

RULE 3 PLEADINGS

3.1 CAPTION (PETITION)

The following caption is required in the Circuit Court of St. Louis County, Missouri

(Name)_____)
 Plaintiff)
 (Petitioner)) Cause No. _____)
))
vs.))
))
(Name)* _____) Division No. _____)
(Serve at)****)
(Address)** _____)
(City) _____,)
 Defendant)
 (Respondent))

TYPE OF PLEADING

NATURE OF ACTION

***Signed (Attorney of Record, or Party)
(Attorney Enrollment Number)
(Address)
(Telephone Number)
(E-mail Address)

* If a corporate defendant, also list officer or registered agent in charge with address and telephone number on the petition. If a foreign corporation, also give address of local office and name of officer in charge on the petition.

** If defendant has a rural route, give directions or a P.O. Box number on the petition.

*** at end of pleading.

**** If no personal service is required this may be deleted. However, address must remain if mail service.

3.2 STYLE

(1) All Pleadings and motions intended for filing in any case shall be typewritten with each line, double-spaced. The document shall be sized 8 ½" x 11", or such other size as may be prescribed by Supreme Court Rule, with a top and left-hand margin of at least one inch. The font size shall not be less than size 12 and the orientation shall be portrait on any document created by an attorney. All pleadings, motions, and entries of appearance by attorneys shall be signed by the party or his attorney offering the same for filing electronically and shall bear the address, telephone number, e-mail address, and bar identification number of the trial attorney in the case, or if the party appears pro se, the address and telephone number of the party.

(2) Said pleadings and motions shall be captioned with the style and number of the case, the character of the pleadings and motions, and if a petition, the nature of the suit, and if consisting of more than one page, shall be numbered at the bottom of each page. Paragraphs of pleadings shall be numbered consecutively. Each count of a petition or any amended petition shall be numbered and titled with the name of the cause of action asserted therein. An attorney offering a document for filing may sign it on behalf of a law firm or attorney when duly authorized to do so; but he must also subscribe his own signature electronically. The attorney whose signature is affixed to the pleading or paper shall be deemed to be the trial attorney in the case. Where service of summons or other pleadings is requested, a request for service shall be included in the caption of the pleading filed along with a complete address for each party to be served. The name of an attorney shall be typed under the attorney's signature upon all documents and Court memoranda filed. The statement as to service of pleadings on opposing counsel shall designate by name the opposing counsel on whom such pleadings were served.

3.3 FILING OF DOCUMENT IN COURTROOM AND AMENDMENT IN COURT

Any document filed in the courtroom shall be submitted to the division clerk for filing during trial or hearing. The document shall be scanned into the electronic system by the clerk after signature of the Judge if required. Whenever leave is granted to amend a pleading, the party or attorney shall submit the amendment for filing. A party may file such document electronically. The amendment shall be deemed abandoned unless the document amending the pleading is actually filed.

3.4 FILING BY FACSIMILE TRANSMISSION

(1) Whenever only one copy of a motion, pleading or other document is required to be filed, and that document, including the memorandum of the minute entry as required by Local Rule 3.2(2), is ten (10) pages or fewer in length, and no filing fee or cost deposit is required for the filing, the document may be filed with the Court by facsimile transmission pursuant to Rule 43.

(2) A document received by facsimile transmission will be deemed filed as of the date and time recorded by the facsimile. The party transmitting the document is responsible for the completeness of the transmission.

(3) Waiver of these rules may only be granted by the Presiding Judge.

3.5 PLEADINGS SHALL BE STAPLED AND CONTAIN PUNCHED HOLES

When pleadings are in excess of 20 pages in length they shall be stapled, fastened or banded and contain 2 pre-punched holes in the top center of the document using a standard 2 hole punch set for 8 ½ inch paper. The Office of the Circuit Clerk shall not accept any pleadings that does not comply with this Rule.