

SECOND REGULAR SESSION

HOUSE BILL NO. 2791

101ST GENERAL ASSEMBLY

INTRODUCED BY REPRESENTATIVE TAYLOR (139).

5761H.011

DANA RADEMAN MILLER, Chief Clerk

AN ACT

To amend supreme court rule 4.07.1, relating to the court filing information sheet.

Be it enacted by the General Assembly of the state of Missouri, as follows:

Section A. Supreme court rule 4.07.1 is amended, to read as follows:

4.07.1. Courts Using an Automated Case Management System Approved for

2 Statewide Use by the State Judicial Records Committee Filing Information Sheet.

3 (1) Courts shall require a filing information sheet for each civil, domestic relations,
4 and probate case filed.

5 (2) The filing information sheet shall reflect the case type and contain the following
6 information for each party occupying the position of or on the same side as the plaintiff or
7 defendant, each decedent, or each ward/protectee in the case:

8 (a) Party type; **and**

9 (b) Party name[;

10 ~~_____ (c) Date of birth if the party is a person, and~~

11 ~~_____ (d) Social security number if the party is a person and such information is reasonably~~
12 ~~available].~~

13 (3) Responsibility for completing these sheets is with the parties, who shall make
14 reasonable effort to provide full information.

15 (4) Courts may require the prosecuting or circuit attorney to file a filing information
16 sheet for each criminal case filed. The filing information sheet shall contain defendant's
17 name, defendant's address, date of birth and charges. If reasonably available, the filing
18 information sheet may contain defendant's social security number, height, weight, gender,

EXPLANATION — Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted from the law. Matter in **bold-face** type in the above bill is proposed language.

19 race, hair color, eye color, and other information as needed by the court.

20 (5) The filing information sheets are confidential records. For domestic relations
21 cases, the filing information sheet shall be placed under seal and filed with the domestic
22 relations case file. For all other probate, civil and criminal cases, the filing information sheet
23 shall be filed in case number sequence and stored separately from the case file or destroyed
24 upon entry of the information. If a court is scanning court documents, the confidential filing
25 may be scanned and maintained at the appropriate security level and the original may be
26 destroyed.

27 (6) Filing information sheets shall not be required when the filing is made
28 electronically, provided required information on party type, party name, date of birth and
29 social security number is contained in the electronic submission.

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