

ACCEPTANCE/ HOLD / RETURN PROCESS

3/12/2013

ACCEPTANCE

All Filings submitted will be Accepted with the exceptions listed below for Holds and Returns.

Process

If the eFiling Submission is missing information, documents or fees, it will be processed to the point the missing information will allow.

In all submissions with missing information or fees submissions the Judge will be assigned, the Hearing will not.

Missing or incomplete Service information:

The Summons / Service packet documents / docket codes will not be created.

In the Note to Filer box in the CWACTION form enter what additional information, documents and / or Fees the Filing Attorney is required to submit and with a notification the Case / Filing will be dismissed after 30 days.

The following is the list of eFiling submissions with missing or incomplete information that will be Accepted and processed.

Any eFiling submission that is not on this list will be Returned to the Filer.

- **No fee or insufficient fee**
- **No service info or incomplete address**
- **Wrong PPS number on Motion and or Order**
- **Missing documents**
 - **Special Process Server papers**
 - **No affidavit for publication or certified mail**
 - **Orders for publication, next of friend, etc**
- **Incorrect or Incomplete pleadings/requests**
 - **No registered agent provided**
 - **No social security number on child support paperwork**
- **SR22 / proof of insurance for some Drivers cases**

HOLDS

At this time no Filing submissions will be placed on "Hold"

They will be either Returned to the Filer or processed to the point that information provided will allow.

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RETURNS

The Clerk will provide the Reason Code for the return and the information required in the Notes field.

To Return to Filer:

In the Nav Pane click on Return to Filer

Select Reason Code for the Return

In the **Status notes box**, enter why the Filing is being returned, for information / Fees that is missing and required to complete the submission.

The submission will be returned to the Filer for the following reasons.

- **No signature on document**
- **Wrong case number or style**
- **Filed in the wrong county**
- **Document is unreadable**
- **Missing/Incomplete/Incorrect Parties**
- **Multiple Filings under one Submission code**
- **Garnishment Form is incomplete or Incorrect**
- **Garnishment currently running**
- **Use Garnishment Form is incomplete or Incorrect for:**
 - **Garnishee not in Missouri**
 - **No Judgment for garnishment request**
 - **PO Box for garnishee and they are not a federal agency**
 - **Pending Garnishment has the same name as the Submission**
 - **Missing or Insufficient Fees**