

## **GENERAL INFORMATION FOR THE 16<sup>TH</sup> JUDICIAL CIRCUIT, JACKSON COUNTY, MISSOURI**

### **Who can use the Missouri eFiling System?**

All Missouri attorneys in good standing must file all cases and documents via the Missouri eFiling System. All filing attorneys are required to register with the Missouri courts and maintain current name, address and e-mail information. Out-of-state attorneys admitted *pro hac vice* will need to file through associated counsel. Electronic filing for self-represented litigants is planned for a later phase. Public access to case files for all citizens still is available at the courthouse on public computer terminals.

### **What if I have additional questions about electronic filing?**

Contact the OSCA Help Desk via e-mail at [osca.help.desk@courts.mo.gov](mailto:osca.help.desk@courts.mo.gov) or toll-free by phone at (888) 541-4894. The Help Desk is available 7:30a.m.-5:00p.m. Monday through Friday, excluding state holidays.

### **Must all documents be submitted through an attorney log-in?**

Yes. All documents must be filed through an attorney log-in.

### **What e-mail addresses are allowed for notifications when filing the case?**

Attorneys must have an active e-mail address to be a registered user of the system. An attorney has the option of adding additional e-mail addresses for the receipt of all notices and pleadings through the “My Preferences” section of the system.

### **Are all notices sent electronically or do paper notices continue to be sent?**

Notices are sent electronically if the recipient is a registered user of the Missouri eFiling System. If the recipient is not a registered user of the system, paper notices are sent.

### **How is service provided with electronic filing? Is service different on initial filings?**

Electronic notifications containing filing information are sent to all registered attorneys associated with a case once a filing is submitted. Registered attorney parties will receive electronic notifications until they have withdrawn from the case. Electronic notifications include post judgment actions (e.g. appeals, execution, garnishments, motions to set aside, motion to modify, warrants).

### **Are exhibits manually uploaded as PDF's?**

Exhibits considered part of a pleading are filed with the pleading as a single document as an attachment through the Missouri eFiling System. The handling of trial exhibits is not affected by eFiling.

### **Will I be able to see all the documents I file?**

As a subscriber, you will have access to all documents in the system that are considered public as defined by the Supreme Court Operating Rules and Missouri statutes. If the security of a document or an entire case is raised because of confidentiality issues, you will not be able to see the sealed documents electronically unless you are the attorney of record.

**Can I file different pleadings in one submission?**

Yes, provided they are all on the same case and each has its own submission code.

**Can I file a Motion for Continuance through the eFiling system?**

Yes, per Administrative Order No. 2013-109, for criminal cases, and Local Rules, you can submit your motion electronically, but must also send a copy to the division by division e-mail, fax or hand-delivery.

**How are notifications handled?**

Notifications regarding filings are sent every three hours for each case with recent activity. The notification is sent by e-mail from [mocourts.efiling@courts.mo.gov](mailto:mocourts.efiling@courts.mo.gov) and contains case details and a link to open information about the activity that occurred. The e-mail "subject" line contains case number information (if available), court location, case style and attorney reference number. The e-mail notification is sent to the e-mail address of the registered user and any additional e-mail accounts the registered user set up to receive notifications.

**How may I submit documents under seal?**

You must provide a Note to Clerk that the security level on the document being submitted should be raised, and we will raise the security level when it is accepted for filing, if appropriate.

**If we submit a proposed order in PDF format, will the Judge be able to change it?**

No, if the Judge does not use the proposed order "as is," he or she will have to create their own or ask you to send it to them by email in WORD format. This is an individual division decision.

**Will we still get an impressed seal on Authenticated Transcripts, Certified Copies, and Other Documents?**

No. If required in another jurisdiction, please make a request in writing through the eFiling system.

**Why would a submission be rejected?**

When a document, pleading or case is submitted through the eFiling system, the most common reasons for rejecting it is:

- No signature on document. If the filer uses the /s/, the filing must also contain the filer's typed name. Ex: /s/ John Doe
- Filed in wrong county.
- Wrong case number or style.
- Incorrect style of case.
- Image is unreadable or not interpretable.
- Wrong case type.
- Per filer request.

**Why am I no longer able to see the Court seal or other Court “stamps” on electronic documents received from the Court?**

In order to view and/or print documents containing electronic stamps/seals, you must select certain Print settings for Adobe Acrobat or Reader. To do so:

1. Click the Printer icon in Acrobat or Reader to display the Print window;
2. Verify the Comments and Forms area displays Document and Markups; and
3. Verify the Page Scaling area displays Fit or Fit to Printable Area.

**MAKING PAYMENTS IN THE MISSOURI E-FILING SYSTEM**

**Does a third-party agent handle credit card transactions?**

The electronic filing system uses a third-party vendor for credit card transactions through a state contract. Receipts are issued by e-mail notification immediately upon submission. A convenience fee is charged on each transaction. The convenience fee varies by credit card type and will be displayed upon entering the credit card information.

**What is an electronic check? Will I be charged a fee for using one?**

An electronic check (eCheck) is an electronic version of a paper check. Anyone with a checking account can pay by eCheck by providing the bank routing number, bank account number and the name on the account. A fee of \$0.60 will be charged on each eCheck transaction.