

JEFFERSON COUNTY FAMILY/DOMESTIC SUPPLEMENTAL INFORMATION

This document is included as an informational attachment to a summons or provided to litigants who waive service in a family or domestic law case which has been filed in the 23rd Judicial Circuit of Missouri.

If you have been served with a summons, please review the summons and the attached case documents to ensure you do not miss any deadlines or court dates.

Additional information about the Jefferson County Circuit Court, as well as links to assist you with finding further information about your case, can be found at

jeffcomo.org/court

Please read the following important notes:

- You **must comply** with the provisions of the attached Automatic Family Court Order, which is automatically included in all family/domestic cases, unless the Court changes it in your case.
- In most family/domestic cases, Local court Rule 68.5 requires that parties: 1) file certain financial disclosures with the Court, and 2) exchange certain financial documents with the other party.
 - Please visit **jeffcomo.org/courtforms** to access a copy of the Local Court Rules, as well as the **Mandatory Document Exchange Compliance Form** which must be filed by parties.
- Cases involving child custody or visitation and have minor children in common must attend a Parent Education Class. Compass Health Network provides a **Supportive Parents Class** that is approved to satisfy the Jefferson County requirement.
 - **To register for the Supportive Parents Class, please call 636-232-2303. Please have your case number available when registering.**
- Approved Uncontested Family Court forms for Pro se litigants (Petitioner and Respondent) are available at www.selfrepresent.mo.gov . Please review and fill out all forms provided as applicable, including the Judgment.
- Pro se litigants are required to complete the **Litigant Awareness Program** available at www.selfrepresent.mo.gov and file the Certificate of Completion.

Employees of the Circuit Clerk's Office **can NOT provide legal advice.**

It is recommended that you review the Jefferson County Local Court Rules. If you have any questions, you may contact the Jefferson County Circuit Clerk's Office at 636-797-5443 or visit the Missouri Courts website: www.courts.mo.gov .

It is strongly encouraged to seek legal counsel if your case is contested or if you have questions that the Circuit Clerk's office is unable to answer.