

SUMMONS/GARNISHMENT SERVICE PACKETS - ATTORNEY INFORMATION

Under the Missouri e-filing system now utilized by the 16th Judicial Circuit Court, once a case has been accepted for filing, a clerk prepares the necessary documents for service. The summons is sent to the attorney by an e-mail containing a link so that the filer may print and deliver the summons, 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 or in the drop box in Civil Records, 415 East 12th Street, 3rd Floor, Kansas City, MO or in Independence at 308 West Kansas, 1st Floor, Room 107, Independence, MO 64050¹;
- The Out of County Sheriff or other appropriate process server in the County where the summons is to be served; or
- A Private Process Server².

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 three categories, each listed below, as follows:

- **ALL CAPS** – Digital documents that you must print from the 16th Judicial Circuit Court's website at: <http://www.16thcircuit.org/required-documents-for-service-efiled-cases>;
- 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.

¹ 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.

² The filer must have an Order allowing the designated Private Process Server to serve process in the case. Private Process Servers are not allowed to serve an order, writ or other process that requires any levy, seizure, sequestration, garnishment, eviction or other taking of property.

³ Rent/Possession cases require three service packets – one for the defendant, one for posting and one for first class mail if ordered. Unlawful Detainer cases require a fourth service packet be posted at the Courthouse.

⁴ All publications must be sent to the newspaper prior to the first publication date. The newspaper determines this date once the filing party requests the date. The Clerk's Office will send a copy of the notice to the defendant/respondent at the parties last known address, if provided by counsel.

⁵ Garnishments served upon federal agencies must be served by certified mail. The Court is required to send Notice to Debtor of Exemptions within 3 days of service of the Garnishment. The Court will send the Notice at the time the service packet is sent to the attorney to ensure compliance with statute.

DISSOLUTION W/O CHILDREN

2 Summonses – one for return of service & one stapled to the service packet

Notice – Uncontested Track **OR**

Notice – Case Management Conference

Petition and Attached Filings

Motion and Order for Private Process Server (if applicable)

DISSOLUTION WITH CHILDREN

2 Summonses – one for return of service & one stapled to the service packet

Notice of Case Management Conference **OR** Notice – Uncontested Track

PARENTING BOOKLET

ORDER OF ATTENDANCE TO FOCUS

GUIDE TO MEDIATION

PARENT AWARENESS COURSES PAMPHLET

Petition and Attached Filings

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 Respondent to be served

NOTICE OF PATERNITY ACTION

PARENT AWARENESS COURSES PAMPHLET

GUIDE TO MEDIATION

Petition and Attached Filings

Motion and Order for Private Process Server (if applicable)

MOTIONS TO MODIFY

2 Summonses – one for return of service & one stapled to the service packet

Notice – Uncontested Track or Notice of Case Management Conference

PARENT AWARENESS COURSES PAMPHLET

PARENTING BOOKLET

ORDER OF ATTENDANCE TO RE-FOCUS

GUIDE TO MEDIATION

Motion and Attached Filings

Motion and Order for Private Process Server (if applicable)

SHOW CAUSE ORDER

2 *Order to Show Cause* – one for return of service & one stapled to the service packet

Motion for Contempt

Motion and Order for Private Process Server (If Applicable)

CIRCUIT CIVIL

2 Summonses – one for return of service & one stapled to the service packet – for each Defendant to be served

Notice of Case Management Conference

Petition and Attached Filings

Motion and Order for Private Process Server (if applicable)

FAMILY ACCESS

2 Summonses – one for return of service & one stapled to the service packet

RESPONSE TO MOTION FOR FAMILY ACCESS ORDER

Motion and Order for Private Process Server (if applicable)

TERMINATION OF CHILD SUPPORT

2 *Motion for Termination of Child Support* – one for return of service & one stapled to the service packet

ACKNOWLEDGMENT/ANSWER TO AFFIDAVIT FOR TERMINATION OF CHILD SUPPORT AND MODIFICATION

Motion and Order for Private Process Server (if applicable)

PUBLICATION⁴

2 *Notice of Publication* – party requesting publication must contact newspaper to obtain first publication date to be included on the notice
Order of Publication

One to be sent to the publisher with Money Order

One to be sent to the Respondent with Petition & Case Management Notice.

ASSOCIATE CIVIL

2 Summonses – one for return of service & one stapled to the service packet – for each Defendant to be served

Notice of Hearing (over \$25,000)

NOTICE FOR THE DEFENDANT – (INDEP. ONLY, FOR OUT OF STATE SERVICE)

Petition and Attached Filing

Motion and Order for Private Process Server (if applicable)

SMALL CLAIMS

2 Summonses – one for return of service & one stapled to the service packet – for each Defendant to be served

DEFENDANT INFORMATION SHEET *Petition and Attached Filings*

CITATION/SHOW CAUSE or DEBTOR'S EXAM

2 Citation/Show Cause or 2 Debtor's Exam – one for return of service & one stapled to the service packet – for each Defendant to be served

Motion for Debtor's Exam

Motion and Order for Private Process Server (if applicable)

RENT/POSSESSION – SERVE AND POST ³

5 Summonses – Two stapled to the two service packets & one stapled to the mailer - for each Defendant to be served

Petition and Attached Filings

Order to Post

Order for PPS (If applicable)

Certificate of Mailing

UNLAWFUL DETAINER – SERVE AND POST ³

7 Summonses – Two stapled to the three service packets & one stapled to the mailer - for each Defendant to be served

Petition and Attached Filings

Order to Post

Order for PPS (If applicable)

Certificate of Mailing

GARNISHMENT

2 copies of the Garnishment Application and Order stapled to one copy of Interrogatories to Garnishee

REPLEVINS

2 Summonses – one for return of service & one stapled to the service packet – for each Defendant to be served

Notice of Case Management Conference

Order for Delivery

Replevin Notice

Petition

Bond (if applicable)

Affidavit

Motion and Order for Locksmith (If Applicable)

LEVY

2 copies of the Execution Application and Order – one for return of service and one attached to the service packet

2 Notices to Debtor – 1 for the return of service and 1 to serve on the judgment debtor

Motion and order for locksmith (if applicable)

Current registration from DMV (if applicable)