

**IN THE CIRCUIT COURT OF GREENE COUNTY, MISSOURI
31st JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER REGARDING ELECTRONIC CASE FILING

The 31st Circuit Court en banc, together with the Missouri Court Automation Committee has determined that, pursuant to Court Operating Rule 27.01, effective **APRIL 1, 2013** the case types listed below **shall be filed electronically** in Greene County. In addition, all subsequent documents, pleadings and correspondence with the Court in these case types shall be filed electronically. An exception is authorized for self-represented parties who may file paper documents with the Circuit Clerk, which will be scanned into the electronic file.

CASE TYPE

- | | |
|--|--|
| <ul style="list-style-type: none"> • Small Claim • Civil – Circuit
 • Department of Revenue (All) • Family Court (All) • Orders of Protection (Adult and Child)
 • Child Support (All) | <ul style="list-style-type: none"> • Juvenile (All, including Adoption) • Probate (All, including Estates, Guardian, Conservator, Trust, Mental Health, SVP) • Municipal Ordinance • Traffic • Conservation (All, including watercraft) |
|--|--|

What is not currently included: • Associate Circuit Civil
 • Criminal

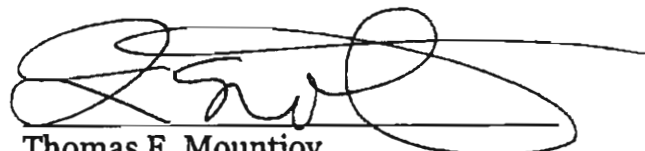
An Attorney filing a document in an electronic case shall use the Missouri Electronic Filing System to file the document. Such filings shall be made as provided in Rule 103, and Court Operating Rule 27, copies of which can be found in **Missouri Court Rules, Volume 1**, or accessed at: <http://www.courts.mo.gov/efilingrules>.

In all cases initiated by the filing of a petition and issuance of summons, the Circuit Clerk will issue the summons and return the summons to the filing Attorney. It will be the responsibility of the filing attorney/party to secure service of process as provided in Rule 43. Additional documents must be served in certain Family Court cases. Those documents are addressed in a separate Administrative Order.

The Circuit Clerk's office shall notify all members of the SMBA, and Missouri Bar members residing in Greene County of this order as well as any other persons the clerk's office deems appropriate and shall assist those making such filings. The clerk's office shall also report any problems to OSCA Help Desk.

So Ordered:

Date: 1-10-13



Thomas E. Mountjoy
Presiding Judge

**IN THE CIRCUIT COURT OF GREENE COUNTY, MISSOURI
31st JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER REGARDING ELECTRONIC CASE FILING

Pursuant to Court Operating Rule 27.01, the Missouri Court Automation Committee, together with the 31st Circuit Court en banc, has determined that effective **June 1, 2013** the case types listed below shall be filed electronically in Greene County. In addition, all subsequent documents, pleadings and correspondence with the Court in these case types shall be filed electronically. An exception is authorized for self-represented parties who may file paper documents with the Circuit Clerk, which will be scanned into the electronic file.

CASE TYPE

•**Criminal [All types]**

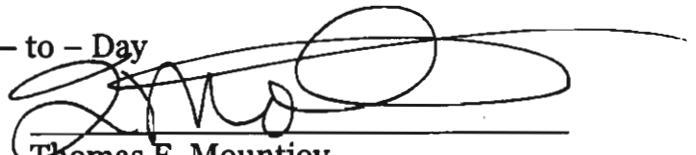
What is not included: •Associate Circuit Civil

An Attorney filing a document in an electronic case shall use the Missouri E Filing System to file the document. Such filings shall be made as provided in Rule 103, and Court Operating Rule 27, copies of which can be found in *Missouri Court Rules, Volume 1*, or accessed at: <http://www.courts.mo.gov/efilingrules>.

The Circuit Clerk's office shall notify the Greene County Prosecutor, the Missouri Public Defender, and all members of the SMBA, and Missouri Bar members residing in Greene Court of this order as well as any other persons the clerk's office deems appropriate and shall assist those making such filings. The clerk's office shall also report any problems to OSCA Help Desk.

Date: 3-13-13

Day - to - Day



Thomas E. Mountjoy
Presiding Judge

**IN THE CIRCUIT COURT OF GREENE COUNTY, MISSOURI
31st JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER REGARDING ELECTRONIC CASE FILING

Pursuant to Court Operating Rule 27.01, the Missouri Court Automation Committee, together with the 31st Circuit Court en banc, has determined that effective **July 1, 2013** the case types listed below shall be filed electronically in Greene County. In addition, all subsequent documents, pleadings and correspondence with the Court in these case types shall be filed electronically. An exception is authorized for self-represented parties who may file paper documents with the Circuit Clerk, which will be scanned into the electronic file.

CASE TYPE

• **Associate Circuit Civil cases**

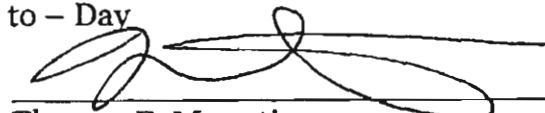
An Attorney filing a document in an electronic case shall use the Missouri E Filing System to file the document. Such filings shall be made as provided in Rule 103, and Court Operating Rule 27, copies of which can be found in *Missouri Court Rules, Volume 1*, or accessed at: <http://www.courts.mo.gov/efilingrules>.

In all cases initiated by the filing of a Petition and issuance of summons, the Circuit Clerk will issue the summons and return the summons to the filing Attorney. It will be the responsibility of the filing Attorney/Party to secure service of process. Additional documents must be served in certain Family Court cases. Those documents are addressed in a separate Administrative Order.

The Circuit Clerk's office shall notify all members of the SMBA, and Missouri Bar members residing in Greene Court of this order as well as any other persons the clerk's office deems appropriate and shall assist those making such filings. The clerk's office shall also report any problems to OSCA Help Desk.

Date: 5-22-13

Day - to - Day



Thomas E. Mountjoy
Presiding Judge