

**Division 9 Policies**  
**(Updated June 21, 2019)**

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 either the Criminal or the Civil/Domestic Law Clerk for scheduling unless one or both parties are self-represented.
  - c. Make sure you include all parties on any e-mail. The Court will not accept ex parte communications. Model Rules of Prof'l Conduct R. 3.5 (2019). Do not copy the Court on ongoing disputes among the parties. The Judge will not read these e-mails.
  - d. Do not e-mail the Judge directly.
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 e-mail at [div9.cir16@courts.mo.gov](mailto:div9.cir16@courts.mo.gov).
4. Pursuant to Local Rule 33.5.6, proposed orders should accompany all motions. These orders should be sent in Word format via e-mail to Division 9 at [div9.cir16@courts.mo.gov](mailto:div9.cir16@courts.mo.gov).
5. The Clerks' Offices have four business days to accept a filing, so the Division may not see your motions if filed shortly before a court appearance. Any chambers copies of motions should be sent via e-mail to Division 9 at [div9.cir16@courts.mo.gov](mailto:div9.cir16@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 a 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 Civil Case Management Conferences.
9. If you have a discovery dispute, file a motion to compel. The Court will determine whether to rule the motion, schedule a telephone conference, or schedule a hearing.
10. Civil and criminal pretrial conferences will be conducted in the courtroom and must be attended by counsel who will first-chair the trial.

11. Division 9 does not have hearings on most motions. The clerk will contact you to schedule a hearing if one is needed. The parties shall not “notice up” hearings.
12. If the case is settled prior to trial, the parties must attend all scheduled court dates until the dismissal is entered.
13. If the case is settled prior to trial, please provide notice to the appropriate law clerk (Criminal or Civil/Domestic) via e-mail even if it is after regular business hours or on the weekend.
14. If you appear in court on behalf of a client, you must file an entry of appearance or an entry of limited appearance. Rule 21.2, Rule 43.01(b).
15. Before contacting the Division as to the status of a pending motion, please check Case.net first.
16. Do not ask the Court or Division staff for advice on how to do something. If you need something beyond scheduling, file a motion seeking relief.
17. Do not attempt to engage the Court or Division staff in discussion about the substance of the case without your opponent present. Ex parte contact is unethical.
18. Except in unusual circumstances, counsel should stand when addressing the Court. Local Rule 9.3.1.
19. Counsel should not lean on the Court’s bench or attempt to be overly familiar with the Court. Local Rule 9.6.2.
20. 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 is not waiting.
  - 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. No food or drink is allowed in the courtroom except for water.
  - k. For the benefit of the jury, the parties shall exchange exhibits prior to trial and agree to foundation and admissibility wherever possible to avoid delay.
  - l. Each party shall mark exhibits prior to trial or hearing 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 exhibits. Contact the court reporter with any questions concerning exhibits.
  - m. Each party shall provide an exhibit list prior to the start of trial or a hearing. Use whatever form you like, but one is provided on this website.
21. If you intend to use exhibits or audio/visual materials in the courtroom, bring your own mechanisms to display/play them. The courtroom has a large screen you can use.
  22. Please clean up and remove trash from the courtroom and witness rooms after your use.
  23. You are welcome to come view the courtroom anytime.