**16th Circuit Court of Jackson County, Missouri**

**Division 42 - Courtroom Policies and Procedures**

1. Court begins promptly at the time set. Please be on time. If you are going to be late, please notify the division and your opposing counsel.
2. All filings must be made through the e-filing system. Division 42 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 42 staff.
3. Division 42 is willing to use email for scheduling matters.
	1. Always include your current email in your Entry of Appearance. Keep it, and all contact information, current.
	2. You are welcome to use email to contact the JAA and/or Law Clerk in Division 42.
	3. Make sure you include all parties on all emails. The Court will not accept ex parte communications.
	4. Do not copy the division staff with ongoing disputes or discussions. If a discussion needs to be had among counsel/parties, please be courteous and remove court staff members from the email thread.
4. Proposed Orders should accompany all motions. These Orders should be sent in Word format via e-mail to the JAA and/or Law Clerk in Division 42.

**PLEASE EMAIL A COPY OF ALL PROPOSED ORDERS/JUDGMENTS IN WORD TO THE DIVISION**. Failure to do this may cause a delay in ruling on your motion.

1. Any chambers copies of motions should be sent to the JAA and/or Law Clerk in Division 42.
2. Unless you have been granted a continuance, you must attend a Case Management Conference (any other hearing), even if service has not been made on the other party.
3. **Attorneys, Clients, and Pro Se Litigants must attend all Case Management Conferences in person** unless the appearance of a party has been waived or an appearance via Webex or phone has been specifically ordered.
4. Case Management Conference Statements are to be submitted seven (7) days before the scheduled Conference. If you file a Case Management Statement late, please send a courtesy copy to the JAA and/or Law Clerk in Division 42.
5. **Pre-trial Conferences will be conducted via Webex video conference. Parties should not appear at Pre-trial conferences unless they are unrepresented (pro se).**
6. Pre-Trial Statements are to be filed seven (7) days before the scheduled Pre-Trial Conference. If you file a Pre-trial Statement late, please send a courtesy copy to the JAA and/or Law Clerk in Division 42.
7. The Pre-Trial Statement shall include:
	1. A statement notifying the Court if the case has become uncontested;
	2. A statement of issues that have been resolved by the parties;
	3. A statement and summary of all unresolved issues;
	4. A statement certifying that all discovery mandated by local rule has been provided to the opposing party, including Forms 1402(a) and (b);
	5. Form 14 Child Support Calculation;
	6. Proposed Parenting Plan
	7. The estimated length of trial.
8. Division 42 does not have hearings on all Motions. The staff of Division 42 will contact you to schedule a hearing if one is needed. **The parties shall not “notice up” hearings.**
9. 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 the JAA and/or Law Clerk in Division 42. If the documents are not signed and ready by the scheduled Trial date, the parties must appear in Court and place the settlement on the record. Judgments must be provided in Word format.
10. If the case has settled prior to Trial, please provide notice to the JAA and/or Law Clerk in Division 42 via email, even if it is after regular business hours or on the weekend.
11. Before contacting the Division as to the status of a pending Motion, please check Casenet first.

1. Counsel and witnesses should dress appropriately for Court. See Local Rule 9.4.
2. Trials/Hearings:
	1. Counsel may approach the witness for any legitimate purpose without requesting permission. Counsel is free to move about the courtroom unless instructed otherwise.
	2. No food or drink in the courtroom, except for water.
	3. 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. Unless otherwise instructed, parties will utilize the following exhibit numbers:
		1. Petitioner:1 to 99
		2. Respondent: 100 to 199
		3. Guardian ad Litem: 200 to 299
		4. Third-Party: 300 to 399
	4. Each party shall provide an exhibit list to the Court and opposing parties prior to the start of trial. Please use the form provided on the Division’s website.
	5. Audio/video recordings and any document in excess of 10 pages shall be exchanged at least 48 hours in advance of trial, unless the item(s) were previously produced. Counsel will not be afforded extended breaks to review exhibits for the purpose of making an objection. The Court may decline to admit evidence if this rule is violated.
	6. All remarks of counsel during arguments on motions, objections, etc., shall be addressed to the Court, not opposing counsel. Counsel shall refrain from making disparaging personal remarks about or displaying acrimony toward opposing counsel.
3. If you intend to use exhibits or audio/visual materials in the courtroom bring your own mechanisms to display/play them.

1. Witnesses may testify via Webex only “by agreement of the parties or by order of the court on good cause shown.” *See*, Mo. S. Ct. R. 55.30(b). If there is an agreement of the parties to have a witness testify via Webex, please notify the Division immediately. Advanced notice is required to set up Webex equipment.

1. If you have any questions or concerns, please feel free to call the Division and ask.