

## **FAMILY LAW 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 CONFERENCE GUIDELINES**

- The purpose of the case management conference is to provide an opportunity for case or issue resolution and to set a trial date for contested matters. If a case is settled at the case management conference, it can be heard immediately or be scheduled for an uncontested hearing.
- ***Prior to*** the case management conference, counsel and the parties are expected to complete all requirements regarding:
  - FOCIS/PTLA
  - Standard Discovery
- ***Prior to*** the case management conference, attorneys of record shall discuss resolution of the case. No later than seven (7) days prior to the case management conference, the

parties shall complete and file with the Court a Case Management Statement. Failure to submit the case management statement may result in the Court's imposition of appropriate sanctions.

- All attorneys of record and their clients, as well as unrepresented parties, shall appear at the case management conference and shall be prepared to discuss the merits of the case. The Court will set a date for trial and enter a case management order, which shall address the following:
  - Mediation.
  - Establish dates for naming of experts, the closure of discovery, and the filing of motions.
  - Establish a date for pretrial conference.
  - Establish a date for trial.
  - Address any other matter appropriate to the case.
  
- For further information, refer to the Family Case Management Administrative Order on the 16th Circuit website <https://www.16thcircuit.org/administrative-orders>.
- Pro Se litigants are encouraged to seek guidance of an attorney. However, pro se litigants can find resources for proceeding Pro Se at [www.selfrepresent.mo.gov](http://www.selfrepresent.mo.gov).