

**IN THE CIRCUIT COURT OF THE COUNTY OF ST. LOUIS  
STATE OF MISSOURI**

**DIVISION 12 STANDING ORDER**

**SUMMARY JUDGMENT COURTESY COPIES**

In addition to the requirements of the Missouri Rules of Civil Procedure and the requirements of the Local Rules of the 21<sup>st</sup> Judicial Circuit, counsel for any party setting for hearing a motion for summary judgment shall, at least one week prior to the hearing date, deliver courtesy copies of the following to the Division 12 chambers:

1. The operative pleadings (motion, statement of uncontroverted material facts, memorandum in support, response, memorandum in opposition, response to statement of facts, statement of additional facts, if any, reply, response to additional facts, if any, movant's statement of additional facts, if any, and sur-reply, if any);
2. Exhibits critical to the argument;
3. Copies of the primary authorities relied on by the parties (no more than 3 cases per party); and
4. The movant's proposed judgment required by Local Rule 33.6.

The courtesy copies shall be in a binder or otherwise securely bound, shall separately tab each document, and shall contain an index identifying what document is contained under each tab.

In cases involving cross-motions for summary judgment, it shall be the responsibility of counsel for the party first filing a motion for summary judgment to prepare and deliver the binder.

**SO ORDERED:**

  
Judge Division 12