

IN THE 16TH JUDICIAL CIRCUIT COURT, JACKSON COUNTY, MISSOURI

Request to Establish Debit Account

Account Owner:	Minimum Account Balance:
An Email notification will be sent when the debit account falls below the minimum account balance.	Email address for debit account notifications:

Authorized Users For Debit Account

Name	Missouri Bar Number
User #1	
User #2	
User #3	
User #4	
User #5	
User #6	
User #7	
User #8	
User #9	
User # 10	

(If necessary, attach additional sheets)

Prepared by:

Date:

Phone Number:

Email Address:

Firm Name:

Return this completed form with a check made payable to The Department of Civil Records to:

**Department of Civil Records
Christina Tann, Asst. Director
Lea Ann Seiber, Asst. Director
415 E 12th Street
Kansas City, MO 64106**

We will notify you by Email of your Debit Account ID. The debit account MUST have funds prior to using the account. For future payments, please indicate account ID in memo line when submitting a check

Any questions, please contact Christina Tann/ or Lea Ann Seiber at 816-881-3929/ or 3927.