**DIVISION 13 CIVIL POLICIES & GENERAL INFORMATION**

**Updated May of 2025**

**E-MAILING/CONTACTING THE COURT:**

1. Division 13 often uses e-mail for scheduling matters.
2. You are welcome to use e-mail to contact the Law Clerk for scheduling.
3. You must include all attorneys and unrepresented parties who have been served on any e-mail. The Court will not accept ex parte communication per Supreme Court Rule 2-2.9.
4. The case number and style of the case shall be included in the subject line with the case number first.
5. E-mail is not an appropriate platform for arguing substantive issues regarding the case. Do not copy the Court on ongoing disputes among the Parties. The Judge will not read these e-mails.
6. The Court cannot provide legal advice. 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.
7. Do not e-mail the Judge directly.

**LOCAL RULES AND DIVISION 13 POLICIES FOR CIVIL CASES**

1. **General Requirements**
2. All filings must be made through the e-filing system or, for pro se parties, through the Civil Records Department on the 3rd floor. Pursuant to Administrative Order 2013-008, all motions for continuance must be filed electronically with a courtesy copy e-mailed to the Division 13 e-mail at *div13.cir16@courts.mo.gov* and the Law Clerk.
3. 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).
4. Pursuant to Local Rule 33.5.6, proposed orders should accompany all motions. A Word version courtesy copy of these orders should be sent via e-mail to the Division 13 e-mail at *div13.cir16@courts.mo.gov* and the Law Clerk.
5. The Clerk’s office, depending on staffing levels, may take several days to put a filed pleading into Casenet. The Division may not see a motion if filed shortly before a court appearance. Any chambers copies of motions that are filed within days of a Court appearance should be sent via e-mail to Division 13 at *div13.cir16@courts.mo.gov* and the Law Clerk.
6. On civil cases, Division 13 does not generally hold hearings on motions, but instead, rules based on the pleadings. However, if a request for a hearing is made due to a specific reason (i.e. complicated facts, evidence to be presented, etc.), then please state that reason in the e-mail requesting the hearing with all parties copied on the e-mail. If the Judge finds that a hearing is necessary, the Court will reach out to schedule that hearing.
7. Before contacting the Division with any questions, please check Case.net first.
8. The Court will not participate in ex parte contact with an attorney or a party. Do not attempt to engage the Court or Division staff in discussions about the substance of the case without the opposing party present.
9. The Court cannot take action without a motion on file seeking relief. Any proposed order requires a motion, even if it is an agreed upon order. Supreme Court Rule 55.26.
10. If you intend to use exhibits or audio/visual materials in the courtroom, bring your own mechanisms to display/play them. The courtroom only has a large screen for your use during hearings and trials.
11. Please clean up and remove trash from the courtroom and witness rooms after your use.
12. You are welcome to come view the courtroom anytime.
13. **Continuance Motions and Continuances for Trial Settings:**
    1. Unless you have been granted a continuance, you must attend a Case Management Conference, even if service has not been made on a party. Attendance is mandatory.
    2. Continuances from Trial dates will be granted only for good cause shown.
    3. All applications for continuance shall be filed on or before the Wednesday of the week prior to the case management conference **OR** trial setting.
    4. Applications for continuance shall comply with Supreme Court Rule 65 and Local Rule 34.1.
    5. If a case is set for trial but has been otherwise resolved, the Court will not take the matter off of the docket until a dismissal is filed with the Court.
    6. If a dismissal cannot be filed before the trial date, the parties shall file a Motion for Continuance.
    7. If the case is settled prior to trial, the parties must attend all scheduled court dates until the dismissal/stipulated judgment is entered.
    8. If the case is settled prior to trial, As soon as possible, provide notice to the Court via e-mail to Division 13 at *div13.cir16@courts.mo.gov* and the Law Clerk.
14. **Discovery Issues:**
    1. If the attorneys have a discovery issue and agree to try and work it out informally, the attorneys can contact the Court and schedule a conference call with the Judge to discuss the issues.
    2. Otherwise, for a discovery issue, a motion in compliance with Local Rule 32.2.5 shall be filed and the Court will rule on the motion.
    3. Counsel shall make efforts to resolve any discovery dispute prior to filing a motion as required by Local Rule 33.5.

**CIVIL CASE MANAGEMENT CONFERENCES**

1. **WebEx and Conference Call Information:**
2. WebEx:
   1. https://mocourts.webex.com/meet/charles.mckenzie
   2. USA Toll-Free 1-408-418-9388 Access code: 962 640 588
3. Conference Call:
   1. Phone 1-408-418-9388 & Access code: 978 63 182
4. Initial Civil Case Management Conferences may be attended via WebEx if those who intend to appear by WebEx have computers that have a video camera, microphone, and adequate bandwidth. Appearance by telephone is **not permitted** without express permission from the Court.
5. Attorneys designated as lead counsel should appear if at all possible for the Case Management Conference.
6. The parties shall be prepared to discuss with the Court any issues relating to the case and shall be prepared to set the case for Trial. The discussion will include:
   1. Settlement Prospects;
   2. Mediation and 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; and
   8. Pre-Trial Conference and Dates.
7. In the event that the initial case management conference does not result in a Scheduling Order, another case management conference will be scheduled.
8. Failure to appear for a scheduled case management conference may result in a dismissal of the case.

**PRE-TRIAL MATTERS**

1. All deadlines, except for dispositive motions deadline and the trial date, which are set out in the Court’s Scheduling Order, may be changed without leave of Court if agreed upon by the Parties. The Court recommends that any agreed upon change be memorialized in writing.
2. If a date for pre-trial conference is not set at the case management conference, the parties shall contact the Division 13 Law Clerk, at least one month prior to the trial date, to schedule a pre-trial conference.
3. Please refer to the Court’s Scheduling Order for other pre-trial matters and deadlines.
4. Please contact the Division 13 Law Clerk to arrange a time to set up any equipment in the courtroom or if you have any other questions regarding pre-trial matters.

**QUICK TIPS FOR TRIAL OR HEARINGS**

**(See Jury Trial Information For Division 13 For More Detailed Information)**

1. Have witnesses waiting and ready to proceed so the Jury/Court is not waiting.
2. During voir dire, do not block the Court reporter’s view of the panel while you are questioning the panel.
3. Do not block the Court’s view of the jury with exhibits.
4. Counsel may approach the witness for any legitimate purpose without requesting permission.
5. 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. 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 as well.