

**Division 9 Policies**  
**(Updated 12/18/13)**

1. Court begins promptly at the time set. Please be on time.
2. Division 9 often uses e-mail for scheduling matters.
  - a. Always include your current e-mail in your entry of appearance. Keep it and all contact information up-to-date.
  - b. You are welcome to use e-mail to contact the JAA and the Law Clerk.
  - c. Make sure you include all parties on the e-mail. The Court will not accept ex parte communications.
  - d. Do not copy the Court on ongoing disputes among the parties.
3. All filings must be made through the e-filing system. Division 9 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 9 email at [div9chambers@courts.mo.gov](mailto:div9chambers@courts.mo.gov).
4. Proposed orders should accompany all motions. These orders should be sent in Word format via e-mail to Division 9 at [div9chambers@courts.mo.gov](mailto:div9chambers@courts.mo.gov).
5. Any chambers copies of motions should be sent via e-mail to Division 9 at [div9chambers@courts.mo.gov](mailto:div9chambers@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. You 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.
9. Civil and criminal pretrial conferences will be conducted in the courtroom and must be attended by counsel who will first-chair the trial.
10. Division 9 does not have hearings on all motions. The clerk will contact you to schedule a hearing if one is needed. The parties shall not “notice up” hearings.
11. If the case is settled prior to trial, the parties must attend all scheduled court dates until the dismissal is entered. Your case will not be removed from the trial docket until your dismissal is entered.
12. If the case is settled prior to trial, please provide notice to the law clerk via e-mail 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. Except in unusual circumstances, counsel should stand when addressing the Court. See Local Rule 9.3.1.

15. Counsel should not lean on the Court's bench or attempt to be overly familiar with the Court. See Local Rule 9.6.2.

16. Counsel and witnesses should dress appropriately for court. See Local Rule 9.4.

17. Trials/Hearings

- a. Arrive to court 30 minutes prior to a jury trial start time so issues may be addressed without inconveniencing the jury.
- b. Have witnesses waiting and ready to proceed so the jury/Court is not unduly delayed.
- c. During voir dire, jurors are referred to by number only.
- d. The Court will ask the venire panel about hardships.
- e. Do not block the court reporter's view of the panel while you are questioning the panel.
- f. No visual aid or exhibit may be used in opening statement unless opposing counsel has been shown the visual aid or exhibit and has agreed the item may be used.
- g. Do not block the Court's view of the jury with exhibits.
- h. The interrogation of each witness shall consist of: (1) direct examination; (2) cross-examination; (3) redirect examination; and (4) recross-examination. No further questioning will be permitted except by leave of Court in extraordinary circumstances.
- i. Counsel may approach the witness for any legitimate purpose without requesting permission.
- j. After counsel questions an expert about qualifications, do not ask the Court to declare the witness an expert.
- k. Visible reactions to the testimony of witnesses, counsels' presentations, or to the Court's rulings (such as facial or body gestures) are inappropriate.
- l. Do not converse with your client or co-counsel in a manner that your conversation may be heard by the Court.
- m. No food or drink is allowed in the courtroom except for water.
- n. The parties shall exchange exhibits prior to trial to avoid delay during the trial.
- o. Each party shall mark exhibits prior to trial with an exhibit sticker indicating whether the exhibit is being offered by plaintiff or defendant, along with the exhibit number. Only the Court uses letters for numbering of exhibits. Contact the court reporter with any questions concerning exhibits.
- p. Each party shall provide an exhibit list prior to the start of trial. Please use the form provided on this website.

18. If you intend to use exhibits or audio/visual materials in the courtroom, bring your own mechanisms to display/play them.

19. Please clean up and remove trash from the courtroom and witness rooms after your use.

20. If you have any questions, feel free to call the Division and ask.

21. You are welcome to come view the courtroom anytime.