIS PARENTING PLAN.

Father date Mother date

Father's Attorney date Mother's Attorney date
MBE # _____ MBE # _____

Guardian Ad Litem date Third party date

NOTICE: UNLESS ATTACHED AND INCORPORATED INTO A SEPARATE JUDGMENT SIGNED BY A JUDGE; OR, UNLESS SIGNED BY A JUDGE IN THE SPACE BELOW, THIS DOCUMENT IS NOT A COURT ORDER OR JUDGMENT.

JUDGMENT

THE COURT, HAVING REVIEWED THE PARENTING PLAN, FINDS THE SAME TO BE IN THE BEST INTERESTS OF THE CHILD(REN), AND ACCORDINGLY, APPROVES THE SAME, ADOPTS THE SAME AS THE JUDGMENT OF THE COURT, OR INCORPORATES

THE SAME INTO THE JUDGMENT, AS THE CASE MAY BE, AND ORDERS THE PARENTS/PARTIES TO PERFORM ITS TERMS.

Judge

Date of Judgment: _____.

CIRCUIT COURT OF _____ COUNTY
STATE OF MISSOURI

INTERIM FAMILY LAW ORDER

A Dissolution of Marriage or Legal Separation case is now pending before the Court. In an effort to continue the status quo of the parties and maintain parent-child relationships until a hearing is held, the Court finds that it is in the best interests of the parties and their children, if any, to issue this INTERIM FAMILY LAW ORDER immediately upon commencement of the case. The Clerk of the Court shall attach this Interim Family Law Order, to the Summons or serve a copy of it on the parties or their attorneys at the addresses specified in the petition. Proof of mailing by the clerk shall constitute notice as required in this rule.

IT IS THEREFORE ORDERED, AS FOLLOWS:

1. Neither party shall stalk, abuse, threaten to abuse, molest, or disturb the peace of the other.
2. Under Missouri law, neither parent shall remove any child from the jurisdiction of the court or from any parent with whom the child has primarily resided for the sixty (60) days immediately preceding the filing of the petition for dissolution of marriage or legal separation.
3. Neither party shall remove, cause to be removed, or permit the removal of any unemancipated children of the parties from the State of Missouri for a period longer than ten (10) days without the written consent of the other party, or further order of this Court.
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. 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.
5. 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.
6. The Court specifically reserves the right to allocate the income and expenses of the parties and the costs connected with this action.
7. Neither party shall cause the utilities to the residence of the other party to be shut off.

8. Neither party shall conceal or damage any property, real or personal. Neither party shall remove an automobile from the other party's possession rendering such party without transportation. Without written consent of the other party, neither party shall close any bank accounts, certificates of deposit, I.R.A. accounts, etc., nor dissipate, sell, remove, assign, transfer, dispose of, lend, mortgage, or encumber any property, real or personal, except in the ordinary course of business, or for the necessities of life. In the case of transactions made in the ordinary course of business, an itemized written accounting may be requested by the other party and if so requested shall be made within fourteen (14) days of the written request. In the case of disposition made for the necessities of life, an itemized written accounting may be requested by the other party and if so requested shall be made within fourteen (14) days of the written request.

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 belonging and effects do not include furniture unless the parties agree.

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 party's 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 after a hearing.

12. Each party is subject to the provisions of this Order and either party may request a hearing to determine if an appropriate bond should be required.

13. Each party shall have access to "In Your Child's Best Interest, A Handbook for Separating/Divorcing Parents" at the following link: [In Your Child's Best Interest Handbook.pdf](#)

NOTICE

THE PROVISIONS OF THIS INTERIM ORDER ARE ONLY TO PROTECT THE CURRENT SITUATION OF THE PARTIES AND HAVE NO IMPACT ON THE ULTIMATE DECISION OF THE COURT AS TO CUSTODY, VISITATION, MAINTENANCE, OR PROPERTY AND DEBT DIVISION.

So Ordered.

JUDGE

another person. Give the name of the institution, the names on the account and the account number.							

D. Cash on hand.	HUSBAND VALUE	WIFE VALUE	Husband DEBT	Wife DEBT	Husb. RQST.	Wife RQST.	COURT 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 or your spouse have an interest. List all pensions you or your spouse have an interest in. Give the names in which the securities are held and identification number, if any.	HUSBAND VALUE	WIFE VALUE	HUSB. DEBT	WIFE DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

F. Other Assets – List all assets below not already listed herein in which you hold any interest, including trusts, contracts, pending litigation, farm equipment, and animals, partnerships, and other businesses.	HUSBAND VALUE	WIFE VALUE	HUSB. DEBT	WIFE DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

STATE OF MISSOURI)
) SS.
COUNTY OF _____)

COMES NOW Petitioner, _____, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

PETITIONER

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

STATE OF MISSOURI,)
) SS.
COUNTY OF _____)

COMES NOW Respondent, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

RESPONDENT

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

FORM 68-F

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

_____,)
 Petitioner,)
)
 v.) Case No. _____
)
 _____,)
 Respondent.)

STATEMENT OF INCOME AND EXPENSE

NAME

SOCIAL SECURITY NUMBER

I. INCOME

A.

Gross wages or Salary and Commission each Pay Period. _____

PAID: _____ Weekly _____ Bi-Weekly
_____ Semi-Monthly _____ Monthly

Payroll Deductions:

FICA (Social Security Tax) _____
 Medicare Tax _____
 Federal Withholding Tax _____
 State Withholding Tax _____
 City Earnings Tax _____
 Union Dues _____
 Medical/Dental _____
 Savings _____
 401 K _____
 Other _____
 Total Payroll Deductions _____

Net Take Home Pay Each Pay Period _____

INCOME (Continued)

B.

Additional Income from Rentals, Interest,
Dividends and Business Enterprises
(Give monthly average and list of income.)

C.

Any other Income - (from Social Security, AFDC/TANF, VA Benefits, pensions, annuities, bonuses, commissions and all other sources.)

List the source and MONTHLY average

_____	_____
_____	_____
_____	_____

AVERAGE NET MONTHLY INCOME (Sum of A, B and C):

Your share of the gross income shown on last year's Federal Income Tax Return:

II. EXPENSES (Give all expenses on a MONTHLY average.)

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 License | \$ _____ | _____ |

D. Insurance:

- | | | | |
|----|---|----------|-------|
| 1. | Life | \$ _____ | |
| 2. | Health & Accident | \$ _____ | |
| 3. | Disability | \$ _____ | |
| 4. | Homeowner (If not included in mortgage payment) | \$ _____ | |
| 5. | Automobile | \$ _____ | _____ |

E. Payment on Installment Contracts

- | | | | |
|------------------------|-------|----------|-------|
| Auto #1: | _____ | \$ _____ | |
| Auto #2: | _____ | \$ _____ | |
| Auto #3: | _____ | \$ _____ | |
| Household Installments | | \$ _____ | |
| Credit Cards: | | | |
| MasterCard | | \$ _____ | |
| Visa | | \$ _____ | |
| Discover | | \$ _____ | |
| Other | | \$ _____ | _____ |

- F. Child Support Paid to Others for Children not in your custody _____
- G. Maintenance or Alimony _____
- H. Church and Charitable Contributions _____

Sum of A, B, C, D, E, F, G and H: _____

I. Other Living Expenses		Yours	Children in your custody
1.	Food	\$ _____	\$ _____
2.	Clothing	\$ _____	\$ _____
3.	Medical Care*	\$ _____	\$ _____
4.	Prescription Drugs	\$ _____	\$ _____
5.	Dental Care	\$ _____	\$ _____
6.	Recreation	\$ _____	\$ _____
7.	Laundry & Cleaning	\$ _____	\$ _____
8.	Barber Shop	\$ _____	\$ _____
9.	Beauty Shop	\$ _____	\$ _____
10.	School and Books	\$ _____	\$ _____
11.	Day Care	\$ _____	\$ _____
12.	Other Expenses	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Total Living Expenses		\$ _____	\$ _____

AVERAGE MONTHLY LIVING EXPENSES: \$ _____

*Includes costs of medical care and prescription drugs, which are not paid for by your employer, any insurance or other third party.

STATE OF MISSOURI)
) SS.
 COUNTY OF _____)

COMES NOW Petitioner/Respondent ("Affiant"), being of lawful age, and after being duly sworn, states that Affiant has read the foregoing Statement of Income and Expense, and that the facts therein are true and correct according to the Affiant's best knowledge and belief.

 Affiant

Subscribed and sworn to before me the undersigned Notary Public, on this _____ day of _____, 20_____.

 Notary Public

My Commission Expires:

IN RE: THE MARRIAGE OF: _____)
)
)
)

PETITIONER, _____)
)
)

CASE NO. _____)
)
)

RESPONDENT. _____)
)
)

**PROPERTY STATEMENT
 MARITAL PROPERTY**

A. Real Estate - List interest in real estate owned by you or your spouse, including leaseholds. Include street address. Attach legal.	HUSBAND USE ONLY						WIFE USE ONLY						COURT USE ONLY											
	FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE				
				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%			
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
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	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
Subtotals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

B. Motor Vehicles - Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers in which you or your spouse have an interest. List year, make, model, and vehicle identification number.	HUSBAND USE ONLY						WIFE USE ONLY						COURT USE ONLY											
	FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE				
				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%			
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
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	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
Subtotals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

C. Bank accounts - List all checking and saving accounts, time deposits, money market certificates, etc., held in you or your spouse's name, alone or with another person. Give the name of the institution, the names on the account, and the account number.	HUSBAND USE ONLY						WIFE USE ONLY						COURT USE ONLY											
	FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE		FAIR MARKET VALUE	DEBT	EQUITY	HUSBAND		WIFE				
				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%				REQUEST	%	REQUEST	%			
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
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	\$0		\$0	\$0		\$0			\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$0		\$0		\$0	\$0
Subtotals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF MISSOURI)
) SS.
COUNTY OF ST. FRANCOIS)

COMES NOW Petitioner, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

PETITIONER

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

STATE OF MISSOURI)
) SS.
COUNTY OF ST. FRANCOIS)

COMES NOW Respondent, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

RESPONDENT

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

FORM 68-H

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
)
Petitioner,)
)
v.) Case No. _____
)
_____,)
)
Respondent.)

**PETITIONER/RESPONDENT'S FIRST INTERROGATORIES AND REQUESTS TO
PRODUCE
DIRECTED TO PETITIONER/RESPONDENT,**

Comes now Petitioner/Respondent, _____, by and through counsel,
and directs the following Interrogatories to be answered under oath by the Petitioner/Respondent,
_____, in accordance with Rule 57 of the Missouri Rules of Civil Procedure.
Also pursuant to Rule 58.01, you are requested to attach photocopies of all documents requested
to be produced herein. You are further requested, if applicable, to complete and execute the
Authorizations attached.

In answering these Interrogatories and Requests to Produce, all information is to be
divulged which is possessed by or available to you, your employers, investigators, agents,
employees, insurers, or others employed by or acting on your behalf.

These Interrogatories and Motion to Produce are intended to be of a continuing 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, your investigators, agents,
employees, insurers, or others employed by or acting on your behalf.

DIRECTIONS

Please insert your typewritten answers in the spaces provided. If the space allocated is insufficient, please attach a separate sheet, clearly indicating on such sheet the Interrogatory which you are answering.

1. Provide the following background information:
 - a. Your full name and any other name(s) you have been known by;
 - b. Your date of birth and social security number; and
 - c. Your residential address and the name and your relationship to each person residing with you.

ANSWER:

2. Are you currently employed, or have you ever previously been employed? If yes, please state the following for each:

- a. The name, address and telephone number for your current employer(s) and for each previous employer for the last five (5) years;
- b. Describe your position and the nature of your duties for each;
- c. The length of employment and the inclusive dates you were employed at each; and reason for termination for each;
- d. For your current employer(s) state the usual hours and days worked, average monthly gross wages or salary, and the amount of overtime worked;
- e. For your current employer describe any other benefits in detail, including but not limited to insurance, retirement, profit sharing, sick leave etc.; and
- f. Pursuant to Rule 58.01 attach copies of your six (6) most recent paycheck stubs for your current employer(s); execute the attached Authorization for Release of Confidential Information.

ANSWER:

3. If you are not presently employed, state when your last employment was terminated and the reason for termination. Pursuant to Rule 58.01 complete and execute the attached Authorization for Release of Confidential Information.

ANSWER:

4. Do you contend that you are unable to work and support yourself, and if so, state in detail all reasons known to you why you would not be able to obtain gainful employment? Pursuant to Rule 58.01 complete and execute the attached Authorization for Release of Confidential Information.

ANSWER:

5. If your answer to the previous interrogatories indicates any medical reasons for not being able to obtain gainful employment, please list the names and addresses of any and all physicians, or practitioners of the healing arts, who have advised you that you were not able to work and state in detail the nature of any illness, disease or disability that said physician attributed as the reason for you not being able to obtain or perform gainful employment. Pursuant to Rule 58.01 complete and execute the attached HIPAA Authorization Form; execute Authorization for Release of Confidential Information.

ANSWER:

6. If not otherwise listed above, state in detail each and every other source of income you currently receive, including the following:

- a. The gross monthly amount;
- b. The name, address and telephone number of each source of said income;
- c. When said income began;
- d. If said income is scheduled to terminate, and if so, when and why; and
- e. Pursuant to Rule 58.01 attach photocopies of the four (4) most recent statements evidencing such income and complete and execute the attached Authorization to Release Confidential Information.

ANSWER:

7. Describe in detail all real estate in which you have a legal or equitable interest, giving the following details for each tract:

- a. The legal description of the property, street address and the name(s) of each deed owner;
- b. Describe any structure or improvements located thereon and the fair market value thereof ;
- c. Describe any liens or encumbrances against the property, including the name and address of lender, present pay-off, the amount of the monthly payment, the number of monthly payments remaining and the total arrearage now due and owing;
- d. The percentage interest you claim in the property and the date you acquired your interest in said property; and
- e. If you claim the real estate is your separate property, pursuant to Rule 58.01, provide a photocopy of the instrument of conveyance or Deed under which you obtained your interest; also, any Note and Deed of Trust which is a lien on said property; records of any mortgage payments made during the

marriage including canceled checks, receipts, payment book, etc.

ANSWER:

8. Within the last year, have you sold, assigned, or conveyed any legal or equitable interest in any real or personal property? If yes, state the following for each:

- a. The legal description of any such real property;
- b. The name and address of the individual or business to whom the real property was sold;
- c. The amount paid to you for such sale and in detail describe what you have done with the monies received; and
- d. If personal property, describe the same, to whom sold, the amount received by you for such sale, and in detail describe what you have done with monies received.
- e. Pursuant to Rule 58.01 provide any documents evidence such transfer and that relates thereto.

