

# 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](http://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](http://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](http://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](http://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](http://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.