

16<sup>th</sup> Circuit Court of Jackson County, Missouri  
Jackson County Courthouse  
Division 43

**Courtroom Policies and Procedures**

1. Court begins promptly at the time set. Please be on time
2. All filings must be made through the e-filing system. Division 43 will only accept timely filed Motions for Continuances made in compliance with the Local Rules and Administrative Order 2013-008. Pursuant to Administrative Order 2013-008, all Motions for Continuance must be filed electronically with a courtesy copy e-mailed to the Division 43 Law Clerk at [victoria.laughlin@courts.mo.gov](mailto:victoria.laughlin@courts.mo.gov).
3. Division 43 is willing to use email for scheduling matters.
  - a. Always include your current email in your Entry of Appearance. Keep it and all contact information current.
  - b. You are welcome to use email to contact the JAA and Law Clerk in Division 43.
  - c. Make sure you include all parties on all emails. The Court will not accept ex parte communications
  - d. Do not copy the Court on ongoing disputes among the parties.
4. Proposed Orders should accompany all motions. These Orders should be sent in Word format via e-mail to the Law Clerk of Division 43 at [victoria.laughlin@courts.mo.gov](mailto:victoria.laughlin@courts.mo.gov).
5. Any chambers copies of motions should be sent to the Law Clerk of Division 43 at [victoria.laughlin@courts.mo.gov](mailto:victoria.laughlin@courts.mo.gov).
6. Unless you have been granted a continuance, you must attend a Case Management Conference, even if service has not been made on the other party.
7. Attorneys and Pro Se Litigants must attend all Case Management Conferences in person unless arrangements have been made with the Division prior to the Case Management Conference.
8. Clients do not have to attend Case Management Conferences. Case Management Conference Statements should be submitted seven (7) days before the scheduled Conference.
9. Pre-trial Conferences will be conducted in the courtroom and must be attended by counsel who will first-chair the Trial. Parties are expected to attend Pre-Trial Conferences. The Pre-Trial Statements are to be filed seven (7) days before the scheduled Pre-Trial Conference. The Pre-Trial Statement shall include:
  - a. A statement notifying the Court if the case has become uncontested;
  - b. A statement of issues that have been resolved by the parties;
  - c. A statement and summary of all unresolved issues;
  - d. A statement certifying that all discovery mandated by local rule has been provided to the opposing party, including Forms 1402(a) and (b);
  - e. Form 14 Child Support Calculation;
  - f. Proposed Parenting Plan
  - g. The estimated length of trial.
10. Division 43 does not have hearings on all Motions. The Law Clerk of Division 43 will contact you to schedule a hearing if one is needed. The parties shall not “notice up” hearings.

11. If an action has settled prior to the scheduled Trial date attorneys may submit the settlement documents by affidavit. All necessary settlement documents must be filed and a courtesy copy must be emailed to law clerk in Division 43, [victoria.laughlin@courts.mo.gov](mailto:victoria.laughlin@courts.mo.gov). If the documents are not signed and ready by the scheduled Trial date, the parties must come to Court and place the settlement on the record.
12. If the case has settled prior to Trial, please provide notice to the Law Clerk of Division 43 via email, even if it is after regular business hours or on the weekend.
13. Before contacting the Division as to the status of a pending Motion, please check Casenet first.
14. Counsel and witnesses should dress appropriately for Court. See Local Rule 9.4.
15. Trials/Hearings
  - a. Counsel may approach the witness for any legitimate purpose without requesting permission.
  - b. After Counsel questions an expert about qualifications, do not ask the Court to declare the witness an expert.
  - c. No food or drink in the courtroom, except for water.
  - d. Each party shall mark exhibits prior to trial with an exhibit sticker indicating whether the exhibit is being offered by Petitioner or Respondent or Guardian Ad Litem along with exhibit number. The Court will designate exhibit numbers at the scheduled pre-trial conference.
  - e. Each party shall provide an exhibit list prior to the start of Trial. Please use the form provided on the Division's website.
16. If you intend to use exhibits or audio/visual materials in the courtroom bring your own mechanisms to display/play them.
17. If you have any questions or concerns, please feel free to call the Division and ask.