ANSWER:

9. Do you own any motor vehicles or mobile homes, either in your name or in the name of you and/or anyone else? If yes, state the following for each:

- a. The year, make and model of each such mobile home or motor vehicle;
- b. The present fair market value thereof;
- c. Describe any liens or debts owed against the mobile home or motor vehicle; and
- d. The balance due on each and the monthly payment on the loan.
- e. Pursuant to Rule 58.01, provide photocopies of each instrument of conveyance, Deed, Bill of Sale, or Certificate of Title under which you

obtained your interest, also any Note and Security Agreement which is a lien on said property; records of any payments made during the marriage including canceled checks, receipts, payment book, etc.

ANSWER:

10. State the following information with respect to each bank, savings and loan association, credit union or other financial institution or entity in which you have maintained an interest in any checking account, savings account, money market account, certificate of deposit, and any other deposit during the 12-month period immediately preceding the filing of your answers to these interrogatories.

- a. The name, address and telephone number of each institution and each account number;
- b. The complete name and current address of each person in whose name each such account is titled;
- c. The date each such account was initially opened and amount of the initial deposit;
- d. State the proportionate ownership interest you maintain in each account; and
- e. Pursuant to Rule 58.01 attach to your answers to these interrogatories copies of any and all monthly or other periodic statements (including itemization of all deposits and withdrawals), canceled checks, and deposit tickets or vouchers pertaining to each such account during the preceding 12 months; execute the attached Authorization for Release of Confidential Information.

ANSWER:

11. Are you the owner or beneficiary of any pension, profit sharing, deferred compensation, or other retirement plan (regardless whether it is vested or not)? If yes, state the

following for each:

- a. The legal name of the plan, the name of the administrator, as well as their present address and phone number;
- b. Whether or not you have vested benefits under the plan;
- c. If you assert that you are non-vested, state and described under what conditions you will become a vested member of said plan;
- d. The present fair market value of any benefits you are entitled to under said plan;
- e. The date you became enrolled in said plan regardless of whether or not you were vested or non-vested, and as of the date of your marriage, state the cash value of your right, title and interest in and to said plan regardless of whether or not you were vested or non-vested; and
- f. Pursuant to Rule 58.01, attach pamphlets and documents summarizing or describing your benefits under the plan; also, all annual statements or records reflecting past and/or current cash value benefits under said plan; execute the attached Authorization for Release of Confidential Information.

ANSWER:

12. Do you claim any personal or real property owned by you as your separate property? If yes, state the following for each item of real property and/or personal property:

- a. A description of each item of property, the percentage of interest you claim as separate property and the date you claim to have acquired said interest;
- b. Whether or not each item of property acted as security or collateral for any debt; and, if so, the name and address of the creditor and whether or not since the date of marriage any payments have been made on said debt; if so, the amount of each payment, the date of each payment and the source of each payment;
- c. The fair market value of each item of separate property on the date of marriage; if you claim the property was acquired after the marriage, the fair market value on the date you acquired it, and the fair market value of each item as of the date you answered these interrogatories;
- d. The present location of each item of property claimed by you as separate

- property; and
- e. Pursuant to Rule 58.01, provide photocopies of each instrument of conveyance, Deed, Bill of Sale, or Certificate of Title under which you obtained your interest, also any Note and Deed of Trust which is a lien on said property; records of any mortgage payments made during the marriage including canceled checks, receipts, payment book, etc.

ANSWER:

13. Do you expect to call any person as an expert at the trial of this cause? If yes, state the following for each:

- a. The name and address of each such expert, and the general nature of the subject matter on which each such expert is expected to testify;
- b. The present occupation of each such expert; and a description of any profession in which each such expert is engaged;
- c. A description of the specialty and sub-specialties, if any, of each such expert;
- d. The educational background of each such expert in his alleged field of expertise;
- e. Pursuant to Rule 58.01, provide a curriculum vitae for each such expert.

ANSWER:

14. Have you ever been arrested and/or convicted for any misdemeanor or felony? If yes, state the following for each:

- a. The date of arrest/conviction;
- b. The city, county and state in which the arrest/conviction occurred;

- c. The offense/charge for which you were arrested/convicted;
- d. Whether you were convicted of the charged offense;
- e. The amount of any fine or the term of any sentence, or both, imposed following conviction, and state whether you were placed on probation; and
- f. Pursuant to Rule 58.01 provide any documents that evidence such arrest/conviction and any other related documents.

ANSWER:

15. Have you ever mentally, verbally, or physically abused, neglected, struck, harmed or in any way adversely affected the opposing party? If yes, state the following for each instance:

- a. The date upon which each incident occurred;
- b. The place where each incident occurred;
- c. Please describe in detail the incident;
- d. What harm, if any, was done to the other party or any other person, and
- e. Pursuant to Rule 58.01 provide any documents that evidence such events and any other related documents.

ANSWER:

16. Do you allege that you have ever been abused, physically and/or mentally, by the opposing party? If yes, state the following for each allegation:

- a. The approximate date of each alleged abuse;
- b. The approximate date you first became aware of any allegations of abuse;
- c. Describe the specific facts surrounding each alleged abuse;
- d. Did you ever report the alleged abuse to law enforcement authorities or to the Missouri Division of Family Services (DFS) and, if so, to whom; and,

- if not reported, why not;
- e. If publicly reported, was any action taken by DFS, law enforcement officials, or prosecuting attorney for that jurisdiction and, if so, please indicate what was done; and
 - f. Pursuant to Rule 58.01 provide any documents that evidence such events and any other related documents.

ANSWER:

17. State whether or not you maintain for yourself any medical policy of insurance. If yes, state the following for each:

- a. The name, address and phone number of the insurance company;
- b. The policy number;
- c. Describe briefly the benefits provided thereunder;
- d. State the monthly per person cost of said policy that is not reimbursed by any third party or paid by any third party; and
- e. Pursuant to Rule 58.01, attach copies of any and all policies of medical insurance.

ANSWER:

18. Have you consumed any alcoholic beverage and/or used any other controlled substance during the past twelve (12) months to date? If yes, state the following for each occurrence:

- a. The date, time and location where consumption and/or use occurred;
- b. The average amount of alcohol and/or controlled substance consumed, and the type of alcohol and/or controlled substance consumed;
- c. The average number of days each week that you consume or use any alcohol and/or controlled substance;
- d. Have you ever been treated for alcoholism, alcohol dependency, and/or addiction to any other controlled substance, if so, provide the dates, name and address of each such treatment and treating facility; and
- e. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please complete and execute the attached HIPAA Authorization Form for yourself and one for each other individual named in response to this interrogatory.

ANSWER:

19. Attach copies of your federal and state income tax returns (*including all supplemental forms you are required to attach to your return including W-2, 1099, Form C, partnership distribution forms; Sub Chapter S distribution forms or any other type of ancillary form which you were required to attach to your return*) for the last five (5) years. For each year state the following:

- a. Pursuant to Rule 58.01 attach copies of your federal and state income tax returns for the last five (5) years. (Your return should include all parts, both front and back pages, all supplementary forms, which you were required to file as part of your return.
- b. The date and location where each return was filed
- c. The name, address and telephone number of each individual or business that prepared or assisted in the preparation each return.

ANSWER:

20. Have you ever been diagnosed with or do you suffer from, any physical and/or mental health disease and/or disorder? If yes, state the following for each disease and/or disorder:

- a. The name of the disease and/or disorder, the symptoms of associated therewith and the treatments and/or medications prescribed;
- b. The expected effects on your health and your ability to provide care for yourself and minor children over the next year, three (3) years, five (5) years, ten (10) years and fifteen (15) years;
- c. The name, address and telephone number of each medical or other care provider who has treated each such condition; and
- d. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please compete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

21. Do you allege that there was any misconduct by your spouse during the marriage which you intend to rely on in order to request in your favor a greater portion of the marital property than 50%, an award of maintenance, or an amount of maintenance? If yes, state the following for each act of misconduct:

- a. Describe each event or occurrence, i.e., what happened;
- b. The name, current address and telephone number of each person who observed each event or occurrence that supports this claim;
- c. For each event or occurrence, state the date, where it happened, and the name and current address of any other person who was not an eye witness but has talked with your spouse concerning the same;
- d. For each event or occurrence, state what you claim your spouse has said concerning the same; and,
- e. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein.

ANSWER:

22. You are requested to complete the attached "Property Statement" as well as the attached "Income and Expense Statement" and execute the same and return the same with your answers to these Interrogatories. You are further requested to update said financial statements and supply copies of the updated versions at least five (5) days prior to the date of any hearing.

ANSWER:

23. For each individual you allege or believe to have any personal knowledge of any of the facts or circumstances related to the allegations set forth in the Petition, Counter Petition, or any other claims, affirmative defenses or assertions you have, or may argue, in response to the pending action, please state the following for each:

- a. The individuals name, address and telephone number; and
- b. Describe each specific fact and circumstance they have personal knowledge of, and the date of occurrence.

ANSWER:

24. Pursuant to Rule 58.01 provide each document, recording, audio or video, letter, email, text and any other communication or writing of any nature and form that relates to or supports any of your responses to each of the interrogatories herein and each allegation you are making regarding any party, event or transaction involved in this matter.

ANSWER:

25. If payment of your attorney fees, and/or litigation costs and expenses are being requested by you to be paid by the opposing party in this case, please state:

- a. The terms and conditions of your employment agreement with your attorney, including but not limited to the hourly rate(s) and/or flat rate charged, the retainer or minimum fee paid or to be paid and, the total paid to date;
- b. If you have a written contract for employment of your attorney or a letter published memorializing the agreement concerning payment of fees, provide a copy;
- c. If the opposing party is not ordered to pay part or all of your attorney fees under the agreement with your lawyer, do you remain responsible for them;

ANSWER:

_____, _____

_____ # _____
_____, MO 63 _____
_____ phone
_____ fax
e-mail: _____

ATTORNEY FOR PETITIONER/RESPONDENT

STATE OF MISSOURI)
)
COUNTY OF _____) SS.

COMES NOW Petitioner/Respondent, _____, and states that they have read the foregoing Interrogatories to Petitioner/Respondent and that they have answered them to the best of their knowledge, information and belief.

 Petitioner/Respondent

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
)
Petitioner,)
)
v.) Case No. _____
)
_____,)
)
Respondent.)

STATEMENT OF INCOME AND EXPENSE

NAME

SOCIAL SECURITY NUMBER

I. INCOME

A.

Gross wages or Salary and Commission each Pay Period. _____

PAID: _____ Weekly _____ Bi-Weekly
_____ Semi-Monthly _____ Monthly

Payroll Deductions:

FICA (Social Security Tax) _____
Medicare Tax _____
Federal Withholding Tax _____
State Withholding Tax _____
City Earnings Tax _____
Union Dues _____
Medical/Dental _____
Savings _____
401 K _____
Other _____
Total Payroll Deductions _____

Net Take Home Pay Each Pay Period _____

INCOME (Continued)

B.

Additional Income from Rentals, Interest,
Dividends and Business Enterprises
(Give monthly average and list of income.)

_____	_____
_____	_____
_____	_____

C.
Any other Income - (from Social Security, AFDS, VA Benefits,
pensions, annuities, bonuses, commissions and all other sources.)

List the source and MONTHLY average

_____	_____
_____	_____
_____	_____

**AVERAGE NET MONTHLY INCOME (Sum of
A, B and C):**

**Your share of the gross income shown on last
year's Federal Income Tax Return:**

II. EXPENSES (Give all expenses on a MONTHLY average.)

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 License	\$ _____

D. Insurance:

1. Life	\$ _____
2. Health & Accident	\$ _____
3. Disability	\$ _____
4. Homeowner (If not included in mortgage payment)	\$ _____
5. Automobile	\$ _____

E. Payment on Installment Contracts

Auto #1: _____	\$ _____
Auto #2: _____	\$ _____
Auto #3: _____	\$ _____
Household Installments	\$ _____
Credit Cards:	
MasterCard	\$ _____

F.	Child Support Paid to Others for Children not in your custody			
G.	Maintenance or Alimony			
H.	Church and Charitable Contributions			
	Sum of A, B, C, D, E, F, G and H:			

I.	Other Living Expenses		
		Yours	Children in your custody
1.	Food	\$ _____	\$ _____
2.	Clothing	\$ _____	\$ _____
3.	Medical Care*	\$ _____	\$ _____
4.	Prescription Drugs	\$ _____	\$ _____
5.	Dental Care	\$ _____	\$ _____
6.	Recreation	\$ _____	\$ _____
7.	Laundry & Cleaning	\$ _____	\$ _____
8.	Barber Shop	\$ _____	\$ _____
9.	Beauty Shop	\$ _____	\$ _____
10.	School and Books	\$ _____	\$ _____
11.	Day Care	\$ _____	\$ _____
12.	Other Expenses		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total Living Expenses	\$ _____	\$ _____

AVERAGE MONTHLY LIVING EXPENSES: \$ _____

*Includes costs of medical care and prescription drugs, which are not paid for by your employer, any insurance or other third party.

STATE OF MISSOURI)
)
COUNTY OF _____) SS.

COMES NOW Petitioner/Respondent, _____ being of lawful age and after being duly sworn, states that Affiant has read the foregoing Statement of Income and Expense, and that the facts therein are true and correct according to the Affiant's best knowledge and belief.

Affiant

Subscribed and sworn to before me the undersigned Notary Public, on this _____ day of _____, 20__.

