CIRCUIT COURT For File Stamp Only Of St. Louis County, Missouri Plaintiff/Retitioner JOAN M. GILMER CIRCUIT CLERK, ST. LOUIS COUNTY VS. Case Number Defendant/Respondent Division TRANSMITTAL RETURN NOTICE The enclosed documents received by this office for filing are returned for the following reasons: A Case Number cannot be found for the parties named on the pleading. A filing fee and cost deposit in the amount of \$_ is required (Local Rule 5). The attached Certificate of Dissolution of Marriage (Vital Statistics Report) shall be filed by the attorney for the petitioner at the time of filing the petition (Local Rule 68). A Parenting Plan is required to be filed with the Petition for Dissolution or Legal Separation or Motion to Modify, pursuant to Family Court Administrative Order No. 53. PLEASE INCLUDE SUFFICIENT COPIES FOR SERVICE. A Parenting Plan is required to be filed with your answer/response pursuant to Family Court Administrative Order No. 53. All pleadings, motions, and entries of appearance by attorneys shall be signed by the party of the attorney offering the same for filing and shall bear the address, telephone number and bar identification number of the trial attorney in the case. If the party appears pro se, the address and telephone number of the party (Local Rule 3.2). Your motion for Summary Judgment has been accepted for filing; however, a proposed judgment is required (Local Rule 33.6). See enclosed Rule and a draft of a proposed judgment that would be appropriate in the event that the motion is sustained. A petition or order for appointment of next friend is required when a minor is a named petitioner (Rule 52.02). A petition for Dissolution of Marriage or Legal Separation shall be verified (§ 452.310 (2) RSMo). Income and Expense and Property Statements are required to be notarized (Local Rule 68.4), and shall be filed by the attorney for the petitioner at the time of filing the petition per Rule 68.4. A Family Court certificate is required for any initial pleading within the exclusive jurisdiction of the Family Court. A copy of the pleading for each party to be served shall be filed and shall include the address for each party to be served. number of pleadings are needed (Local Rule 3.2(2)). motions and active attorneus JOAN M. GILMER, Sircuit Clerk Deputy Clerk YELLOW - Court Copy WHITE - Attorney/Litigant CCCDT128 Rev. 07/13