

Bulk Filer Guidelines

New petitions filed shall contain the following:

- The **assigned division and day** (e.g. 31 W)
- The **prayer amount** should be in the petition.
- The **primary nature of action** should be listed on the face of the petition or as count 1.
- The **service address information** under the defendant's name on the petition.
- An **original** of the petition to be served.

Submit payment via the e-Filing System in the amount of \$86.00; payable to St. Louis County Circuit Clerk for both fees: clerk's fee (\$50.00) and St. Louis County Sheriff (\$36.00). If Landlord/Tenant, add to the clerk fee, \$56.00 for posting and service at same address; \$62.00 for service and posting at different address; and \$36.00 for posting only.

All pleadings shall contain the following:

- The case number
- Division and day (example: 31 W)
- Attorney's bar number, address, fax, and email (Rule 55.03)
- Shall be e-Filed
- Continuance memos shall contain a certificate of service indicating a copy was either hand-delivered or sent to the other party.
- In landlord/tenant cases, in suits based upon a lease, the written lease shall be filed with the petition and served upon the defendant.

Alias/pluries summons requests:

- **Do not request an alias/pluries summons** if the previous summons is still pending; the attorney will need to continue the matter to the next continuance date. If the summons is lost or destroyed, the attorney shall file a memo indicating the same and requesting a new summons.

Courtroom/Process Guidelines:

- Only use the continuance date that is on the board in the courtroom. See the **judge** for different dates. Submit continuance memos prior to the docket date.
- To the extent that memos/announcements cannot be timely electronically filed in advance, all memos/announcements shall have **docket line numbers** and should be presented in **line number order** to the docket clerk.
- Obtain motion and trial (less than 2 hrs.) dates from the docket clerk get long trials (2 or more hours) dates from the division clerk or the judge.
- A trial by jury shall be deemed waived unless **written demand on a separate memo** be e-Filed not later than five (5) working days before the return date of the summons or the trial date, whichever is later. See Local Rule 36.4.
- **Testimony** or an **affidavit** of the **plaintiff** is required prior to the granting of a **default judgment**. This does not apply to a petition which is filed by sworn statement, verified petition or affidavit, such as a landlord/tenant cases; however, in cases where **damages requested exceed those pled in the original petition, additional testimony or affidavit will be required** (Rule 74.05).

Each judge reserves the right to use his or her discretion in implementation of the following guidelines.

- Attorneys will not be allowed to call in their docket announcements. E-Filed memos/announcements for all bulk filers should be submitted to the Docket Clerk no later than 3 working **days before the court date**.
- All service returns shall be filed with the Docket Clerk 3 **working days** before court date. Except in landlord/tenant cases, the service return may be e-Filed 24 hours prior to first court appearance, but in all cases, the service return must be e-Filed.
- If no written/e-Filed memos have been filed referring the next court date, the case shall be placed on the dismissal docket.

Garnishments/Executions:

- Garnishments/Executions shall be e-Filed.
- See Local Rule 82.2.