Notary Public

My Commission Expires:

C. Bank Accounts – List all checking and saving accounts, time deposits, money market certificates, etc., held in you or your spouse’s name, alone or with another person. Give the name of the institution, the names on the account and the account number.	HUSBAND VALUE	WIFE VALUE	Husband DEBT	Wife DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

D. Cash on hand.	HUSBAND VALUE	WIFE VALUE	Husband DEBT	Wife DEBT	Husb. RQST.	Wife RQST.	COURT 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 or your spouse have an interest. List all pensions you or your spouse have an interest in. Give the names in which the securities are held and identification number, if any.	HUSBAND VALUE	WIFE VALUE	HUSB. DEBT	WIFE DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

F. Other Assets – List all assets below not already listed herein in which you hold any interest, including trusts, contracts, pending litigation, farm equipment, and animals, partnerships, and other businesses.	HUSBAND VALUE	WIFE VALUE	HUSB. DEBT	WIFE DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

G. Liabilities and Debts.	HUSBAND AMOUNT	WIFE AMOUNT	HUSBAND APPRT.	WIFE APPRT.	COURT APPRT.

H. Household goods and personal goods – list all household goods and personal goods, including all appliances, furniture, silver, antiques, televisions, stereos, clothing, jewelry, furs, cameras, coin and stamp collections, tools, etc.	HUSBAND VALUE	WIFE VALUE	HUSBAND DEBT	WIFE DEBT	Husb. RQST.	Wife RQST.	COURT AWARD

STATE OF MISSOURI)
) SS.
COUNTY OF _____)

COMES NOW Petitioner, _____, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

PETITIONER

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

STATE OF MISSOURI,)
) SS.
COUNTY OF _____)

COMES NOW Respondent, and after being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

RESPONDENT

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

TO: _____

IN THE MATTER OF:

NAME: _____
S.S. NO. _____
DOB: _____

You are hereby authorized and requested to permit _____ or his agents to examine, inspect, photocopy, or reproduce in any manner the following records of the above named person:

1. Wage and employment records;
2. Insurance records of any type or kind;
3. Checking or Savings Accounts, including C.D., Money Market, etc.;
4. Records of loans, debts or other related instruments;
5. Other records: _____

You are further authorized and requested to furnish oral or written reports to them upon their request.

A photocopy of this authorization in lieu of the original, shall be sufficient authorization for you to release this information and it shall not be required that this authorization be notarized.

Name

**INDIVIDUAL'S REQUEST FOR PROTECTED HEALTH INFORMATION (PHI) AND AUTHORIZATION
TO MAIL PHI TO**

PATIENT IDENTIFICATION

Name: _____
Date of Birth: _____
SSN: _____
Address: _____

I, _____, hereby request copies of my protected health information (Hereinafter referred to as PHI) as described herein, be released and sent to _____, Attorney at Law, _____. I further direct you to send my bill for my copies of my PHI to _____.

Information is to be released by: _____
Specify name of care provider (Releaser) as well as address and telephone number

Purpose of request: Litigation

Period requested: _____ All periods of time
From _____ to _____

Information to be released:

- | | |
|---|---|
| <input type="checkbox"/> Intake | <input type="checkbox"/> Treatment records |
| <input type="checkbox"/> Emergency Room Records | <input type="checkbox"/> Record of pharmacies prescribed |
| <input type="checkbox"/> Admission Summary | <input type="checkbox"/> X-Ray Reports |
| <input type="checkbox"/> History & Physical | <input type="checkbox"/> MRI Reports |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> CT Scan Reports |
| <input type="checkbox"/> Operative Report | <input type="checkbox"/> Myelogram Reports |
| <input type="checkbox"/> Pathology Report | <input type="checkbox"/> EMG, NCVS, EKG reports |
| <input type="checkbox"/> Laboratory or Radiology reports | <input type="checkbox"/> Correspondence or reports <u>sent or received</u> by you |
| <input type="checkbox"/> Any test results | <input type="checkbox"/> Any forms completed for patient |
| <input type="checkbox"/> Physical Therapy Records | <input type="checkbox"/> Off work, light or limited duty directives |
| <input checked="" type="checkbox"/> Everything including all of the above (i.e. a complete copy of your file or patient's health record) | |
| <input type="checkbox"/> Other (specify): _____ | |
| <input type="checkbox"/> Itemized Billing Statement for services from _____ to _____ | |

This authorization will expire one year from the date below. Except to the extent that action has already been taken and reliance on this authorization, I may revoke this authorization at any time by notifying you in writing.

I understand that this authorization is voluntary. **I understand** that _____, is not a health provider or a health plan covered by federal privacy regulations and that by directing that copies of my PHI be sent to said law office, the released information may be re-disclosed by said law office and it will no longer be protected by the Health Insurance Portability and Accountability Act of 1996. **I hereby release** your practice, its employees, officers and physicians from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein. **I understand** you will not deny treatment if I do not sign this form and **I may** inspect a copy of my PHI. By signing below, **I authorize** the Releaser, as identified above, to release the PHI as specified above.

A photocopy of this authorization shall be considered as valid as the original. At my request I have received a photocopy of this authorization.

Signature _____ Date _____

Signature of Patient/Legal Guardian/Personal Representative (Give relationship) _____ Date _____

Authorization To Release Records Of Drug/Alcohol Or Psychiatric Treatment; AIDS/HIV And Other Communicable Diseases

I further permit the release of all, information concerning any drug/alcohol treatment or use, psychiatric treatment or AIDS/HIV and other communicable diseases, test results and/or diagnosis and treatment, subject to the same terms and conditions as above stated.

Signature _____ Date _____

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
Petitioner,)
v.) Case No. _____
_____,)
Respondent.)

CONSENT TO RECORDS PRODUCTION IN LIEU OF PERSONAL APPEARANCE

Comes now, _____, counsel for Petitioner/Respondent, and _____ counsel for Petitioner/Respondent, and, in accordance with Rule 57.09 of the Missouri Rules of Civil Procedure, consent to the release of records in lieu of an appearance at the deposition to be scheduled by counsel for Petitioner/Respondent.

ATTORNEY FOR RESPONDENT

ATTORNEY FOR PETITIONER

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____)	
)	
Petitioner,)	
)	
v.)	Case No. _____
)	
_____)	
)	
Respondent.)	

PETITIONER/RESPONDENT'S FIRST INTERROGATORIES AND MOTION TO PRODUCE DIRECTED TO PETITIONER/RESPONDENT, _____

Comes now Petitioner/Respondent, _____, by and through counsel, and directs the following Interrogatories to be answered under oath by the Petitioner/Respondent, _____ in accordance with Rule 57.01 of the Missouri Rules of Civil Procedure.

Pursuant to Rule 58.01, you are requested to attach photocopies of all documents requested to be produced herein. You are further requested, if applicable, to complete and execute the Authorizations attached.

In answering these Interrogatories and Motion to Produce, all information is to be divulged which is possessed by or available to you, your employers, investigators, agents, employees, insurers, or others employed by or acting on your behalf.

These Interrogatories and Motion to Produce are intended to be of a continuing 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, your investigators, agents, employees, insurers, or others employed by or acting on your behalf.

DIRECTIONS

Please insert your typewritten answers in the spaces provided. If the space allocated is insufficient, please attach a separate sheet, clearly indicating on such sheet the Interrogatory which

you are answering.

1. Provide the following background information on you and/or your current spouse/paramour:

- a. Full name and other name(s) you have been known by, date of birth, social security number.
- b. Your current residential address, the name, current address and telephone number and relationship to you and/or your spouse of each person residing with you for each residence since the date of separation
- c. The inclusive dates that you resided at residence, the name, address and telephone number of each landlord and/or leasing company, and the reason for the termination of each residence

ANSWER:

2. If you and/or your current spouse/paramour are presently employed, or have been employed since _____ for each employment since _____, please state:

- a. The name, address and telephone number for your current employer(s) and for each previous employer;
- b. Describe your position and the nature of your duties for each;
- c. The length of employment and the inclusive dates you were employed at each; and reason for termination for each;
- d. For your current employer(s) state the usual hours and days worked, average monthly gross wages or salary, and the amount of overtime worked;
- e. For your current employer describe any other benefits in detail, including but not limited to insurance, retirement, profit sharing, sick leave etc.; and
- f. Pursuant to Rule 58.01 attach copies of your six (6) most recent paycheck stubs for your current employer(s); execute the attached Authorization for Release of Confidential Information.

ANSWER:

3. Since _____ have you been self-employed or engaged in your own business, either as an exclusive occupation or in addition to your other employment? If so, please state:

- a. Full business name, address, telephone number and corporate formation if not a sole proprietorship.
- b. Nature of product produced or services performed.
- c. The date of formation and/or commencement of operations and term thereof.
- d. State whether the business is sole proprietorship, partnership, or corporation. If partnership or corporation, state percentage of business owned by you, and list all persons by name address and telephone number who own a 10% or greater interest in said business.
- e. The hours of operation for the business and the hours you engage in any sort of function for such business.
- f. Pursuant to Rule 58.01 provide all foundational document, meeting minutes, notes, membership distributions, dividends, and the state and federal tax returns.

ANSWER:

4. State whether or not you contend that you are limited and/or unable to work and/or support yourself and if so, state in detail all reasons known to you why you would not be able to obtain gainful employment. Additionally, pursuant to Rule 58.01, complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

5. If your answer to the previous interrogatories indicates any medical reasons for not being able to obtain gainful employment, please list the names and addresses of any and all physicians, or practitioners of the healing arts, who have advised you that you were not able to work, and state in detail the nature of any illness, disease or disability that said physician attributed as the reason for you not being able to obtain or perform gainful employment. Additionally, pursuant to Rule 58.01, complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

6. You are requested to complete the attached "Income and Expense Statement" and "Property Statement" and execute and return the same with your answers to these interrogatories. You are further requested to update said Income and Expense Statement and supply a copy of the updated version at least five (5) days prior to the date of any hearing. With respect to the expenses listed on your Income and Expense Statement which you are requested to attach to your answers to these interrogatories, please state whether or not these expenses include the support of any other person besides yourself. If so, state the following:

- a. The name, age and your relation to each person.
- b. The approximate percentage of your monthly expenses attributable to that person.
- c. The gross monthly amount of income earned by each and the amount contributed

ANSWER:

7. If payment of your attorney fees, and/or litigation costs and expenses are being requested by you to be paid by the opposing party in this case, please state:

- a. The terms and conditions of your employment agreement with your

attorney, including but not limited to the hourly rate(s) and/or flat rate charged, the retainer or minimum fee paid or to be paid and, the total paid to date;

- b. If you have a written contract for employment of your attorney or a letter published memorializing the agreement concerning payment of fees, provide a copy;
- c. If the opposing party is not ordered to pay part or all of your attorney fees under the agreement with your lawyer, do you remain responsible for them;

ANSWER:

8. State whether or not you have in your possession your federal and state income tax returns (*including all supplemental forms you are required to attach to your return including W-2, 1099, Form C, partnership distribution forms; Sub Chapter S distribution forms or any other type of ancillary form which you were required to attach to your return*) for the last five (5) years. If so, please state:

- a. Pursuant to Rule 58.01 attach copies of your federal and state income tax returns for the last five (5) years. (Your return should include all parts, both front and back pages, all supplementary forms, which you were required to file as part of your return.
- b. If the return is not in your possession, please state the name and present address of the person or entity who has possession of the same.
- c. Describe what steps would be necessary for you to obtain the same.
- d. If you do not have a complete copy of your return, pursuant to Rule 58.01, execute the attached IRS Form 4506 and Missouri Department of Revenue Form 1937.

ANSWER:

9. Have you been married since _____? If so, please state:

- a. The name of each spouse.
- b. The date of marriage, separation, and/or dissolution, if applicable.
- c. The name of any other children which you are presumed to be and/or have

- been declared to be father of, and the name, address and telephone number of the custodial parent.
- d. The gross monthly amount said spouse earns, the gross monthly amount they contribute to your monthly expenses and from what source(s) she derives such income.
 - e. Pursuant to Rule 58.01, attach a copy of each and every Judgment and Decree of Dissolution of Marriage.

ANSWER:

10. Have you ever been diagnosed with or do you suffer from, any physical and/or mental health disease and/or disorder? If yes, state the following for each disease and/or disorder:

- a. The name of the disease and/or disorder, the symptoms of associated therewith and the treatments and/or medications prescribed;
- b. The expected effects on your health and your ability to provide care for yourself and minor children over the next year, three (3) years, five (5) years, ten (10) years and fifteen (15) years;
- c. The name, address and telephone number of each medical or other care provider who has treated each such condition; and
- d. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

11. Do you expect to call any person as an expert at the trial of this cause? If yes, state the following for each:

- a. The name and address of each such expert, and the general nature of the subject matter on which each such expert is expected to testify;
- b. The present occupation of each such expert, and a description of any profession in which each such expert is engaged;
- c. A description of the specialty and sub-specialties, if any, of each such expert;
- d. The educational background of each such expert in his alleged field of expertise;
- e. Pursuant to Rule 58.01, provide a curriculum vitae for each such expert.

ANSWER:

12. Do you believe the opposing party is an unfit or improper person to have and enjoy custody of the minor children? If yes, state the following:

- a. Each fact, factor, matter, circumstance and/or piece of information that you rely upon in coming to your conclusion that the opposing party is unfit and/or improper persons to have custody of the minor children;
- b. The names, address, telephone number of each person you assert has personal knowledge of the alleged parental unfitness of the opposing party;
- c. For each alleged event or occurrence, state what you claim the opposing party said and did; and
- d. Pursuant to Rule 58.01, attach photocopies of any documents that support your allegations.

ANSWER:

13. For each factual allegation contained in your motion to modify, and every other pleading you have filed requesting relief currently pending herein, regarding any claimed substantial, continuing and/or changed circumstances, please state the following:

- a. Each fact, factor, matter, circumstance and/or piece of information that you rely upon in support of each allegation;
- b. The names, address, telephone number of each person you assert has personal knowledge of every fact supporting each allegation;
- c. The date, time and location of the occurrence of every event related to each allegation;
- d. For each alleged event or occurrence, state what you claim the opposing party said and did just prior and in response thereto; and
- e. Pursuant to Rule 58.01, attach photocopies of any documents that support each allegations.

ANSWER:

14. For each individual you allege, or believe to have any personal knowledge of any of the facts or circumstances related to the allegations set forth in your Motion to Modify, or any other claims, affirmative defenses or assertions you have, or may argue, in response to the pending Motion, please state the following for each:

- a. The individuals name, address and telephone number; and
- b. Describe each specific fact and circumstance they have personal knowledge of, and the date of occurrence.

ANSWER:

15. Have you ever been arrested and/or convicted for any misdemeanor or felony? If yes, state the following for each:

- a. The date of arrest/conviction;

- b. The city, county and state in which the arrest/conviction occurred;
- c. The offense/charge for which you were arrested/convicted;
- d. Whether you were convicted of the charged offense;
- e. The amount of any fine or the term of any sentence, or both, imposed following conviction, and state whether you were placed on probation; and
- f. Pursuant to Rule 58.01 provide any documents that evidence such arrest/conviction and any other related documents.

