



16<sup>th</sup> Circuit Court, Jackson County, Missouri

November 22, 2021

Notice to Area Bar Associations

The labor shortage that is affecting businesses throughout the country is also affecting the judicial system in Jackson County. Salaries for the Court staff who are paid by the State of Missouri have traditionally been among the lowest in the nation. As a result, the Jackson County Circuit Court is having a difficult time attracting and retaining employees in this current business climate. The Court is presently operating with an overall employee vacancy rate in its Civil, Criminal and Probate Records Departments, and Civil Process Department of 25 percent.

As a result, the Court would like to inform you of some changes that we have made in case processing times with the current level of staffing. The processing time for filings with the Criminal Records Department is currently beyond the one week standard that was adhered to previously. The Civil Records Department has also extended its normal processing times from the prior standard of 4—6 business days to 10 business days.

Despite this extension, there are pleadings that can be prioritized and processed more quickly in certain circumstances. These prioritized pleadings fall into two categories: 1) those that can be identified and expedited by the Court's clerical staff and 2) those that attorneys can request for expedited processing.

The first category includes certain pleadings, which when filed with the correct docket code identifying them as fitting within these categories, will be prioritized and sent to the divisions within 1—2 business days. Those include:

- Case Action Motions
- Drivers cases
- Injunctions and Temporary Restraining Orders
- Judicial Review – Filing False Documents
- Notices of Engaged Counsel
- Post-Conviction Relief (29.15 and 24.035)
- Writ of Habeas Corpus

The second category includes additional pleadings which can also be prioritized and sent to the assigned division on an expedited basis. However, unlike the first category of pleadings, if you need expedited processing, you need to notify the Court as there is not a code on these types of documents that would alert the Records staff to process them more quickly. Included:

- Articles of Incorporation

Declaratory Judgment (with motion/order)  
Election Contest  
Eminent Domain (Condemnations)  
Ex Parte Application (Out-of-State Witness) CR/CVL  
Interpleader Actions  
Lis Pendens  
Petition to Serve as Legal Publication  
Replevin with Bond  
Warehouse License  
Writ of Certiorari  
Writ of Mandamus  
Writ of Prohibition

In addition, for pleadings filed in existing cases, attorneys should send courtesy copies to the assigned division in time sensitive matters.