

**IN THE 16<sup>TH</sup> JUDICIAL CIRCUIT COURT, JACKSON COUNTY, MISSOURI**

**Request to Establish Debit Account**

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

**Authorized Users For Debit Account**

<b>Name</b>	<b>Missouri Bar Number</b>
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 12<sup>th</sup> 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 816-881-3920  
or [CivilRecords@courts.mo.gov](mailto:CivilRecords@courts.mo.gov)**