ANSWER:

16. Do you allege that you or the minor child(ren) have ever been abused, physically and/or mentally, by the opposing party? If yes, state the following for each allegation:

- a. The approximate date of each alleged abuse;
- b. The approximate date you first became aware of any allegations of abuse;
- c. Describe the specific facts surrounding each alleged abuse;
- d. Did you ever report the alleged abuse to law enforcement authorities or to the Missouri Division of Family Services (DFS) and, if so, to whom; and, if not reported, why not;
- e. If publicly reported, was any action taken by DFS, law enforcement officials, or prosecuting attorney for that jurisdiction and, if so, please indicate what was done; and
- f. Pursuant to Rule 58.01 provide any documents that evidence such events and any other related documents.

ANSWER:

17. State whether or not you maintain for yourself any medical policy of insurance. If yes, state the following for each:

- a. The name, address and phone number of the insurance company;

- b. The policy number;
- c. Describe briefly the benefits provided thereunder;
- d. State the monthly per person cost of said policy that is not reimbursed by any third party or paid by any third party; and
- e. Pursuant to Rule 58.01, attach copies of any and all policies of medical insurance.

ANSWER:

18. Have you consumed any alcoholic beverage and/or used any other controlled substance during the past twelve (12) months to date? If yes, state the following for each occurrence:

- a. The date, time and location where consumption and/or use occurred;
- b. The average amount of alcohol and/or controlled substance consumed, and the type of alcohol and/or controlled substance consumed;
- c. The average number of days each week that you consume or use any alcohol and/or controlled substance;
- d. Have you ever been treated for alcoholism, alcohol dependency, and/or addiction to any other controlled substance, if so, provide the dates, name and address of each such treatment and treating facility; and
- e. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please complete and execute the attached HIPAA Authorization Form for yourself and one for each other individual named in response to this interrogatory.

ANSWER:

19. Have you ever been diagnosed with or do you suffer from, any physical and/or mental health disease and/or disorder? If yes, state the following for each disease and/or disorder:

- a. The name of the disease and/or disorder, the symptoms of associated therewith and the treatments and/or medications prescribed;
- b. The expected effects on your health and your ability to provide care for yourself and minor children over the next year, three (3) years, five (5) years, ten (10) years and fifteen (15) years;
- c. The name, address and telephone number of each medical or other care provider who has treated each such condition; and
- d. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please compete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

20. Pursuant to Rule 58.01 provide each document, recording, audio or video, letter, email, text and any other communication or writing of any nature and form that relates to or supports any of your responses to each of the interrogatories herein and each allegation you are making regarding any party, event or transaction involved in this matter.

ANSWER:

_____, _____
 _____ # _____
 _____, MO 63 _____
 _____ phone
 _____ fax
 e-mail: _____
 ATTORNEY FOR PETITIONER/RESPONDENT

STATE OF MISSOURI,)
)
COUNTY OF _____) SS.

Comes now Petitioner/Respondent, _____, and states that the has read the foregoing Interrogatories and Motion to Produce Directed to Petitioner/Respondent, and that they has answered them to the best of their knowledge, information and belief.

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public

My Commission Expires: _____

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
)
Petitioner,)
)
v.) Case No. _____
)
_____,)
)
Respondent.)

STATEMENT OF INCOME AND EXPENSE

NAME

SOCIAL SECURITY NUMBER

I. INCOME

A.

Gross wages or Salary and Commission each Pay Period. _____

PAID: _____ Weekly _____ Bi-Weekly
 _____ Bi-Monthly _____ Monthly

Payroll Deductions:

FICA (Social Security Tax) _____
Medicare Tax _____
Federal Withholding Tax _____
State Withholding Tax _____
City Earnings Tax _____
Union Dues _____
Medical/Dental _____
Savings _____
401 K _____
Other _____
Total Payroll Deductions _____

Net Take Home Pay Each Pay Period _____

INCOME (Continued)

B.

Additional Income from Rentals, Interest,
Dividends and Business Enterprises

(Give monthly average and list of income.)

C.

Any other Income - (from Social Security, AFDS, VA Benefits, pensions, annuities, bonuses, commissions and all other sources.)

List the source and MONTHLY average

AVERAGE NET MONTHLY INCOME (Sum of A, B and C):

Your share of the gross income shown on last year's Federal Income Tax Return:

II. EXPENSES (Give all expenses on a MONTHLY average.)

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 License \$ _____

D. Insurance:

- 1. Life \$ _____
- 2. Health & Accident \$ _____
- 3. Disability \$ _____
- 4. Homeowner (If not included in mortgage payment) \$ _____
- 5. Automobile \$ _____

E. Payment on Installment Contracts

- Auto #1: _____ \$ _____
- Auto #2: _____ \$ _____
- Auto #3: _____ \$ _____
- Household Installments \$ _____
- Credit Cards:
 - MasterCard \$ _____
 - Visa \$ _____
 - Discover \$ _____
 - Other \$ _____

F. Child Support Paid to Others for Children not in your custody

G. Maintenance or Alimony _____
 H. Church and Charitable Contributions _____

Sum of A, B, C, D, E, F, G and H: _____

I. Other Living Expenses		Yours	Children in your custody
1.	Food	\$ _____	\$ _____
2.	Clothing	\$ _____	\$ _____
3.	Medical Care*	\$ _____	\$ _____
4.	Prescription Drugs	\$ _____	\$ _____
5.	Dental Care	\$ _____	\$ _____
6.	Recreation	\$ _____	\$ _____
7.	Laundry & Cleaning	\$ _____	\$ _____
8.	Barber Shop	\$ _____	\$ _____
9.	Beauty Shop	\$ _____	\$ _____
10.	School and Books	\$ _____	\$ _____
11.	Day Care	\$ _____	\$ _____
12.	Other Expenses	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Total Living Expenses		\$ _____	\$ _____

AVERAGE MONTHLY LIVING EXPENSES: \$ _____

*Includes costs of medical care and prescription drugs, which are not paid for by your employer, any insurance or other third party.

STATE OF MISSOURI)
) SS.
 COUNTY OF _____)

COMES NOW Petitioner/Respondent, _____, being of lawful age and after being duly sworn, states that Affiant has read the foregoing Statement of Income and Expense, and that the facts therein are true and correct according to the Affiant's best knowledge and belief.

 Affiant

Subscribed and sworn to before me the undersigned Notary Public, on this _____ day of _____, 2020.

 Notary Public

IN THE CIRCUIT COURT OF _____, MISSOURI
 AT _____, MISSOURI

_____,)
)
 Petitioner,)
)
 v.) Case No. _____
)
 _____,)
)
 Respondent.)

PROPERTY STATEMENT

(attach extra sheets if necessary)

A. Real Estate – List interest in real estate owned by you or your spouse, including leaseholds. Include street address. Attach legal.	VALUE	DEBT

B. Motor Vehicles – Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers in which you or your spouse have an interest. List year, make, model, and vehicle identification number.	VALUE	DEBT

C. Bank Accounts – List all checking and saving accounts, time deposits, money market certificates, etc., held in you or your spouse’s name, alone or with another person. Give the name of the institution, the names on the account and the account number.	VALUE	DEBT

D. Cash on hand.	VALUE	DEBT

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 or your spouse have an interest. List all pensions you or your spouse have an interest in. Give the names in which the securities are held and identification number, if any.	VALUE	DEBT

F. Other Assets – List all assets below not already listed herein in which you hold any interest, including trusts, contracts, pending litigation, farm equipment, and animals,	VALUE	DEBT
---	-------	------

partnerships, and other businesses.		

G. Liabilities and Debts.	VALUE	DEBT

H. Household goods and personal goods – list all household goods and personal goods, including all appliances, furniture, silver, antiques, televisions, stereos, clothing , jewelry, furs, cameras, coin and stamp collections, tools, etc.	VALUE	DEBT

STATE OF MISSOURI,)
) SS.
COUNTY OF _____)

Comes now Petitioner/Respondent, _____, and being duly sworn upon oath, states that affiant has read the foregoing statement of property and debts, and the answers given therein are true to the best of affiant's knowledge and belief.

Subscribed and sworn to before me this ____ day of _____, 2020.

NOTARY PUBLIC

My Commission Expires: _____

**INDIVIDUAL'S REQUEST FOR PROTECTED HEALTH INFORMATION (PHI) AND AUTHORIZATION
TO MAIL PHI TO**

PATIENT IDENTIFICATION

Name:
Date of Birth:
SSN:
Address:

I, _____, hereby request copies of my protected health information (Hereinafter referred to as PHI) as described herein, be released and sent to _____, Attorney at Law, _____. I further direct you to send my bill for my copies of my PHI to _____.

Information is to be released by: _____
Specify name of care provider (Releaser) as well as address and telephone number

Purpose of request: Litigation

Period requested: _____ All periods of time
From _____ to _____

Information to be released:

- | | |
|---|---|
| <input type="checkbox"/> Intake | <input type="checkbox"/> Treatment records |
| <input type="checkbox"/> Emergency Room Records | <input type="checkbox"/> Record of pharmacies prescribed |
| <input type="checkbox"/> Admission Summary | <input type="checkbox"/> X-Ray Reports |
| <input type="checkbox"/> History & Physical | <input type="checkbox"/> MRI Reports |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> CT Scan Reports |
| <input type="checkbox"/> Operative Report | <input type="checkbox"/> Myelogram Reports |
| <input type="checkbox"/> Pathology Report | <input type="checkbox"/> EMG, NCVS, EKG reports |
| <input type="checkbox"/> Laboratory or Radiology reports | <input type="checkbox"/> Correspondence or reports <u>sent or received</u> by you |
| <input type="checkbox"/> Any test results | <input type="checkbox"/> Any forms completed for patient |
| <input type="checkbox"/> Physical Therapy Records | <input type="checkbox"/> Off work, light or limited duty directives |
| <input checked="" type="checkbox"/> Everything including all of the above (i.e. a complete copy of your file or patient's health record) | |
| <input type="checkbox"/> Other (specify): _____ | |
| <input type="checkbox"/> Itemized Billing Statement for services from _____ to _____ | |

This authorization will expire one year from the date below. Except to the extent that action has already been taken and reliance on this authorization, I may revoke this authorization at any time by notifying you in writing.

I understand that this authorization is voluntary. I understand that _____, is not a health provider or a health plan covered by federal privacy regulations and that by directing that copies of my PHI be sent to said law office, the released information may be re-disclosed by said law office and it will no longer be protected by the Health Insurance Portability and Accountability Act of 1996. I hereby release your practice, its employees, officers and physicians from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein. I understand you will not deny treatment if I do not sign this form and I may inspect a copy of my PHI. By signing below, I authorize the Releaser, as identified above, to release the PHI as specified above.

A photocopy of this authorization shall be considered as valid as the original. At my request I have received a photocopy of this authorization.

Signature Date

Signature of Patient/Legal Guardian/Personal Representative (Give relationship) Date

Authorization To Release Records Of Drug/Alcohol Or Psychiatric Treatment; AIDS/HIV And Other Communicable Diseases

I further permit the release of all, information concerning any drug/alcohol treatment or use, psychiatric treatment or AIDS/HIV and other communicable diseases, test results and/or diagnosis and treatment, subject to the same terms and conditions as above stated.

Signature Date

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

TO: _____

IN THE MATTER OF:

NAME: _____
S.S. NO. _____
DOB: _____

You are hereby authorized and requested to permit _____ or his agents to examine, inspect, photocopy, or reproduce in any manner the following records of the above named person:

1. Wage and employment records;
2. Insurance records of any type or kind;
3. Checking or Savings Accounts, including C.D., Money Market, etc.;
4. Records of loans, debts or other related instruments;
5. Other records: _____

You are further authorized and requested to furnish oral or written reports to them upon their request.

A photocopy of this authorization in lieu of the original, shall be sufficient authorization for you to release this information and it shall not be required that this authorization be notarized.

Name

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
Petitioner,)
v.) Case No. _____
_____,)
Respondent.)

CONSENT TO RECORDS PRODUCTION IN LIEU OF PERSONAL APPEARANCE

Comes now, _____, counsel for Petitioner/Respondent, and
_____, counsel for Petitioner/Respondent, and, in accordance with Rule
57.09 of the Missouri Rules of Civil Procedure, consent to the release of records in lieu of an
appearance at the deposition to be scheduled by counsel for Petitioner/Respondent.

ATTORNEY FOR PETITIONER

ATTORNEY FOR RESPONDENT

FORM 68-J

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
Petitioner,)
v.) Case No. _____
_____,)
Respondent.)

PETITIONER/RESPONDENTS'S FIRST INTERROGATORIES AND REQUESTS FOR PRODUCTION OF DOCUMENTS DIRECTED TO PETITIONER/RESPONDENT,

Comes now Petitioner/Respondent, _____, by and through counsel, and directs the following Interrogatories to be answered under oath by Petitioner/Respondent, _____, in accordance with Rules 57.01 of the Missouri Rules of Civil Procedure. Also, pursuant to Missouri Rule of Civil Procedure 58.01, you are requested to attach photocopies of all documents requested to be produced herein. You are further requested, if applicable, to complete and execute any authorizations attached hereto.

In answering these Interrogatories and Requests for Production of Documents, all information is to be divulged which is possessed by or available to you, your employees, investigators, agents, employees, insurers, or others employed by or acting on your behalf.

These Interrogatories and Motion to Produce are intended to be of a continuing 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, your investigators, agents, employees, insurers, or others employed by or acting on your behalf.

DIRECTIONS

Please insert your typewritten answers in the spaces provided. If the space allocated is insufficient, please attach a separate sheet, clearly indicating on such sheet the Interrogatory or Request for Production which is being answered.

1. Provide the following background information:
 - a. Your full name and any other name(s) by which you have been known;
 - b. Your date and place of birth and social security number;
 - c. Your current residential address and each previous address for the past five (5) years and the inclusive dates you resided at each;
 - d. Your telephone number; and,
 - e. The name and relationship to you of each person residing with you for the past five (5) years.

ANSWER:

2. Are you currently married or previously been married? If yes, state the following:
 - a. Spouse's full name and any other name(s) by which they have been known, their address and telephone number and their date and place of birth and social security number;
 - b. The date of your marriage and dissolution, if applicable;
 - c. The state and county in which the marriage and dissolution, if applicable, were performed and recorded;
 - d. The name and date of birth of each child born to you and your spouse, either during, prior to, or following the date of your marriage;
 - e. If separated, state the date of separation and the amount of maintenance and/or child support you are receiving/paying; and
 - f. Pursuant to Rule 58.01, provide each document referenced or referred to in formulating the answer to this Interrogatory, and each subsection contained therein, including, but not limited to each divorce decree, order of modification, and administrative support order, etc.

