



DROP BOX PROCEDURES FOR FILING DOCUMENTS WITH THE 16TH CIRCUIT COURT

At this time, rather than filing your documents in person, individuals representing themselves may utilize drop boxes recently placed at several court locations, or file by e-mail, mail or fax.

E-Filing Registered Users are reminded that unless otherwise limited by these procedures, local rules, or other order of the court, all pleadings, documents (including attachments and exhibits), and other papers in court cases are to be filed electronically through the OSCA E-Filing system.

Exclusions

Confidential Documents – Any confidential documents that would be filed under seal under an existing order, or that a party is seeking to have filed under seal should not be placed in a drop box. Please email or mail these filings to the appropriate addresses provided at the end of these procedures, or call for further instructions.

Time-Sensitive Matters – Any time sensitive matters such as preliminary injunctions and temporary restraining orders (TROs) should not be placed in a drop box. If your pleading requires immediate attention, please contact the appropriate department at the e-mail addresses and phone numbers set forth below.

CASH payments – Filings of any type containing CASH as the form of payment will not be accepted in a drop box. If you have a filing that includes a cash payment, do not place anything in the drop box. In an effort to mitigate risks to the public and Court staff, if possible please contact the appropriate department so that we may work with you to make arrangements to use a form of payment that allows for social distancing as per the recommendations of the Centers for Disease Control (CDC). As an example, during this time period we will accept credit and debit card payments by phone. However, if your only payment option is CASH, please notify the sheriff's deputy posted at the entrance to the facility where the drop box is located that you have a filing with a cash payment and they will contact the appropriate department for processing.

Hours and Locations

Drop box hours are 8:00am to 5:00pm. All buildings will be closed and doors will be locked at 5:00pm.

Drop boxes for criminal records, civil records, civil process and probate records case filings, as well as civil process bidder registrations for the delinquent land tax sale, are located at the following locations:

Kansas City

Criminal Records & Civil Process

Albert Riederer Community Justice Building
1315 Locust
Kansas City, MO
(Inside front glass doors)

Civil & Probate Records

Jackson County Courthouse
415 E 12th Street
Kansas City, MO
(Inside doors at the west entrance facing Oak Street)

Independence

Criminal, Civil & Probate Records

308 West Kansas
Independence, MO
(Inside front glass doors)

Document Receipt and Filing Times

Documents submitted to the drop box will be filed as of the date of submission.

Documents will be retrieved from the drop boxes daily at 10am, 2pm and 5pm. They may also be retrieved at other times during the day.

Submission Requirements

Envelopes are provided for your use. Please place all documents in an envelope, write the following information on the outside of your envelope, and securely close the envelope before placing the envelope in the drop box.

1. Case Number (or indicate "New Case")
2. Department the Filing is for
3. Name of Filer
4. Your Mailing Address
5. Email Address
6. Phone Number

Questions

Questions may be sent via email or mail to the following offices or you may contact them by telephone:

Criminal Records

criminalrecords@courts.mo.gov

Kansas City Office: 1315 Locust, KCMO 64016

Independence Office: 308 West Kansas, Independence, MO 64050

KC – 816-881-4351

IN – 816-881-4500

Probate Records

probate@courts.mo.gov

Kansas City Office: 415 East 12th Street, KCMO 64016

Independence Office: 308 West Kansas, Independence, MO 64050

816-881-3755

Civil Records

civilrecords@courts.mo.gov

Note: This email address is checked between 8:00 am and 5:00 pm on business days. If you are requesting an adult or child order of protection outside of those hours, please contact law enforcement, a hospital, or a domestic violence shelter. If you are experiencing an emergency, please dial 911.

Kansas City Office: 415 East 12th Street, KCMO 64016

Independence Office: 308 West Kansas, Independence, MO 64050

KC – 816-881-3920

IN – 816-881-4524

Orders of Protection KC 816-881-3974

Orders of Protection IN 816-881-4555

Civil Process

Information: civilprocess@courts.mo.gov

Delinquent Land Tax Questions: DLTEmail@courts.mo.gov

1305 Locust, 2nd Floor, KCMO 64106

816-881-3696