

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

IMPORTANT NOTICE

You have been summoned to appear before this court.
There are two ways to comply with the summons:

1. You can choose to appear by telephone conference, or
2. You can choose to appear in person in the courtroom listed on the summons.

YOU ARE ENCOURAGED TO ATTEND BY PHONE

This is an initial setting for the case and is not a trial setting. However, if you fail to appear either in person or by phone a judgment may be entered in favor of the opposing party.

1. If you choose to appear by teleconference at the time of your scheduled hearing:

- Call (877) 336-1829
- Follow the prompts and enter the code: **8671428**
- Mute your phone until your case is called.
- Call in at least 5 minutes before your case time.
- If you cannot get on the teleconference after 3 tries call the division directly at (816) 881-4514.
- You are prohibited from recording the proceedings.

2. If you choose to appear in person in the courtroom:


- Arrive early and expect long delays in getting into the courthouse. There will be additional screening at the courthouse entrance.
- Expect long delays if you plan on using the elevators. Expect crowded elevators.
- Do not enter the courtroom until the time listed on the summons.
- Only the parties and attorneys will be allowed in the courtroom – do not bring any other people to the courthouse.
- You must comply with all rules in place including complying with social distancing and the use of facemasks.
- If you are denied entry to the courthouse contact the division immediately.

If you have additional questions: Your assigned judge is listed on your summons.

Go to www.16thcircuit.org, select “Our Judges” and find the page for your assigned judge or call 816-881-3934.

Tracking Your Case

To get updated information on your case including requests for continuances or rescheduling due to emergency closures you may do so on Casenet:

- Go to www.courts.mo.gov/casenet
- Select Case Number Search and enter case number from your summons.
- Information about your case can be found by clicking Docket Entries or Scheduled Hearings and Trial.
- If you wish to receive updates click Case Header and click  Track This Case.