ANSWER:

3. Are you the guardian of any other child? If yes, state the following:
- a. The child's name, address, and date of birth;
 - b. The country, state and county in which each child was born;
 - c. The name, address, and telephone number of the biological mother and the individual possessing primary physical custody;
 - d. If receiving or paying child support please indicate the monthly amount; and
 - e. Pursuant to Rule 58.01, provide each document referenced or referred to in formulating the answer to this Interrogatory, and each subsection contained therein.

ANSWER:

4. If you and/or your current spouse/paramour are presently employed, or have been employed since _____ for each employment since _____ please state:
- a. The name, address and telephone number for your current employer(s) and for each previous employer;
 - b. Describe your position and the nature of your duties for each;
 - c. The length of employment and the inclusive dates you were employed at each; and reason for termination for each;
 - d. For your current employer(s) state the usual hours and days worked, average monthly gross wages or salary, and the amount of overtime worked;
 - e. For your current employer describe any other benefits in detail, including but not limited to insurance, retirement, profit sharing, sick leave etc.; and

- f. Pursuant to Rule 58.01 attach copies of your six (6) most recent paycheck stubs for your current employer(s); execute the attached Authorization for Release of Confidential Information.

ANSWER:

5. In the past two (2) years have you and/or your current spouse been self-employed or engaged in your own business, either as an exclusive occupation or in addition to your other employment? If so, please state:

- a. Full business name, address, telephone number and corporate formation if not a sole proprietorship;
- b. Nature of product produced, or services performed;
- c. The date of formation and/or commencement of operations and term thereof;
- d. State whether the business is sole proprietorship, partnership, or corporation. If partnership or corporation, state percentage of business owned by you, and list all persons by name address and telephone number who own a 10% or greater interest in said business;
- e. The hours of operation for the business and the hours you engage in any sort of function for such business; and
- f. Pursuant to Rule 58.01 provide all foundational document, meeting minutes, notes, membership distributions, dividends, and the state and federal tax returns.

ANSWER:

6. State whether or not you contend that you are limited and/or unable to work and/or support yourself and if so, state in detail all reasons known to you why you would not be able to obtain gainful employment. Additionally, pursuant to Rule 58.01, complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

7. If your answer to the previous interrogatories indicates any medical reasons for not being able to obtain gainful employment, please list the names and addresses of any and all physicians, or practitioners of the healing arts, who have advised you that you were not able to work, and state in detail the nature of any illness, disease or disability that said physician attributed as the reason for you not being able to obtain or perform gainful employment. Additionally, pursuant to Rule 58.01, complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

8. If not otherwise listed above, state in detail each and every other source of income you currently receive, including the following:

- a. The gross monthly amount;
- b. The name, address and telephone number of each source of said income;
- c. When said income began;
- d. If said income is scheduled to terminate, and if so, when and why; and

- e. Pursuant to Rule 58.01 attach photocopies of the four (4) most recent statements evidencing such income and complete and execute the attached Authorization to Release Confidential Information.

ANSWER:

9. Have you ever been diagnosed with or do you suffer from, any physical and/or mental health disease and/or disorder? If yes, state the following for each disease and/or disorder:

- a. The name of the disease and/or disorder, the symptoms of associated therewith and the treatments and/or medications prescribed;
- b. The expected effects on your health and your ability to provide care for yourself and minor children over the next year, three (3) years, five (5) years, ten (10) years and fifteen (15) years;
- c. The name, address and telephone number of each medical or other care provider who has treated each such condition; and
- d. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please complete and execute the attached HIPAA Authorization Form and Authorization for the Release of Confidential Information.

ANSWER:

10. Have you ever denied contact between the minor child at issue and the opposing party? If yes, state the following:

- a. Each date you denied contact;
- b. The type of contact you denied for each date listed, (i.e. in person, oral, etc.);
- c. How you came to possess physical custody of the minor child;

- d. How often and by what means did the opposing party attempt to contact the child during each such period;
- e. The length of each such period; and,
- f. In detail, describe the events leading up to each such period, and each reason why you believed it was in the best interest of the minor child that contact be denied.

ANSWER:

11. State whether or not you have in your possession your federal and state income tax returns *(including all supplemental forms you are required to attach to your return including W-2, 1099, Form C, partnership distribution forms; Sub Chapter S distribution forms or any other type of ancillary form which you were required to attach to your return)* for the last five (5) years. If so, please state:

- a. Pursuant to Rule 58.01 attach copies of your federal and state income tax returns for the last five (5) years. (Your return should include all parts, both front and back pages, all supplementary forms, which you were required to file as part of your return.
- b. If the return is not in your possession, please state the name and present address of the person or entity who has possession of the same.
- c. Describe what steps would be necessary for you to obtain the same.
- d. If you do not have a complete copy of your return, pursuant to Rule 58.01, execute the attached IRS Form 4506 and Missouri Department of Revenue Form 1937.

ANSWER:

12. You are requested to complete the attached "Income and Expense Statement" and "Property Statement" and execute the same and return them with your answers to these Interrogatories. You are further requested to update said financial statements and supply copies of the updated versions at least five (5) days prior to the date of any hearing.

ANSWER:

13. Do any other individuals reside at your primary residence, not previously listed herein? If yes, state the following for each:

- a. Their full name and any other name(s) by which they have been known;
- b. Their date and place of birth and social security number;
- c. Whether they have been arrested and/or convicted for any violent misdemeanor or felony in this State or any other state;
- d. If arrested, the reason(s) for such arrest, and the date(s) thereof;
- e. If convicted, the charge(s) convicted of, and the date(s) thereof; and,
- f. The state and county of each such arrest and/or conviction.

ANSWER:

14. Do you expect to call any person as an expert at the trial of this cause? If yes, state the following for each:

- a. The name and address of each such expert, and the general nature of the subject matter on which each such expert is expected to testify;
- b. The present occupation of each such expert; and a description of any profession in which each such expert is engaged;
- c. A description of the specialty and sub-specialties, if any, of each such expert;
- d. The educational background of each such expert in his alleged field of expertise;
- e. Pursuant to Rule 58.01, provide a curriculum vitae for each such expert.

ANSWER:

15. For each individual you allege, or believe to have any personal knowledge of any of the facts or circumstances related to the allegations set forth in your Motion to Modify, or any other claims, affirmative defenses or assertions you have, or may argue, in response to the pending Motion, please state the following for each:

- a. The individuals name, address and telephone number; and
- b. Describe each specific fact and circumstance they have personal knowledge of, and the date of occurrence.

ANSWER:

16. Have you ever been arrested and/or convicted for any misdemeanor or felony? If yes, state the following for each:

- a. The date of arrest/conviction;
- b. The city, county and state in which the arrest/conviction occurred;
- c. The offense/charge for which you were arrested/convicted;
- d. Whether you were convicted of the charged offense;
- e. The amount of any fine or the term of any sentence, or both, imposed following conviction, and state whether you were placed on probation; and
- f. Pursuant to Rule 58.01 provide any documents that evidence such arrest/conviction and any other related documents.

ANSWER:

17. Do you allege that you or the minor child(ren) have ever been abused, physically and/or mentally, by the opposing party? If yes, state the following for each allegation:

- a. The approximate date of each alleged abuse;
- b. The approximate date you first became aware of any allegations of abuse;
- c. Describe the specific facts surrounding each alleged abuse;
- d. Did you ever report the alleged abuse to law enforcement authorities or to the Missouri Division of Family Services (DFS) and, if so, to whom; and, if not reported, why not;
- e. If publicly reported, was any action taken by DFS, law enforcement officials, or prosecuting attorney for that jurisdiction and, if so, please indicate what was done; and
- f. Pursuant to Rule 58.01 provide any documents that evidence such events and any other related documents.

ANSWER:

18. State whether or not you maintain for yourself any medical policy of insurance. If yes, state the following for each:

- a. The name, address and phone number of the insurance company;
- b. The policy number;
- c. Describe briefly the benefits provided thereunder;
- d. State the monthly per person cost of said policy that is not reimbursed by any third party or paid by any third party; and
- e. Pursuant to Rule 58.01, attach copies of any and all policies of medical insurance.

ANSWER:

19. Have you consumed any alcoholic beverage and/or used any other controlled substance during the past twelve (12) months to date? If yes, state the following for each occurrence:

- a. The date, time and location where consumption and/or use occurred;
- b. The average amount of alcohol and/or controlled substance consumed, and the type of alcohol and/or controlled substance consumed;
- c. The average number of days each week that you consume or use any alcohol and/or controlled substance;
- d. Have you ever been treated for alcoholism, alcohol dependency, and/or addiction to any other controlled substance, if so, provide the dates, name and address of each such treatment and treating facility; and
- e. Pursuant to Rule 58.01 provide a photocopy of each document referenced or referred to in formulating your answer to this interrogatory, and each of the sub-sections contained therein, also, please complete and execute the attached HIPAA Authorization Form for yourself and one for each other individual named in response to this interrogatory.

ANSWER:

20. Pursuant to Rule 58.01 provide each document, recording, audio or video, letter, email, text and any other communication or writing of any nature and form that relates to or supports any of your responses to each of the interrogatories herein and each allegation you are making regarding any party, event or transaction involved in this matter.

ANSWER:

21. Do you believe the opposing party is an unfit or improper person to have and enjoy custody of the minor children? If yes, state the following:

- a. Each fact, factor, matter, circumstance and/or piece of information that you rely upon in coming to your conclusion that the opposing party is unfit and/or improper persons to have custody of the minor children;
- b. The names, address, telephone number of each person you assert has personal knowledge of the alleged parental unfitness of the opposing party;
- c. For each alleged event or occurrence, state what you claim the opposing party said and did; and
- d. Pursuant to Rule 58.01, attach photocopies of any documents that support your allegations.

ANSWER:

22. Have you and/or your current spouse ever been arrested, pled guilty to, or been convicted of any felony or misdemeanor offenses, including traffic offenses? If yes, state the following:

- (a) The state and county of each arrest, plea and/or conviction and the date of each;
- (b) The nature of each arrest and/or charge;
- (c) If charged or indicted, with particularity, describe the formal charge or indictment and the disposition of each;
- (d) If a plea or conviction was entered, with particularity, describe the formal charge pled to or convicted of and the accompanying sentence;
- (e) For each plea or conviction, with particularity, describe the sentence imposed, the specific requirements of each and any associated term of probation and/or parole; and,
- (f) Pursuant to Rule 58.01, provide each document referenced or referred to in formulating the answer to this Interrogatory, and each subsection contained therein.

ANSWER:

23. Do you allege yourself to be a more fit or proper person to have and enjoy custody of the minor child? If yes, state the following:

- a. Each fact, factor, matter, circumstance and/or piece of information that you rely upon in coming to your conclusion that you are a more fit and proper person to have custody of the minor child;
- b. The names, address, telephone number of each person you assert has personal knowledge of your parental fitness; and,
- c. Pursuant to Rule 58.01, attach photocopies of any documents that support your allegations.

ANSWER:

24. Have you, your current spouse and/or any other individual that resides at your primary residence been accused of or been investigated for child abuse or neglect by any police department, juvenile office, division of family services, or any other federal, state or local agency? If yes, state the following:

- (a) The name, address and telephone number of each individual accused of or investigated for child abuse or neglect;
- (b) The name, address and telephone number for each state, federal or local agency to which an accusation of or investigation for child abuse or neglect has been conducted by;
- (c) The date of each incident giving rise to any such accusation and the specific nature of each accusation;
- (d) The name, address and telephone number of the individual making each such accusation;
- (e) The name, address and telephone number of each alleged victim; and
- (f) Pursuant to Rule 58.01, provide each document referenced or referred to in formulating the answer to this Interrogatory, and each subsection contained therein.

ANSWER:

25. List all complaints that you have with opposing party as guardian, and give the name, address, and telephone number of any witness that you claim has any information or is a witness to any fact that you claim demonstrates why it is in the best interest of the minor child that guardianship be granted to you. Pursuant to Rule 58.01, provide each document referenced or referred to in formulating the answer to this Interrogatory, and each subsection contained therein.

ANSWER:

_____ , _____

_____ # _____

_____, MO 63 _____

_____ phone

_____ fax

e-mail: _____

ATTORNEY FOR PETITIONER/RESPONDENT

STATE OF MISSOURI,)

)

SS.

COUNTY OF _____)

Comes now Petitioner/Respondent, _____ and states that they have read the foregoing Interrogatories, and that they has answered them to the best of their knowledge, information and belief.

Petitioner/Respondent

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
Petitioner,)
v.) Case No. _____
_____,)
Respondent.)

STATEMENT OF INCOME AND EXPENSE

NAME

SOCIAL SECURITY NUMBER

I. INCOME

A.

Gross wages or Salary and Commission each Pay Period. _____

PAID: _____ Weekly _____ Bi-Weekly
 _____ Bi-Monthly _____ Monthly

Payroll Deductions:

FICA (Social Security Tax) _____
Medicare Tax _____
Federal Withholding Tax _____
State Withholding Tax _____
City Earnings Tax _____
Union Dues _____
Medical/Dental _____
Savings _____
401 K _____
Other _____
Total Payroll Deductions _____

Net Take Home Pay Each Pay Period _____

INCOME (Continued)

B.

Additional Income from Rentals, Interest,

Dividends and Business Enterprises
(Give monthly average and list of income.)

_____	_____
_____	_____
_____	_____

C.
Any other Income - (from Social Security, AFDS, VA Benefits,
pensions, annuities, bonuses, commissions and all other sources.)

List the source and MONTHLY average

_____	_____
_____	_____
_____	_____

**AVERAGE NET MONTHLY INCOME (Sum of
A, B and C):**

**Your share of the gross income shown on last
year's Federal Income Tax Return:**

II. EXPENSES (Give all expenses on a MONTHLY average.)

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 License	\$ _____

D. Insurance:

1.	Life	\$ _____
2.	Health & Accident	\$ _____
3.	Disability	\$ _____
4.	Homeowner (If not included in mortgage payment)	\$ _____
5.	Automobile	\$ _____

E. Payment on Installment Contracts

Auto #1:	_____	\$ _____
Auto #2:	_____	\$ _____
Auto #3:	_____	\$ _____

	Household Installments	\$ _____	
	Credit Cards:		
	MasterCard	\$ _____	
	Visa	\$ _____	
	Discover		
	Other	\$ _____	_____
F.	Child Support Paid to Others for Children not in your custody		_____
G.	Maintenance or Alimony		_____
H.	Church and Charitable Contributions		_____
	Sum of A, B, C, D, E, F, G and H:		_____

I.	Other Living Expenses		
		Yours	Children in your custody
1.	Food	\$ _____	\$ _____
2.	Clothing	\$ _____	\$ _____
3.	Medical Care*	\$ _____	\$ _____
4.	Prescription Drugs	\$ _____	\$ _____
5.	Dental Care	\$ _____	\$ _____
6.	Recreation	\$ _____	\$ _____
7.	Laundry & Cleaning	\$ _____	\$ _____
8.	Barber Shop	\$ _____	\$ _____
9.	Beauty Shop	\$ _____	\$ _____
10.	School and Books	\$ _____	\$ _____
11.	Day Care	\$ _____	\$ _____
12.	Other Expenses		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total Living Expenses	\$ _____	\$ _____

AVERAGE MONTHLY LIVING EXPENSES: \$ _____

*Includes costs of medical care and prescription drugs, which are not paid for by your employer, any insurance or other third party.

