



Ellisville Municipal Court Division

July 1, 2017

In re: Adoption of "Ellisville Municipal Division Requirements."

Order

1. It is ordered, effective July 1, 2017, the "Ellisville Municipal Division Requirements" are hereby adopted.
2. It is ordered that notice be published on the Ellisville Municipal Court website at www.ellisville.mo.us.
3. It is ordered that the notice is available in the Ellisville Municipal Division court office.
4. It is ordered that the notice be filed with the Presiding Judge of the 21st Circuit Court of St. Louis County prior to July 1, 2017.

A large, stylized handwritten signature in blue ink, which appears to read 'Donald K. Anderson Jr.', is written over a horizontal line.

Donald K Anderson Jr.
Ellisville Municipal Division Judge

Ellisville Municipal Division Requirements:

Pleadings

1. All pleading and motions with the Court must be formal with proper caption.
The following caption is required in the Ellisville Municipal Division of St. Louis County 21st Circuit Court.

City of Ellisville

Case No. _____

Vs.

Defendant's name

TYPE OF PLEADING NATURE OF ACTION

*****Signed**
(Attorney of Record, or Party)
(Attorney Enrollment Number)
(Address)
(Telephone Number)
(E-mail Address)

2. Said pleadings and motions shall be captioned with the style and number of the case, the character of the pleadings and motions, and pages shall be numbered at the bottom of each page.

3. The name of an attorney shall be typed under the attorney's signature upon all documents and Court memoranda filed. Certificate of service shall be on all pleadings as to service of pleadings on the City's Prosecuting Attorney.

4. Any document filing in the courtroom shall be submitted to the Court Administrator for filing during a trial or hearing.

5. A document received by electronic transmittal will be deemed filed as of the date and time recorded by the electronic transmittal. The party transmitting the document is responsible for the completeness of the transmission.

Discovery

6. Any discovery request or interrogatories shall set forth clear and concise language. The original shall be served upon the City of Ellisville Prosecuting Attorney and/or the Defenses Attorney or Pro Se Defendant. None of these documents shall be filed with the Court except pursuant to Supreme Court Rule 57.01 (b) (d).

7. Motions for Discovery must be answered in twenty (20) days from the date of request.

In General

8. An arraignment docket for all ordinance cases filed in the Ellisville Municipal Division will be called at the place and time of the Ellisville Municipal Division.

9. Pleas of guilty shall only be entered after the Judge to whom the case is assigned has approved the plea.

10. All written correspondence, motions and filings in general with the Court shall be documented within the case management system.