



16<sup>th</sup> Circuit Court  
Jackson County, Missouri

**NOTICE**

3-27-20

**The Records Offices Are Providing Additional Ways For  
People Without Attorneys To File Documents**

During this time of social distancing, the Records Offices are providing additional ways for people without attorneys, known as pro se litigants, to file court papers so that they do not have to make a trip to the courthouses. The courthouses are still open, and help is available, but we would like to offer these additional services. These options are preferred in order to keep litigants and Court employees healthy at this time. In addition, Court employees are available at the phone numbers below if you have questions. These additional procedures are not for attorneys who must continue to file their documents through the OSCA e-filing system.

**Note: Petitioners wishing to request an adult or child order of protection after business hours may contact a local law enforcement agency, a hospital, or one of the following shelters:**

- Rose Brooks Center in Kansas City, Missouri at 816-861-6100
- Newhouse in Kansas City, Missouri at 816-471-5800
- Hope House in Independence, Missouri at 816-461-4673 (HOPE)
- Synergy/Safe Haven in North Kansas City, Missouri at 816-321-7050

**Self-represented litigants may submit filings in any of the following ways:**

- Via fax at one of the following numbers, which are checked between 8:00 am and 5:00 pm on business days:
  - Civil Records Kansas City 816-881-3635
  - Civil Records Independence 816-881-4410
  - Protection Orders Kansas City 816-881-3984
  - Protection Orders Independence 816-881-4574
  - Criminal Records Kansas City 816-881-3420
  - Criminal Records Independence 816-881-4691
  - Probate Department - Kansas City 816-881-3228
  - Probate Department - Independence 816-881-1609
- Via email at the following email addresses:
  - For Civil Filings: [civilrecords@courts.mo.gov](mailto:civilrecords@courts.mo.gov)
  - For Criminal Filings: [criminalrecords@courts.mo.gov](mailto:criminalrecords@courts.mo.gov)
  - For Probate Filings: [probate@courts.mo.gov](mailto:probate@courts.mo.gov)

Note: Please note that filings must be no larger than 7 MB and must be submitted in PDF format. These email boxes are checked between 8:00 am and 5:00 pm on business days. **If you are experiencing an emergency, please dial 911.**

- Via mail or hand-delivery to the appropriate address:

Department of Civil Records-KC  
415 E. 12<sup>th</sup> St., 3<sup>rd</sup> Floor  
Kansas City, MO 64106

Department of Civil Records-Independence  
308 W. Kansas, 1<sup>st</sup> Floor  
Independence, MO 64050

Department of Criminal Records-KC  
1315 Locust, 1<sup>st</sup> Floor  
Kansas City, MO 64106

Department of Criminal Records-IN  
308 W. Kansas, 1<sup>st</sup> Floor  
Independence, MO 64050

Probate Department-KC  
415 E. 12<sup>th</sup> St., 9<sup>th</sup> Floor  
Kansas City, MO 64106

Probate Department-Independence  
308 W. Kansas, Suite 304  
Independence, MO 64050

- Via delivery to the appropriate drop box (between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday):

- In Kansas City:

Drop Box for Civil and Probate Filings:

- Jackson County Courthouse, 415 E. 12<sup>th</sup> Street, Ground Floor, Kansas City, MO 64106. (Inside doors to the west entrance facing Oak St.)

Drop Box for Criminal and Civil Process Filings:

- Albert Riederer Community Justice Building, 1315 Locust, Ground Floor, Kansas City, MO 64106. (Inside front glass doors)

- In Independence:

Drop Box for Criminal, Civil, and Probate Filings:

- Eastern Jackson County Courthouse, 308 West Kansas, 1<sup>st</sup> Floor, Independence, MO 64050. (Inside front glass doors)

Note: Do not place cash, time-sensitive filings, or confidential documents in the drop boxes. Drop boxes will be checked daily at 10:00 a.m., 2:00 p.m., and 5:00 p.m.

For additional information and frequently asked questions, please visit the Court's website at [www.16thcircuit.org](http://www.16thcircuit.org).

You may also contact the Court's records departments at the following phone numbers:

Civil Records Kansas City	816-881-3920
Civil Records Independence	816-881-4524
Protection Orders Kansas City	816-881-3974
Protection Orders Independence	816-881-4555
Criminal Records Kansas City	816-881-4351
Criminal Records Independence	816-881-4500
Probate Department	816-881-3755

Please be aware that we are experiencing periodic high call volume. If you reach a voicemail box, please leave a message and we will return your call.