

Associate Civil and Bulk Filer Guidelines
(virtual/in person)

New petitions filed shall contain the following:

- Prayer amount
- Primary nature of action on the face of the petition or as Count 1
- Service address information under the defendant's name
- Pursuant to S. Ct. R. 55.22, suits based upon a lease or written contract, the written lease or written contract shall be filed with the petition and served upon the defendant or subject to dismissal.
- Bulk Filers ONLY: Assigned division and day (e.g. 37W)

FEES:

- Submit payment via the e-Filing System payable to St. Louis County Circuit Clerk for both fees: clerk's fee (\$53.50) and St. Louis County Sheriff (\$36.00/defendant).
- Landlord/Tenant: Per defendant service costs: additional \$56.00 for posting and service at same address; \$62.00 for service and posting at different address; or \$36.00 for posting only applies.

All pleadings shall be e-filed and contain the following:

- The case number
- Attorney's bar number, address, fax, and email (Rule 55.03)
- Continuance memos shall contain a certificate of service indicating a copy was served upon the other party in accordance with S. Ct. R. 43.01 (manner of service, name and address of party served).
- All setting memos and Notices of Hearing shall state whether the hearing is **in person or by Webex** and must contain the necessary information for access to the hearing (call in number and meeting id).
 - Landlord tenant matters: Itemization pursuant to S. Ct. R. 74.80 is required.
- Bulk Filers ONLY: Current assigned division/day-if the current division/day is omitted, processing will be delayed

Alias/pluries summons requests:

- **No requests for alias/pluries summons** if previous summons is still pending. If the summons is lost/destroyed, the attorney shall file a memo indicating same and requesting new summons.
- Two "not attempted" summons will result in a dismissal for failure to prosecute.
- Please do not e-file a memo continuing a case and an alias/pluries summons request. If there is no service then an alias request must be filed within 24 business hours of the docket.
- No more than one alias summons will be permitted for the same address. Service must be obtained within 180 days per S. Ct. Operating R. 17.

Courtroom/Process Guidelines:

- Only use the continuance date that is provided by the clerk or court. Different continuance dates must be approved by the docket clerk and judge.
- Submit memos or alias/pluries requests **at least three (3) business days prior to the docket date**.
- If memos are not e-filed at least three (3) business days prior to the docket, an appearance is required.
- All memos/judgments from a docket shall have **docket line numbers**. Anything presented to the docket clerk in person must also be in **line number order**.
- All memos/judgments must be e-filed within 24 business hours after the docket or be placed on the dismissal docket.
- Corrections to any denied judgments/memos must be submitted within 24 business hours of the notice of denial.
- Contact the division clerk before or after the docket to set all motions.

- Trials:
 - Obtain trial 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.
 - Counsel shall advise the division clerk of the status of your trial within 24 business hours prior to setting.
 - Follow division guidelines/orders for timely submission of evidence for trials held by Webex.

Default Judgments:

- **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).
 - Plaintiff's affidavit **must** be attached to the default judgment (not separate document) when e-filed (even if previously filed with the Petition) and must be e-filed within 24 business hours after the docket.

PLEASE NOTE:

- Docket announcements cannot be called in. Late announcements shall be provided to the docket clerk prior to the beginning of the docket.
- Attorneys are responsible for advising any defense attorneys of record of any preannouncements.
- Attorneys covering for another attorney on the docket must enter their appearance.
- Service return must be e-filed in all cases **at least three (3) business days prior to the docket date**.
 - However, landlord/tenant service returns only may be e-filed 24 hours prior to the docket date.

Dismissal Docket:

- If no written memo with a valid court date or judgment is e-filed within 24 business hours after a docket, the case shall be placed on the dismissal docket. Check with your division whether an appearance on the dismissal docket is required. All requests for removal from a dismissal docket shall contain **a new court date**.

Garnishments/Executions:

- Garnishments/Executions shall be e-Filed (\$36 fee).
- See Local Rule 82.2.

*Each judge will implement these guidelines as set forth above (subject to their discretion based on a showing of good cause).

Bulk Filer Acknowledgement

Each bulk filer acknowledges that the bulk filer designation is a privilege and that failure to abide by the guidelines may result in loss of bulk filer status (see Bulk Filer Requirements). Each bulk filer agrees that they and/or their firm and staff will abide by the guidelines set forth above and will conduct all business with the court staff in a respectful and professional manner. Each bulk filer understands that these guidelines may be amended from time to time and that all bulk filers are obligated to abide by any such amendments. The current bulk filer guidelines will be available on the court's website or from the docketing clerks.

Thank you for your cooperation. If you have any questions or concerns please contact Trenna Caldwell (314) 615-4756.