STATE OF MISSOURI)
)
COUNTY OF _____)

SS.

COMES NOW Petitioner/Respondent being of lawful age and after being duly sworn, states that they have read the foregoing Statement of Income and Expense, and that the facts therein are true and correct according to their best knowledge and belief.

Petitioner/Respondent

Subscribed and sworn to before me the undersigned Notary Public, on this _____ day of _____, 20__.

Notary Public

IN THE CIRCUIT COURT OF _____, MISSOURI
 AT _____, MISSOURI

_____,)
)
 Petitioner,)
)
 v.) Case No. _____
)
 _____,)
)
 Respondent.)

PROPERTY STATEMENT

(attach extra sheets if necessary)

A. Real Estate – List interest in real estate owned by you or your spouse, including leaseholds. Include street address. Attach legal.	VALUE	DEBT

B. Motor Vehicles – Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers in which you or your spouse have an interest. List year, make, model, and vehicle identification number.	VALUE	DEBT

C. Bank Accounts – List all checking and saving accounts, time deposits, money market certificates, etc., held in you or your spouse’s name, alone or with another person. Give the name of the institution, the names on the account and the account number.	VALUE	DEBT

D. Cash on hand.	VALUE	DEBT

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 or your spouse have an interest. List all pensions you or your spouse have an interest in. Give the names in which the securities are held and identification number, if any.	VALUE	DEBT

F. Other Assets – List all assets below not already listed herein in which you hold any interest, including trusts, contracts, pending litigation, farm equipment, and animals, partnerships, and other businesses.	VALUE	DEBT

G. Liabilities and Debts.	VALUE	DEBT

H. Household goods and personal goods – list all household goods and personal goods, including all appliances, furniture, silver, antiques, televisions, stereos, clothing, jewelry, furs, cameras, coin and stamp collections, tools, etc.	VALUE	DEBT

STATE OF MISSOURI)
) SS.
COUNTY OF _____)

Comes now Petitioner/Respondent, and being duly sworn upon oath states that they have read the foregoing statement of property and debts, and the answers given therein are true to the best of their knowledge and belief.

Petitioner/Respondent

Subscribed and sworn to before me this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

	VALUE	VALUE

**AUTHORIZATION FOR RELEASE OF
CONFIDENTIAL INFORMATION**

TO: _____

IN THE MATTER OF:

NAME: _____

S.S. NO.: _____

DOB: _____

You are hereby authorized and requested to permit _____ or his agents to examine, inspect, photocopy, or reproduce in any manner the following records of the above named person:

1. Wage and employment records;
2. Insurance records of any type or kind;
3. Checking or Savings Accounts, including C.D., Money Market, etc.;
4. Records of loans, debts or other related instruments;
5. Other records: _____

You are further authorized and requested to furnish oral or written reports to them upon their request.

A photocopy of this authorization in lieu of the original, shall be sufficient authorization for you to release this information and it shall not be required that this authorization be notarized.

Name

**INDIVIDUAL'S REQUEST FOR PROTECTED HEALTH INFORMATION (PHI) AND AUTHORIZATION
TO MAIL PHI TO**

PATIENT IDENTIFICATION

Name: _____
Date of Birth: _____
SSN: _____
Address: _____

I, _____ hereby request copies of my protected health information (Hereinafter referred to as PHI) as described herein, be released and sent to _____, Attorney at Law, _____. I further direct you to send my bill for my copies of my PHI to _____.

Information is to be released by: _____
Specify name of care provider (Releaser) as well as address and telephone number

Purpose of request: Litigation

Period requested: _____ All periods of time
From _____ to _____

Information to be released:

- | | |
|---|---|
| <input type="checkbox"/> Intake | <input type="checkbox"/> Treatment records |
| <input type="checkbox"/> Emergency Room Records | <input type="checkbox"/> Record of pharmacies prescribed |
| <input type="checkbox"/> Admission Summary | <input type="checkbox"/> X-Ray Reports |
| <input type="checkbox"/> History & Physical | <input type="checkbox"/> MRI Reports |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> CT Scan Reports |
| <input type="checkbox"/> Operative Report | <input type="checkbox"/> Myelogram Reports |
| <input type="checkbox"/> Pathology Report | <input type="checkbox"/> EMG, NCVS, EKG reports |
| <input type="checkbox"/> Laboratory or Radiology reports | <input type="checkbox"/> Correspondence or reports <u>sent or received</u> by you |
| <input type="checkbox"/> Any test results | <input type="checkbox"/> Any forms completed for patient |
| <input type="checkbox"/> Physical Therapy Records | <input type="checkbox"/> Off work, light or limited duty directives |
| <input checked="" type="checkbox"/> Everything including all of the above (i.e. a complete copy of your file or patient's health record) | |
| <input type="checkbox"/> Other (specify): _____ | |
| <input type="checkbox"/> Itemized Billing Statement for services from _____ to _____ | |

This authorization will expire one year from the date below. Except to the extent that action has already been taken and reliance on this authorization, I may revoke this authorization at any time by notifying you in writing.

I understand that this authorization is voluntary. **I understand** that _____, is not a health provider or a health plan covered by federal privacy regulations and that by directing that copies of my PHI be sent to said law office, the released information may be re-disclosed by said law office and it will no longer be protected by the Health Insurance Portability and Accountability Act of 1996. **I hereby release** your practice, its employees, officers and physicians from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein. **I understand** you will not deny treatment if I do not sign this form and **I may** inspect a copy of my PHI. By signing below, **I authorize** the Releaser, as identified above, to release the PHI as specified above.

A photocopy of this authorization shall be considered as valid as the original. At my request I have received a photocopy of this authorization.

Signature Date

Signature of Patient/Legal Guardian/Personal Representative (Give relationship) Date

Authorization To Release Records Of Drug/Alcohol Or Psychiatric Treatment; AIDS/HIV And Other Communicable Diseases

I further permit the release of all, information concerning any drug/alcohol treatment or use, psychiatric treatment or AIDS/HIV and other communicable diseases, test results and/or diagnosis and treatment, subject to the same terms and conditions as above stated.

Signature Date

IN THE CIRCUIT COURT OF _____, MISSOURI
AT _____, MISSOURI

_____,)
Petitioner,)
v.) Case No. _____
_____,)
Respondent.)

CONSENT TO RECORDS PRODUCTION IN LIEU OF PERSONAL APPEARANCE

Comes now, _____, counsel for Petitioner/Respondent, and
_____, counsel for Petitioner/Respondent, and, in accordance with
Rule 57.09 of the Missouri Rules of Civil Procedure, consent to the release of records in lieu of an
appearance at the deposition to be scheduled by counsel for Petitioner/Respondent.

ATTORNEY FOR PETITIONER

ATTORNEY FOR RESPONDENT

CIRCUIT COURT OF

COUNTY, MISSOURI

)	
)	
)	Petitioner,
)	
vs.)	Case No.
)	
)	
)	Respondent.
)	

**CERTIFICATE OF SERVICE OF
REQUIRED DOCUMENTS PURSUANT TO RULE 68.4.6.4**

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 _____ . Where documents exist but are retained by another person or no such documents exist, the appropriate annotations 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, Notes, Deeds of Trust, Motor Vehicles, Leases, Bonds, 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. Operating Agreements, Buy-Sell Agreements, Partnership Agreements/Stock Certificates/Financial Statements.
- _____ 12. If there are minor children of the marriage, a summary of benefits and coverage for health insurance and a breakdown of the total premiums so as to show what portion of the premium is for the child(ren)'s coverage.

Attorney for **Petitioner Respondent**

CIRCUIT COURT OF _____ COUNTY, MISSOURI

_____)	
SSN: XXX-XX-_____)	
)	
Petitioner,)	
)	
vs.)	
)	
_____)	
SSN: XXX-XX-_____)	
)	
Respondent.)	Case No. _____

AFFIDAVIT FOR JUDGMENT DISSOLVING MARRIAGE

1. My name is _____ and I am the (Petitioner)
(Respondent) in this dissolution of marriage case.

2. I am represented by _____.

3. I filed a Petition for Dissolution of Marriage on _____.

OR

My spouse filed a Petition for Dissolution of Marriage on _____.

4. My spouse has subjected (himself) (herself) to the jurisdiction of this court
by the following acts:

(served by the sheriff on _____)

OR

(entry of appearance and waiver of service) filed on _____)

OR

(answer filed on _____)

OR

(filing the Petition for Dissolution of Marriage herein on _____)

5. My spouse is represented by _____.

6. I currently reside at _____.

7. I was a resident of the County of _____, State of Missouri

for at least 90 days immediately prior to the filing of the petition herein.

8. My spouse was a resident of the County of _____, State of

Missouri for at least 90 immediately prior to the filing of the petition herein.

9. My spouse currently resides at _____

10. My spouse and I have resided during the marriage in the State of

Missouri.

11. Both my spouse and I are over the age of 18 years.

12. My social security number and that of my spouse is as set forth in the

caption.

13. I was married to _____, the (Petitioner)

(Respondent) herein, on _____ and the marriage is registered in

_____ County, State of _____.

14. My spouse and I separated on or about _____.

15. 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.

16. There is no reasonable likelihood that the marriage can be preserved and

the marriage is irretrievably broken.

17. The Court has jurisdiction over the parties and the subject matter.

18. The female spouse is not pregnant.

19. There are no living children born of the parties or adopted by the parties during the marriage.

OR

There are unemancipated children of the marriage, to-wit:

_____ age _____, SSN XXX-XX-_____

_____ age _____, SSN XXX-XX-_____

and a Parenting Plan is attached hereto as Exhibit _____.

AND/OR

The following children, _____, were born of the parties prior to marriage and paternity has been established under the provisions of §210.822 RSMO in that after the child ___'s birth **Petitioner Respondent** and the child's natural mother married **OR Petitioner Respondent** has acknowledged his paternity of the child in writing filed with the bureau; **OR** with **Petitioner's Respondent's** consent, he is named as the child's father on the child's birth certificate; **OR Petitioner Respondent** is obligated to support the child pursuant to a written voluntary promise or by court order

20. In compliance with §452.780 RSMo I have filed with the Clerk an Affidavit of Compliance with the UCCJEA.

21. The Court has jurisdiction over the unemancipated children under the Uniform Child Custody Jurisdiction and Enforcement Act.

22. It is in the best interest of the unemancipated child ___ that my spouse and I have joint legal custody and joint physical custody of the unemancipated child ___

pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

IF THE CUSTODY AWARD IS OTHER THAN FOR JOINT LEGAL AND JOINT PHYSICAL YOU MUST INCLUDE SPECIFIC REASONS FOR AN ORDER OF SOLE LEGAL AND/OR SOLE PHYSICAL CUSTODY.

OR

It is in the best interest of the unemancipated child____ that (I) (my spouse) be awarded sole legal and sole physical custody of the unemancipated child____ pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

It is in the best interest of the unemancipated child____ that my spouse and I be awarded joint legal custody of the unemancipated child____ and that (I) (my spouse) be awarded sole physical custody of the unemancipated child____ pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

It is in the best interest of the minor child that **Plaintiff Parent Defendant Parent** be awarded sole legal custody of the minor child and that **Plaintiff Parent Defendant Parent** and I be awarded joint physical custody of the minor child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

23. An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties agree that the presumed amount of child support is just and appropriate under the circumstances of this case.

OR

OR An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties ask the Court to deviate from the Form 14 presumed child support amount and/or the Form 14 guidelines in the establishment of child support for the following reasons: **LIST REASONS**

IF THE CHILD SUPPORT AWARD REQUESTED DEVIATES FROM THE NUMBER SUPPORTED BY THE FORM 14 FILED WITH THE JUDGMENT YOU MUST INCLUDE SPECIFIC REASONS FOR WHY THE PRESUMED AMOUNT IS UNJUST AND INAPPROPRIATE.

24. 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.

OR

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

25. 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.

OR

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.

26. The parties own real estate and the division of same and legal description for same is set forth in the written separation agreement dividing all our marital property and debts and it is signed by both my spouse and me. The Property Settlement and Separation Agreement, is attached to the Judgment and marked as "Judgment Exhibit ____", is fair and reasonable, and is not unconscionable. I request that the court incorporate the separation agreement into its judgment herein.

OR

The parties do not own real estate and have divided all their marital property and marital debts as set forth in the written separation agreement which is signed by both my spouse and me. The Property Settlement and Separation Agreement, is attached to the Judgment and marked as "Judgment Exhibit ____", is fair and reasonable, and is not unconscionable. I request that the court incorporate the separation agreement into its judgment herein.

OR

There is no marital real or personal property nor any marital debts for the court to divide.

27. 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.

OR

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

28. (if applicable) I have **Petitioner Respondent** has completed the Litigant Awareness Program and filed a certificate of completion with the clerk.

29. (if applicable) I request that the Court change my name to _____ . I know of no third parties, such as creditors, who would be adversely affected by the said change of name.

30. I hereby acknowledge that I have read the proposed judgment and consent to entry of same.

Affiant

STATE OF MISSOURI)
)
COUNTY OF) ss

_____ 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 to before me on _____

Notary Public

CIRCUIT COURT OF _____ COUNTY, MISSOURI

a minor,
SSN: XXX-XX-_____
by next friend,

and

SSN: XXX-XX-_____
Individually,

Plaintiffs,

vs.

Case No. _____

SSN: XXX-XX-_____

Defendant.

**AFFIDAVIT FOR JUDGMENT
ESTABLISHING PATERNITY, CUSTODY AND SUPPORT**

1. My name is _____ and I am the **Plaintiff**
Parent Defendant Parent in this paternity case.

2. I am represented by _____.

3. A Petition to Establish Paternity, Custody and Support was filed on
_____.

4. **Plaintiff Parent Defendant Parent** has subjected (himself) (herself) to
the jurisdiction of this court by the following acts:

(served by the sheriff on _____) **OR**

(entry of appearance and waiver of service on _____) OR

(answer filed on _____).

