

## Service Instructions

Under the Missouri e-filing system now utilized by the 16<sup>th</sup> Judicial Circuit Court, once a case has been accepted for filing, a clerk prepares the necessary documents for service. The Summons or Notice Upon Order for Service by Publication is sent to the attorney by an e-mail containing a link so that the filer may print and deliver the Summons or Notice, pleadings and any other necessary documents to one of the following:

- Civil Process located in Kansas City at 1305 Locust, 2nd Floor, Kansas City, MO 64106;  
**Any service packets to be served by Civil Process shall have all required service fees paid at the time of filing the petition or other pleading requiring service.**
- The Out of County Sheriff or other appropriate process server in the county where the summons is to be served; or
- A Private Process Server with an Order allowing the designated Private Process Server to serve process in the case.
- Designated newspaper/legal publication.

Pursuant to State Statutes, Supreme Court Rules and Local Court Rules, attorneys are required to print, attach and serve specific documents with certain types of petitions and other filings. Below are the documents that must be served in particular types of service packets. The documents have been listed in the order in which they should be assembled for service.

The documents fall in one of the following two categories, each listed below, as follows:

- Digital documents that will be provided to you in a case-specific link from the court.
- *Italics* - Documents created by you or otherwise in your possession and/or available on Case.net.

### ADOPTION

2 Summonses - one for return of service & one stapled to the service packet - for each Defendant/Respondent to be served  
*Petition*  
*Motion and Order for Private Process Server* (if applicable)

### PATERNITY

2 Summonses - one for return of service & one stapled to the service packet - for each Defendant/Respondent to be served  
*Petition and Attached Filings*  
*Motion and Order for Private Process Server* (if applicable)

November 14, 2014

## PUBLICATION

Should you seek personal service on an individual by publication, you will need to submit to the Court:

- A Motion, Affidavit in support thereof, a proposed Notice and a proposed Order pursuant to Rule 54.12c.

The attorney requesting publication must contact the newspaper to obtain the first date of publication to be included on the Notice and must complete the Notice reflecting that date. In addition, the attorney requesting publication must deliver the Notice and payment to the legal publication so that actual publication may occur.

### Notice Upon Order of Service by Publication

- When the Court permits you to proceed in forma pauperis or as a legal aid organization or law school clinic filing a Certification of Inability to Pay Costs, Fees and Expenses, have the designated newspaper/legal publication send an invoice to:

Jackson County Family Court  
Attention: Annette Heggie  
625 E. 26th Street  
Kansas City, MO 64108