

# CIRCUIT COURT OF JACKSON COUNTY, MISSOURI



## COURT ADMINISTRATOR'S OFFICE LANDLORD COMPLAINT BOOKLET

LANDLORD COMPLAINT COURT FILINGS

Western Jackson County  
(Kansas City, Grandview)

(All cases where the property is located in Kansas City  
or Grandview should be filed in Western Jackson County,  
at the Kansas City (downtown) Courthouse.)

Jackson County Courthouse  
3rd Floor – Civil Records  
415 E. 12th Street – RM 305  
Kansas City, MO 64106  
(816) 881-1221

Eastern Jackson County

(Blue Springs, Independence, Lee's Summit, Raytown, etc.)  
(All cases where the property is located in Blue Springs, Independence,  
Lee's Summit, or Raytown should be filed in Eastern Jackson County,  
At the Independence Courthouse.)

Jackson County Courthouse Annex  
308 West Kansas Avenue  
1st Floor – Civil Records  
Independence, MO 64050  
(816) 881-4527

**NOTICE TO THOSE WISHING TO FILE A  
LANDLORD COMPLAINT**

This booklet and forms are being furnished to provide information for the filing of  
your landlord complaint. The clerks of these offices cannot help you prepare forms and/or  
pleadings necessary for the presentation of your petition to the Court.

If an attorney, party or witness to any of the proceedings will require an  
accommodation for a disability as defined by the Americans with Disabilities Act, please  
contact the ADA Coordinator at 881-3652.

**MONDAYS – FRIDAYS  
8:00 A.M. TO 5:00 P.M.**

**I. Landlord Complaint**

**NOTICE:** The clerks in the office cannot provide legal assistance or advise on how to proceed with your action or how to complete any of the forms. When you file an action without an attorney, you are filing “pro se” and the Court assumes that you know the procedures and rules to proceed with your lawsuit. If you require assistance regarding forms or have any questions regarding the prosecution of your lawsuit, please contact an attorney.

Supply all information requested on the Landlord Complaint and have your signature notarized. There are **no** Notaries available in the Department of Civil Records. If you request service by private process, be sure that you indicate whether our office is to mail the summons packet or the packet will be picked up in our office. **IT IS YOUR RESPONSIBILITY TO COMPLETE THE FORM AND TO DETERMINE WHETHER THIS LANDLORD COMPLAINT IS APPROPRIATE FOR THE TYPE OF ACTION YOU ARE FILING.** The lawsuit should be brought in the name of the OWNER of the property, and not in the name of the managing agent or caretaker of the property. NOTE: Statutes prohibit corporations from filing Pro Se actions and must be represented by an attorney.

**II. Fee Information**

**Fees vary dependent upon the type of service you request. The type of service available are:**

- 1. Personal Service by Civil Process – Served by personnel of the Court**
- 2. Personal Service by Private Process Server.**
- 3. Posting Service which can be effected by Civil Process Servers or Private Process Servers.**

<b># of Defts</b>	<b>Civil Process</b> Filing Deposit \$62.50 plus \$36.00 per defendant	<b>Private Process/Out of County</b> Filing Deposit – Contact Private Process or Out of County service fees
1	\$98.50	\$62.50
2	\$134.50	\$62.50
3	\$170.50	\$62.50

If you are requesting service by posting, a motion and order to post will need to be completed and filed. These forms are available on the court's web page 16thcircuit.org. Service is issued to the defendant(s) by regular service, placing the summons on the door, and regular mail. If the summons is posted on the door of the residence only and the defendant does **not** appear for court, you may only obtain a judgment for possession. Landlords **cannot** receive a money judgment unless personal service is obtained on the defendant or through an appropriate member of the family.

If you request service by private process you will need to return to pick up the summons or provide a stamped, self-addressed envelope and the summons will be returned via the mail.

If you select service by private process, it will be your responsibility to ensure that the summons is properly served. Please note that you will need to return the summons stamped "ORIGINAL" to the court after you have completed and notarized the service information on the summons. Local Rule No. 63.1 provides that the return must be filed with the Court at least three (3) days prior to the court date. NOTE: If your first attempt at service is not successful, it will be necessary for you to request an "alias" summons, provide additional service information and pay an additional fee.

### **III. Filing the Landlord Complaint**

Your complaint will be filed with the Cashier in Kansas City or Independence. Our procedures provide that you leave the petition with us, and a filed stamped copy of the petition, along with a receipt, will be available within 5 to 7 working days from the day you leave the petition with our office. The receipt contains information regarding the court date, time and the division to which the case has been assigned. To expedite the return of this information, you should provide a stamped, self-addressed envelope.

PLEASE NOTE: WE DO NOT ACCEPT PERSONAL CHECKS. Only company checks, cash, cashier's checks, money orders, debit or credit cards will be accepted. Fees apply for debit or credit cards.

**If you pay by CASH do not leave without getting a receipt.**

### **IV. The Court Hearing**

BEFORE COURT: Mark your court date on a calendar which you look at often. IF YOU MISS YOUR COURT DATE, YOUR CASE MAY BE DISMISSED.

DURING COURT:

SHOW UP ON TIME,

Please observe proper dress and decorum in the courtroom. In keeping with the dignity and serious nature of court proceedings, proper attire is required in the courtrooms. No participant in a case may appear in t-shirts, tank-tops, tube-tops, cut-offs, shorts, or other inappropriate clothing. Attorneys are responsible for ensuring that clients and witnesses comply with this dress code.

It is also requested that all pagers/cell phones be turned off or not brought into the Court.

Be courteous to both the judge and the defendant(s).

Have all your evidence (pictures, papers, estimates, witnesses, etc.) available for the judge. Be ready to inform the Court of the **total amount** of the judgment requested.

**ONCE THE JUDGE ANNOUNCES A DECISION, BY LAW/RULE, THE JUDGE CANNOT HELP YOU ANY FURTHER.**

**V. Post Judgment**

If you wish to execute on this judgment, you will need to complete Form No. 1695B, to request an Execution/Restitution and/or garnishment. The fee for this is \$10.00 Garnishment Clerk Fee plus service fee for the County the Garnishee is in (Jackson County \$36.00).

\$36.00. Private Process Server cannot serve papers for garnishment proceedings.

A Notice of Possession is mailed to each defendant against which a default judgment has been awarded.

There is a ten (10) day wait before the Execution & Restitution is signed and issued to Civil Process.