

CRIMINAL CASES

GENERAL REQUIREMENTS FOR ALL CASES

- The Court strictly adheres to Missouri Supreme Court Rule 2-2.9 regarding Ex Parte Communication. Please include opposing counsel or unrepresented parties in emails to the Court.
- When another attorney has filed an Entry of Appearance or Designation of Lead Attorney, attorneys may withdraw without leave of Court by filing a pleading titled ‘Memorandum of Withdrawal’. Please refer to Local Rule 21.4.1.
- Missouri Supreme Court Rule 43.01(c) and Local Rule 3.1(2) require attorneys to put their email address and fax number in the signature block of all pleadings.
- All motions shall be prepared in compliance with Local and Supreme Court Rules. Local Rule 33.5.6 requires that “**all** motions except those in which a hearing is requested shall be accompanied by a proposed order.”
- The case number and style of the case shall be included in the subject line with the case number first.
- All transcript requests must be in writing and sent to the Division 13 Court Reporter.

CASE MANAGEMENT AND PRETRIAL CONFERENCES

- Designation of Lead Counsel or an Entry of Appearance is required prior to the case management conference.
- Failure to appear at the case management conference may result in the matter being set for trial without attorney participation. If you are covering the CMC for another attorney, the attorney appearing must have lead counsel’s trial calendar and be prepared to set the matter for trial. Attorneys designated as lead counsel must appear for all future pretrial conferences.
- Defendants out of custody are required to appear at the case management conference. Those detained at Jackson County Detention Center, however, will not be brought over from the jail for the scheduling conference. All Defendants are required to appear at the pretrial conferences.

SCHEDULING

- All criminal hearings must be requested and scheduled with the Judicial Administrative Assistant via email, including both parties. Hearings on pending motions will not be

available at the case management conference setting unless you have coordinated the hearing with the Judicial Administrative Assistant.

TRIALS

- Trial dates are specially set and no continuances will be freely granted. A motion and proposed order must be filed for all continuance requests.
- **Motions in limine** shall be filed on or before the pretrial conference, and if no pretrial conference is held, no later than 3:00 pm on the Friday before trial.
- On the morning of trial, the State shall provide the Court with hard copies of **marked jury instructions**; said instructions shall be double-spaced and in 11 point font and also emailed to the Division Law Clerk in a **Word** document.
- The parties shall provide the Judge and Court Reporter with **Witness and Exhibit Lists** in the format listed on the Division 13 web page for the 16th Judicial Circuit. (See, “**Forms**” section)
- Please contact the Division to arrange a time to **set up audio-video equipment** in the courtroom. Division 13 has a screen available, but all other equipment will need to be provided by the parties.