

**DOMESTIC CASE PROCEDURES FOR DIVISION 8
JUDGE BRYAN E. ROUND**

I. DESIGNATION OF LEAD ATTORNEY OF RECORD

Counsel for each party in every domestic case is directed to file a Designation of Lead Attorney of Record pursuant to Local Rule 3.5.1. This designation shall be filed for parties that are represented by one or multiple attorneys of record. This is necessary to ensure that all parties and their counsel receive copies of orders and notices sent by the Court.

II. ALL FILINGS MUST BE SUBMITTED ELECTRONICALLY

A. All motions and replies to motions should be filed electronically in the Court Administrator's Office.

If a motion requires immediate attention, a courtesy copy of the motion may be e-mailed directly to the Division 8 Law Clerk at Div8.cir16@courts.mo.gov.

If the Court determines that the motion requires immediate attention, then the Court will address the underlying request.

B. Pursuant to Local Rule 33.5.6, all motions (except those in which a hearing is being requested) *must* be accompanied by a proposed order in Word or Word compatible format and should be e-mailed to the Division 8 Law Clerk at Div8.cir16@courts.mo.gov. The case number and style of the case should be included in the subject line with the case number first.

C. Counsel shall make efforts to resolve all discovery disputes first as required by Local Rule 33.5.

D. It is the policy of Division 8 to attempt to rule on all motions promptly upon their becoming ripe for ruling. If a motion is ripe, but has not been ruled upon, counsel may bring that to the attention of the Division 8 Law clerk, preferably via e-mail.

III. CONTINUANCE MOTIONS

A. Continuances from a trial date will be granted only for good cause shown.

- B.** All applications for continuance shall be filed on or before the Wednesday of the week prior to the case management or pre-trial conference. Applications for Continuance shall comply with Local Rule 34.2.
- C.** If a case is set for trial but has been otherwise resolved, Division 8 will not take the matter off of the trial docket until an approved Judgment is filed and signed by the Court. If such cannot be filed before the trial date, the parties must file a motion for continuance or appear on the morning of trial to request a continuance for that reason. A court date will remain on the calendar for all pending cases.

IV. CASE MANAGEMENT CONFERENCE

- A.** The attorney designated as lead counsel shall appear with client for the case management conference.
- B.** The parties shall be prepared to discuss with the Court any issues remaining for trial, including:
 - 1. Settlement Prospects;
 - 2. Mediation and other Alternative Dispute Resolution;
 - 3. Joinder of Additional Parties;
 - 4. Amendment of Pleadings;
 - 5. Designation of Expert Witnesses;
 - 6. Completion of Discovery;
 - 7. Filing of Dispositive Motions;
 - 8. Pre-trial Conference and Dates; and
 - 9. Any other relevant and appropriate issues.
- C.** The parties shall be prepared to set the matter for trial.
- D.** In the event that the initial case management conference does not result in a pre-trial order, another case management conference will be scheduled.
- E.** All deadlines which are set out in the Court's Scheduling Order may be changed without leave of Court if agreed upon by the parties.

F. Failure to appear for a scheduled case management conference may result in dismissal of the case.

V. REQUIRED DOCUMENTS

A. The following documents are required to be filed pursuant to Local Rule 68.

1. Form 14 (if child support is at issue)
2. Forms 1402A and Form 1402B
3. Confidential Filing Sheet
4. Case Management Statements
5. Pre-Trial Statements
6. Proposed Judgments

B. Form 14- Child Support Worksheet

All parties shall also provide a copy of their Form 14 to the Division 8 Law Clerk via e-mail ***no later*** than one (1) day prior to the Pre-Trial Setting or Trial Setting, whichever is sooner.

C. Pre-Trial Conferences

1. If a date for pre-trial conference is not set at the case management conference, the parties may contact the Division 8 Law Clerk to schedule pre-trial (at least one month prior to the trial date).
2. Pre-trial Conference Form must include:
 - a.** What the parties have agreed to and what is still at issue.
 - b.** The specific relief being requested but not yet agreed to.
 - c.** If property is at issue, each party must submit a completed property grid. A completed [property grid](#) must be electronically filed and a copy e-mailed to the Division 8 Law Clerk. Property grid to be provided ***no later*** than one (1) day prior to the pre-trial or trial setting, whichever is sooner.

d. All witnesses to be called at trial are to be identified by full name and their last known address. The witness list is to be submitted to the Division 8 Law Clerk via e-mail *no later* than one (1) day prior to the Pre-Trial Setting or Trial Setting, whichever is sooner.

e. The exhibit list and each exhibit is to be identified with specificity and submitted to the Division 8 Law Clerk via e-mail *no later* than one (1) day prior to the Pre-Trial Setting or Trial Setting, whichever is sooner.

D. Proposed Judgments

1. All parties shall electronically file their Proposed Judgment with the Court and provide a copy to the Division 8 Law Clerk via e-mail (Word Format) *no later* than one (1) day prior to the Trial.
2. If the parties have settled and wish to submit by Affidavit, both parties must be represented by counsel. The parties must request permission of the Court to file by Affidavit. Entry of Judgment Upon Affidavit requirements must be followed in all respects pursuant to Local Rule 68.3.1.

VI. MEDIATION

A. Mediation will be ordered by the Court or set by agreement of the parties.

B. Mediation *must* be completed prior to the trial date. The Court will re-set the trial date if mediation has not been completed.

C. Family Court Resources is one option for mediation. Family Court Resources fees are based on a sliding scale. The parties must fill out and turn in their Form 15's to Family Court Resources before mediation can be scheduled.

VII. TRIAL

A. The parties shall provide the Court and the court reporter with a witness and exhibit list on the morning of trial. The parties shall number all exhibits consecutively pursuant to Local Rule 24.1.

B. Exhibit lists for trial are to be marked as to what both parties have agreed upon to be entered as admissible.

C. See the Guidelines for Trial/Courtroom Decorum located on the Division 8 web page.

VIII. REQUIREMENTS FOR ALL JUDGMENTS

- A. The last four digits of *every* parties' social security number (**including the child/children**), even if provided in documents previously submitted to the Court.
- B. The age of any minor listed in the proceedings but not the actual birthdate.
- C. Each parties' current residential address.
- D. Relocation statement pursuant to RSMo § 452.377.
- E. Family Access statement pursuant to RSMo § 452.375.1.
- F. Stipulated or proposed parenting plan.

IX. **MISC. DIVISION RULES**

- **All parties** are to appear in person at all Court settings unless specifically excused.
- Phone conferences with the Court are highly discouraged.
- Proper and appropriate court attire required at all Court settings.
- All cell/mobile phones are to be turned off while in the courtroom, not merely muted.
- No photographs or video recording of the courtroom or its proceedings permitted unless previously approved by the Court pursuant to RSMo § 478.240 and Local Rule 9.9.