5. **Plaintiff Parent Defendant Parent** is represented by _____.

6. I am a resident of the County of _____, State of Missouri.

7. **Plaintiff Parent Defendant Parent** is a resident of the County of _____, State of Missouri.

8. My social security number is set forth in the Case Information Sheet and its last four digits are set forth in the caption above.

9. The social security number of **Plaintiff Parent Defendant Parent** is as set forth in the Case Information sheet and its last four digits are as set forth in the caption above.

10. **Neither Plaintiff Parent Defendant Parent** nor I are on active duty in the armed services at the present time or any time since the filing of the petition.

11. The Court has jurisdiction over the parties and the subject matter.

12. _____ age _____, SSN XXX-XX-_____, was born of **Plaintiff Parent Defendant Parent**.

13. In compliance with §452.780 RSMo I have filed with the Clerk an Affidavit of Compliance with the UCCJEA.

14. The Court has jurisdiction over the minor child ___ under the Uniform Child Custody Jurisdiction and Enforcement Act.

15. **Plaintiff Parent Defendant Parent** and I had sexual intercourse during the period of time when the above child was conceived.

16. I admit or **Plaintiff Parent** **Defendant Parent** admits that he is the biological father of _____, a ___male minor child, age ____, SSN: XXX-XX-_____, born of **Plaintiff Parent** **Defendant Parent**.

17. **Plaintiff Parent's** **Defendant Parent's** name in on the birth certificate of the child.

18. **Plaintiff Parent** **Defendant Parent** and I are over the age of 18 years.

19. It is in the best interest of the minor child that **Plaintiff Parent** **Defendant Parent** and I be awarded joint legal custody and joint physical custody of the unemancipated child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

IF THE CUSTODY AWARD IS OTHER THAN FOR JOINT LEGAL AND JOINT PHYSICAL YOU MUST INCLUDE SPECIFIC REASONS FOR AN ORDER OF SOLE LEGAL AND/OR SOLE PHYSICAL CUSTODY.

It is in the best interest of the minor child that **Plaintiff Parent** **Defendant Parent** and I be awarded joint legal custody of the minor child and that **Plaintiff Parent** **Defendant Parent** be awarded sole physical custody of the minor child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

It is in the best interest of the minor child that **Plaintiff Parent** **Defendant Parent** be awarded sole legal custody of the minor child and that **Plaintiff Parent** **Defendant Parent** and I be awarded joint physical custody of the minor child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

It is in the best interest of the minor child that **Plaintiff Parent Defendant Parent** and I be awarded sole legal custody and sole physical custody of the unemancipated child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

20. An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties agree that the presumed amount of child support is just and appropriate under the circumstances of this case.

OR

An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties ask the Court to deviate from the Form 14 presumed child support amount and/or the Form 14 guidelines in the establishment of child support for the following reasons: **LIST REASONS**

(state specific reasons why the Form 14 presumed amount should not be ordered)

IF THE CHILD SUPPORT AWARD REQUESTED DEVIATES FROM THE NUMBER SUPPORTED BY THE FORM 14 FILED WITH THE JUDGMENT YOU MUST INCLUDE SPECIFIC REASONS FOR WHY THE PRESUMED AMOUNT IS UNJUST AND INAPPROPRIATE.

21. **Plaintiff Parent Defendant Parent** has work-related child-care costs in the amount of \$_____ per month.

22. Neither parent has health insurance available for the minor child nor is it economically possible for either parent to provide medical insurance coverage at this time.

OR

Plaintiff Parent **Defendant Parent** has medical insurance available for the minor child through place of employment at a cost of \$_____ per month. The Court has reviewed all of the factors set forth in §454.603.2 RSMo and finds that the medical insurance available for the minor child through **Plaintiff Parent's** **Defendant Parent's** place of employment, or the private policy currently in effect, is best insurance available at this time.

23. 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.

OR

Based upon my financial situation and the financial situation of **Plaintiff Parent** **Defendant Parent** it is reasonable that **Plaintiff Parent** **Defendant Parent** pay to **Plaintiff Parent** **Defendant Parent** the sum of \$_____ as and for attorneys fees herein.

24. **(if applicable)** I have **Plaintiff Parent** **Defendant Parent** has completed the Litigant Awareness Program and filed a certificate with the clerk.

25. **(if applicable)** The parents request that the court enter an order changing the name of the minor child to _____.

Affiant

STATE OF MISSOURI

)

)

ss

COUNTY OF

)

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

Subscribed and sworn to before me on _____.

Notary Public

CIRCUIT COURT OF _____ COUNTY, MISSOURI

SSN: XXX-XX-_____

Petitioner,

vs.

Case No. _____

SSN: XXX-XX-_____

Respondent.

AFFIDAVIT FOR JUDGMENT ON MOTION TO MODIFY

1. My name is _____ and I am the **Petitioner**
Respondent in this case.

2. I am represented by _____.

3. **Petitioner Respondent** has subjected (himself) (herself) to the
jurisdiction of this court by the following acts:

(served by the sheriff on _____)

OR

(entry of appearance and waiver of service on _____)

OR

(answer filed on _____).

4. **(Petitioner) (Respondent)** is represented by _____.

5. I am a resident of the County of _____, State of Missouri, currently living at _____.

6. **Petitioner Respondent** is a resident of the County of _____, currently living at _____.

7. My social security number is set forth in the Case Information Sheet and its last four digits are set forth in the caption.

8. The social security number of **Petitioner Respondent** is as set forth in the Case Information sheet and its last four digits are as set forth in the caption.

9. Neither **Petitioner Respondent** nor I are on active duty in the armed services at the present time or any time since the filing of the petition.

10. The child____, _____, age _____, SSN: XXX-XX-____, have been residents of the County of _____ and State of Missouri for the last six months.

11. A Judgment dissolving the marriage of the above parties was entered by the Court on _____.

12. **(If applicable)** A Judgment modifying the Judgment dissolving marriage was entered on _____ wherein _____ was granted _____.

13. The Court has jurisdiction over the parties and the subject matter.

14. In compliance with §452.780 RSMo I have filed with the Clerk an Affidavit of Compliance with the UCCJEA.

15. The Court has jurisdiction over the unemancipated child____ under the Uniform Child Custody Jurisdiction and Enforcement Act.

16. Since the entry of the most recent judgment in this case there have been

changed circumstances so substantial and continuing as to make the terms of the current judgment unreasonable and it is in the best interest of the unemancipated child___ that said judgment be amended as follows:

(List facts supporting a finding of a substantial and continuing change in circumstance)

17. **Petitioner Respondent** and I be awarded joint legal and joint physical custody of the unemancipated child_____ pursuant to a Parenting Plan filed with the Court pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

IF THE CUSTODY AWARD IS OTHER THAN FOR JOINT LEGAL AND JOINT PHYSICAL YOU MUST INCLUDE SPECIFIC REASONS FOR AN ORDER OF SOLE LEGAL AND/OR SOLE PHYSICAL CUSTODY.

OR

Petitioner Respondent be awarded sole legal and sole physical custody of the unemancipated child_____ pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

Petitioner Respondent and I be awarded joint legal custody of the unemancipated child___ and that **Petitioner Respondent** be awarded sole physical custody of the unemancipated child___ pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

OR

It is in the best interest of the minor child that **Plaintiff Parent** **Defendant Parent** be awarded sole legal custody of the minor child and that **Plaintiff Parent** **Defendant Parent** and I be awarded joint physical custody of the minor child pursuant to a Parenting Plan attached to the Judgment as Judgment Exhibit _____.

18. An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties agree that the presumed amount of child support is just and appropriate under the circumstances of this case.

OR

An Income and Expense Statement for each party has been filed and a Form 14 is attached to the proposed judgment. The parties ask the Court to deviate from the Form 14 presumed child support amount and/or the Form 14 guidelines in the establishment of child support for the following reasons: **LIST REASONS IF THE CHILD SUPPORT AWARD REQUESTED DEVIATES FROM THE NUMBER SUPPORTED BY THE FORM 14 FILED WITH THE JUDGMENT YOU MUST INCLUDE SPECIFIC REASONS FOR WHY THE PRESUMED AMOUNT IS UNJUST AND INAPPROPRIATE.**

19. **Petitioner** **Respondent** has work-related child-care costs in the amount of \$_____ per month.

20. Neither parent has health insurance available for the unemancipated child_____ and it is not economically feasible for either parent to provide medical insurance coverage at this time.

OR

Petitioner Respondent has medical insurance available for the unemancipated child___ through place of employment at a cost of \$_____ per month. The Court has reviewed all of the factors set forth in §454.603.2 RSMo and finds that the medical insurance available for the unemancipated child___ through **Petitioner's Respondent's** place of employment, or the private policy currently in effect, is best insurance available at this time.

21. (if applicable) I have **Petitioner Respondent has** completed the Litigant Awareness Program and filed a certificate of completion with the clerk.

22. 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.

OR

Based upon my financial situation and the financial situation of **Petitioner Respondent** it is reasonable that **Petitioner Respondent** pay to **Petitioner Respondent** the sum of \$_____ as and for attorneys fees herein.

23. (if applicable) I have **Petitioner Respondent has** completed the Litigant Awareness Program and filed a certificate of completion with the Clerk.

Affiant

STATE OF MISSOURI)
)
COUNTY OF) ss

_____ 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 to before me on _____

Notary Public

CIRCUIT COURT OF _____ COUNTY, MISSOURI

_____)	
SSN: XXX-XX-_____)	
)
Petitioner,)	
)
vs.)	
)
_____)	
SSN: XXX-XX-_____)	
)
Respondent.)	Case No. _____

**AFFIDAVIT OF COMPLIANCE WITH THE UNIFORM CHILD CUSTODY
 JURISDICTION AND ENFORCEMENT ACT
 (§452.780 RSMo)**

My Petition for Dissolution of Marriage Petition for Establishment of
 Paternity, Custody, and/or Support Motion to Modify was filed on
 _____;

The unemancipated child(ren) presently live with _____ at
 _____;

The child(ren) has lived with the following named people at the following
 addresses during the last five years:

 _____;

I have not participated, as a party or witness or in any other capacity, in any other
 proceeding concerning the custody of or visitation with the child(ren) **EXCEPT:**
 none. (identify the court, case number of the proceeding and date of the child
 custody determination;

I do not know of any proceeding that could affect the current proceeding, including
 proceedings for enforcement and proceedings relating to domestic violence, protective
 orders, termination of parental rights, and adoptions

EXCEPT: none. (identify the court and case number and nature of the
 proceeding);

I do not know the names and addresses of any person not a party to the proceeding who has physical custody of the child(ren) or claims rights of legal custody or physical custody of, or visitation with, the child(ren)

EXCEPT: [] none. [] (list the names and addresses of such persons);

I understand that I have a continuing duty to inform the court of any proceeding in this or any other state that could affect the current proceeding.

[] (If applicable) I allege under oath that the health, safety, or liberty of a party or child would be put at risk by the disclosure of identifying information and such information should be sealed and not disclosed to the other party or the public unless the court orders the disclosure to be made after a hearing in which the court takes into consideration the health, safety, or liberty of the party or child and determines that the disclosure is in the interest of justice.

Affiant

STATE OF MISSOURI)
)
COUNTY OF) ss.

_____ 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 to before me on _____.

Notary Public

CIRCUIT COURT OF _____ COUNTY, MISSOURI

 Petitioner/Plaintiff,
 vs.

 Respondent/Defendant.

Case No. _____

WAIVER OF MEDIATION

On this date the parties inform the Court as follows:

1. This case may be eligible for subsidized mediation services through either the M.A.R.C.H. program or O.S.C.A. grant programs;
2. The parties know and understand that even if not eligible for subsidized mediation services the parties could agree to attend mediation at their own cost;
3. The parties hereby waive mediation and ask that the matter be set for trial.

Petitioner/Plaintiff

Date

Petitioner/Plaintiff's Counsel

Respondent/Defendant

Date

Respondent/Defendant's Counsel

Guardian ad Litem

Date

CIRCUIT COURT OF _____ COUNTY, MISSOURI

	}	
Petitioner/Plaintiff,	}	
	}	
vs.	}	Case No. _____
	}	
	}	
Respondent/Defendant.	}	

CONSENT TO VENUE

On this date the parties inform the Court as follows:

1. This Court has jurisdiction over the subject matter;
2. The parties know and understand that this County is not the proper venue for the filing of this action under Section 452.300 RSMo;
3. The parties understand that proper venue is a personal privilege and their right to object to venue can be waived;
4. Each party does hereby consent to venue in this County.

Petitioner/Plaintiff		Date

Respondent/Defendant		Date

CIRCUIT COURT OF _____ COUNTY, MISSOURI

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

REQUEST FOR TRIAL SETTING AND CERTIFICATION

On this date counsel advises the Court as follows:

1. Discovery is complete and all required documents have been filed.
2. The matter is ready for a trial setting.
3. There are no allegations of abuse or neglect requiring the appointment of a Guardian ad Litem.

 There are allegations of abuse and/or neglect and a guardian ad litem has been appointed.
4. The estimated time for hearing is ____ hours.

Dated: _____

Counsel for Petitioner/Plaintiff

Counsel for Defendant/Respondent

CIRCUIT COURT OF

COUNTY, MISSOURI

vs.

Petitioner,

Respondent.)

Case No.

PRE-TRIAL STIPULATION

Come now the parties and counsel and, for purposes of the contested trial in this cause, do hereby agree and stipulate that they have filed or prepared all of the following documents applicable to this case:

1. Income and Expense Statements - **Form 68-H-1 or H-2**
2. Statements of Property - **Form 68-G**
3. Form 14s
4. Parenting Plans - **Form 68-A**
5. Consolidated Statement of Marital and Non-Marital Assets and Debts of Petitioner and Respondent - **Form 68-I.**

The following statements marked with an "X" apply in this case and those marked with "N/A" do not apply in this case:

- There are allegations of abuse and/or neglect and a guardian ad litem has been appointed.
- The Court has jurisdiction over the subject matter of this marriage and personal jurisdiction over all parties and the child(ren) of the marriage.
- The marriage of the parties is irretrievably broken and cannot be preserved.
- The child(ren) listed in the original Petition are all born of the these parties (or lawfully adopted) and there is no issue of paternity.

] The child(ren) listed on the original Petition are all unemancipated and dependent upon these parties for support except as noted.

] The child(ren) listed are now emancipated and no longer dependent on either party for support, to-wit:

] The presumed amount of child support under Supreme Court Rule 68 is just and appropriate as set forth on the Form 14 attached hereto.

