

Recommended Guidelines for Filing New Cases and Motions to Modify

- **Filing Information Sheet completed on all new case filings and Motions to Modify with case type code**
 - Forms may be obtained from the Office of State Court Administrator website:

www.courts.mo.gov

- **Filing Fees**
 - Circuit case filing fee in the amount of \$105.00 made payable to the Circuit Clerk
 - Domestic Relations (Family Court) case filing fee in the amount of \$135.00 made payable to the Circuit Clerk
 - Associate case filing fee in the amount of \$52.00 made payable to the Circuit Clerk
 - Small Claims case filing fee in the amount of \$40.00 made payable to the Circuit Clerk

- **Original court documents**
 - Please provide cover letter with original court documents with instructions for Clerk
 - Court documents should be hole punched per local court rule 3.2

- **Complete service copies for each Defendant**
 - Complete address information on Filing Information Sheet

- **Service Fees**
 - Service fee made payable to the Cole County Sheriff in the amount of \$30.00, plus mileage if outside the city limits
 - Service fee outside of Cole County, contact Sheriff of the County where the defendant is to be served for information regarding their service fees.

For additional information regarding these guidelines please contact the Cole County Circuit Court – Civil Division at 573-634-9150.