

SPECIAL NOTICE

ELECTRONIC FILING AND PRIVATE PROCESS SERVERS

On **March 4, 2013**, the Civil Records Department of the Circuit Court for Jackson County, will commence mandatory electronic filing by all attorneys in civil and domestic cases filed and pending in the **Independence** Office. On **March 25, 2013**, mandatory electronic filing will be extended to the Kansas City Office.

In the **Missouri eFiling System**, the process for both the issuance of a summons and the return of a summons by a private process server change.

- ✚ When a summons is requested by an attorney, the attorney is notified when the summons is issued and directed to an electronic link to the summons. It is then the responsibility of the attorney to print the summons, assemble the service packets and deliver the packets to the process server.

- ✚ Any return on service by a private process server employed by the attorney of record must be made through the electronic filing system and by that attorney. With respect to **Local Rule 63.1**, this will mean that the return must be given to the attorney of record in sufficient time to permit electronic filing by the attorney no later than 3 days prior to the return date.

Paper returns on service will no longer be accepted for filing by Civil Records.