] This is an appropriate case for Joint Legal Custody under the Parenting Plan attached hereto as Exhibit _____.

] Petitioner/Plaintiff Respondent/Defendant should be awarded sole physical care, custody, and control of the unemancipated child(ren).

] Petitioner/Plaintiff Respondent/Defendant should have visitation and temporary custody as set forth on the attached Parenting Plan attached hereto as Exhibit _____.

] Petitioner Respondent own separate property not subject to division by the Court which should be set aside to as his/her sole and separate property, which is more fully described in Form 68-1 attached hereto.

] The parties own marital property subject to division by the Court which they agree and stipulate may be divided by the Court as set forth in Form 68-1 attached hereto;

] The marital property subject to division by the Court which the parties DO NOT AGREE as to division and/or value is set forth in Form 68-1 attached hereto.

] The parties have divided ALL marital property to their mutual satisfaction and the Court may order that each keep what is in his/her respective possession.

] Other matters of evidence are hereby stipulated to by the parties as set forth in Exhibit _____ attached hereto.

] The parties stipulate the evidence listed on Exhibit(s) _____ may be received into evidence without further foundation or identification.

NOTE: Any objections such as "relevancy", "hearsay", etc., shall be noted on the Exhibit.

THE PARTIES STATE, STIPULATE, AND AGREE, THAT THIS DOCUMENT, TOGETHER WITH ALL ATTACHED EXHIBITS, IS A BINDING EVIDENTIARY STIPULATION FOR PURPOSES OF THIS CASE AND EACH UNDERSTANDS THAT THE COURT MAY, ON THE TRIAL OF THIS CASE, PROHIBIT INTRODUCTION OF FURTHER EVIDENCE BEARING ONLY UPON ITEMS HEREIN STIPULATED. EACH PARTY AND THE RESPECTIVE ATTORNEYS STIPULATE THAT ALL PICTURES, DOCUMENTS, AND ITEMS THEY INTEND TO INTRODUCE AT THE TRIAL OF THIS CASE HAVE BEEN PRE-MARKED AND EACH CERTIFIES THAT HE/SHE UNDERSTANDS THAT THE COURT MAY REJECT ANY SUCH ADDITIONAL ITEMS NOT PRE-MARKED. EACH PARTY/ATTORNEY EXECUTING THIS STIPULATION AGREES TO BE BOUND HEREBY.

IN WITNESS WHEREOF, the parties have hereunto set their hands this

_____ day of _____, _____.

Petitioner's Signature

Respondent's Signature

Petitioner's Attorney

Respondent's Attorney

Guardian ad Litem

INCOME WITHHOLDING FOR SUPPORT

- ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)
- AMENDED IWO
- ONE-TIME ORDER/NOTICE FOR LUMP SUM PAYMENT
- TERMINATION OF IWO

Date: _____

Child Support Enforcement (CSE) Agency Court Attorney Private Individual/Entity (Check One)

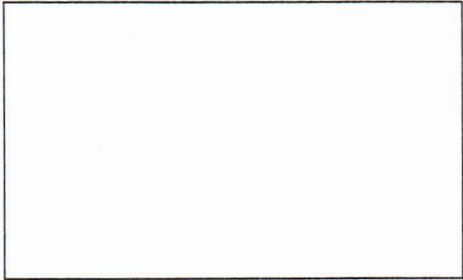
NOTE: This IWO must be regular on its face. Under certain circumstances you must reject this IWO and return it to the sender (see IWO instructions www.acf.hhs.gov/programs/css/resource/income-withholding-for-support-instructions). If you receive this document from someone other than a state or tribal CSE agency or a court, a copy of the underlying order must be attached.

State/Tribe/Territory _____ Remittance ID (include w/payment) _____
 City/County/Dist./Tribe _____ Order ID _____
 Private Individual/Entity _____ CSE Agency Case ID _____

_____ Employer/Income Withholder's Name	RE: _____ Employee/Obligor's Name (Last, First, Middle)
_____ Employer/Income Withholder's Address	_____ Employee/Obligor's Social Security Number
_____ _____	_____ Custodial Party/Obligee's Name (Last, First, Middle)

Employer/Income Withholder's FEIN _____

Child(ren)'s Name(s) (Last, First, Middle)	Child(ren)'s Birth Date(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



ORDER INFORMATION: This document is based on the support or withholding order from _____ (State/Tribe). You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ _____ Per _____ current child support
 \$ _____ Per _____ past-due child support - **Arrears greater than 12 weeks?** Yes No
 \$ _____ Per _____ current cash medical support
 \$ _____ Per _____ past-due cash medical support
 \$ _____ Per _____ current spousal support
 \$ _____ Per _____ past-due spousal support
 \$ _____ Per _____ other (must specify) _____
 for a **Total Amount to Withhold** of \$ _____ per _____

AMOUNTS TO WITHHOLD: You do not have to vary your pay cycle to be in compliance with the *Order Information*. If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:

\$ _____ per weekly pay period \$ _____ per semimonthly pay period (twice a month)
 \$ _____ per biweekly pay period (every two weeks) \$ _____ per monthly pay period
 \$ _____ **Lump Sum Payment:** Do not stop any existing IWO unless you receive a termination order.

Employer's Name: _____ Employer FEIN: _____

Employee/Obligor's Name: _____ SSN: _____

CSE Agency Case Identifier: _____ Order Identifier: _____

REMITTANCE INFORMATION: If the employee/obligor's principal place of employment is _____ (State/Tribe), you must begin withholding no later than the first pay period that occurs _____ days after the date of _____. Send payment within _____ working days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold up to _____ % of disposable income. If the obligor is a non-employee, obtain withholding limits from Supplemental Information on page 3. If the employee/obligor's principal place of employment is not _____ (State/Tribe), obtain withholding limitations, time requirements, and any allowable employer fees at www.acf.hhs.gov/programs/css/resource/state-income-withholding-contacts-and-program-information for the employee/obligor's principal place of employment.

For electronic payment requirements and centralized payment collection and disbursement facility information (State Disbursement Unit (SDU)), see www.acf.hhs.gov/programs/css/employers/electronic-payments.

Include the **Remittance ID with the payment** and if necessary this FIPS code: _____.

Remit payment to _____ (SDU/Tribal Order Payee)
at _____ (SDU/Tribal Payee Address)

Return to Sender [Completed by Employer/Income Withholder]. Payment must be directed to an SDU in accordance with 42 USC §666(b)(5) and (b)(6) or Tribal Payee (see Payments to SDU below). If payment is not directed to an SDU/Tribal Payee or this IWO is not regular on its face, you *must* check this box and return the IWO to the sender.

Signature of Judge/Issuing Official (if Required by State or Tribal Law): _____
Print Name of Judge/Issuing Official: _____
Title of Judge/Issuing Official: _____
Date of Signature: _____

If the employee/obligor works in a state or for a tribe that is different from the state or tribe that issued this order, a copy of this IWO must be provided to the employee/obligor.
 If checked, the employer/income withholder must provide a copy of this form to the employee/obligor.

ADDITIONAL INFORMATION FOR EMPLOYERS/INCOME WITHHOLDERS

State-specific contact and withholding information can be found on the Federal Employer Services website located at www.acf.hhs.gov/programs/css/resource/state-income-withholding-contacts-and-program-information.

Priority: Withholding for support has priority over any other legal process under State law against the same income (42 USC §666(b)(7)). If a federal tax levy is in effect, please notify the sender.

Combining Payments: When remitting payments to an SDU or tribal CSE agency, you may combine withheld amounts from more than one employee/obligor's income in a single payment. You must, however, separately identify each employee/obligor's portion of the payment.

Payments To SDU: You must send child support payments payable by income withholding to the appropriate SDU or to a tribal CSE agency. If this IWO instructs you to send a payment to an entity other than an SDU (e.g., payable to the custodial party, court, or attorney), you must check the box above and return this notice to the sender. Exception: If this IWO was sent by a court, attorney, or private individual/entity and the initial order was entered before January 1, 1994 or the order was issued by a tribal CSE agency, you must follow the "Remit payment to" instructions on this form.

Reporting the Pay Date: You must report the pay date when sending the payment. The pay date is the date on which the amount was withheld from the employee/obligor's wages. You must comply with the law of the state (or tribal law if applicable) of the employee/obligor's principal place of employment regarding time periods within which you must implement the withholding and forward the support payments.

Multiple IWOs: If there is more than one IWO against this employee/obligor and you are unable to fully honor all IWOs due to federal, state, or tribal withholding limits, you must honor all IWOs to the greatest extent possible, giving priority to current support before payment of any past-due support. Follow the state or tribal law/procedure of the employee/obligor's principal place of employment to determine the appropriate allocation method.

Employer's Name: _____ Employer FEIN: _____
Employee/Obligor's Name: _____ SSN: _____
CSE Agency Case Identifier: _____ Order Identifier: _____

Lump Sum Payments: You may be required to notify a state or tribal CSE agency of upcoming lump sum payments to this employee/obligor such as bonuses, commissions, or severance pay. Contact the sender to determine if you are required to report and/or withhold lump sum payments.

Liability: If you have any doubts about the validity of this IWO, contact the sender. If you fail to withhold income from the employee/obligor's income as the IWO directs, you are liable for both the accumulated amount you should have withheld and any penalties set by state or tribal law/procedure.

Anti-discrimination: You are subject to a fine determined under state or tribal law for discharging an employee/obligor from employment, refusing to employ, or taking disciplinary action against an employee/obligor because of this IWO.

Withholding Limits: You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (CCPA) (15 USC §1673(b)); or 2) the amounts allowed by the state of the employee/obligor's principal place of employment or tribal law if a tribal order (see *Remittance Information*). Disposable income is the net income after mandatory deductions such as: state, federal, local taxes; Social Security taxes; statutory pension contributions; and Medicare taxes. The federal limit is 50% of the disposable income if the obligor is supporting another family and 60% of the disposable income if the obligor is not supporting another family. However, those limits increase 5% --to 55% and 65% --if the arrears are greater than 12 weeks. If permitted by the state or tribe, you may deduct a fee for administrative costs. The combined support amount and fee may not exceed the limit indicated in this section.

For tribal orders, you may not withhold more than the amounts allowed under the law of the issuing tribe. For tribal employers/income withholders who receive a state IWO, you may not withhold more than the limit set by tribal law.

Depending upon applicable state or tribal law, you may need to consider amounts paid for health care premiums in determining disposable income and applying appropriate withholding limits.

Arrears greater than 12 weeks? If the *Order Information* does not indicate that the arrears are greater than 12 weeks, then the employer should calculate the CCPA limit using the lower percentage.

Supplemental Information:

IMPORTANT: The person completing this form is advised that the information may be shared with the employee/obligor.

Employer's Name: _____ Employer FEIN: _____

Employee/Obligor's Name: _____ SSN: _____

CSE Agency Case Identifier: _____ Order Identifier: _____

NOTIFICATION OF EMPLOYMENT TERMINATION OR INCOME STATUS: If this employee/obligor never worked for you or you are no longer withholding income for this employee/obligor, you must promptly notify the CSE agency and/or the sender by returning this form to the address listed in the contact information below:

This person has never worked for this employer nor received periodic income.

This person no longer works for this employer nor receives periodic income.

Please provide the following information for the employee/obligor:

Termination date: _____ Last known phone number: _____

Last known address: _____

Final payment date to SDU/tribal payee: _____ Final payment amount: _____

New employer's name: _____

New employer's address: _____

CONTACT INFORMATION:

To Employer/Income Withholder: If you have questions, contact _____ (issuer name)

by phone: _____, by fax: _____, by e-mail or website: _____.

Send termination/income status notice and other correspondence to: _____ (issuer address).

To Employee/Obligor: If the employee/obligor has questions, contact _____ (issuer name)

by phone: _____, by fax: _____, by e-mail or website: _____.

The Paperwork Reduction Act of 1995

This information collection and associated responses are conducted in accordance with 45 CFR 303.100 of the Child Support Enforcement Program. This form is designed to provide uniformity and standardization. Public reporting burden for this collection of information is estimated to average 5 minutes per response for Non-IV-D CPs; 2 minutes per response for employers; 3 seconds for e-IWO employers, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.



Missouri Department of Revenue
**Request for Photocopy of Missouri Income Tax
 Return or Property Tax Credit Claim**

The confidentiality provisions of the Missouri income tax law protect you by prohibiting other persons from obtaining information contained on your tax return or property tax credit claim(s). In compliance with these provisions, please complete this form to obtain a copy of your tax return(s).

Taxpayer	Name		Social Security Number			
	Name of Spouse		Social Security Number			
	Address on Return As Filed		City	State	Zip Code	
	Present Address (If Different)		City	State	Zip Code	
	Tax Year Requested					

Signature	Your Signature	Date (MM/DD/YYYY)
	Spouse's Signature (required if a joint tax return)	Date (MM/DD/YYYY)

Department Use Only	Request Processed By	Date (MM/DD/YYYY)
	Release Approved By	Date (MM/DD/YYYY)

Department Use Only	Comments
---------------------	----------

Form 1937 (Revised 08-2013)

Mail to: Missouri Department of Revenue
 Taxation Division
 P.O. Box 3022
 Jefferson City, MO 65105-3022

Phone: (573) 751-5337
TTY: (800) 735-2966
Fax: (573) 526-1881

Visit <http://dor.mo.gov/fact/personal/indiv.php>
 for additional information.



Request for Copy of Tax Return

(July 2017)

Department of the Treasury
Internal Revenue Service

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506, visit www.irs.gov/form4506.

OMB No. 1545-0429

Tip. You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a **Tax Return Transcript** for many returns free of charge. The transcript provides most of the line entries from the original tax return and usually contains the information that a third party (such as a mortgage company) requires. See **Form 4506-T, Request for Transcript of Tax Return**, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Caution: If the tax return is being mailed to a third party, ensure that you have filled in lines 6 and 7 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax return to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your return information, you can specify this limitation in your written agreement with the third party.

6 **Tax return requested.** Form 1040, 1120, 941, etc. and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506. ▶ _____

Note: If the copies must be certified for court or administrative proceedings, check here

7 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than eight years or periods, you must attach another Form 4506.

8 Fee. There is a \$50 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN, ITIN, or EIN and "Form 4506 request" on your check or money order.	
a Cost for each return	\$ 50.00
b Number of returns requested on line 7	
c Total cost. Multiply line 8a by line 8b	\$
9 If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here	<input type="checkbox"/>

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Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506. See instructions.

Sign Here		Date	
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature		

Phone number of taxpayer on line 1a or 2a