

II. COMMENCEMENT OF ACTION.

Rule 5 - 2.01 Files and Filing.

(A) Format.

(1) All filings, unless otherwise permitted by leave of Court, shall be double spaced typed or legibly written on 8 ½ by 11 inch pages, and shall contain the signature of the party or the party's attorney. Immediately beneath each signature shall appear the name, address, telephone number, and bar registration number, if any, of the signer.

(2) On all documents offered for filing, a blank area on the first page, no smaller than 2 by 2 inches, shall be left in the upper left and upper right hand corners.

(B) Filing Fees.

(1) Fees required by law in connection with the institution or prosecution of an action in this Court shall be collected in advance by the Clerk of Court and deposited in accordance with the directives of the Administrative Office of the United States Courts, except when, by order of the Court in a specific case, filing in forma pauperis is permitted pursuant to 28 U.S.C. § 1915. The Clerk may refuse to receive and file any pleading or document in any case until the applicable statutory fee is paid, except in cases accompanied by a completed application to proceed in forma pauperis.

(2) For instructions regarding payment of filing fees in an electronically filed case, refer to the Administrative Procedures For Case Management/Electronic Case Filing (CM/ECF) Manual.

(C) Where to Submit Papers.

Except in Bankruptcy Court proceedings, all documents permitted to be filed in paper format in a case in the Eastern Division or Northern Division shall be delivered to the Clerk's office in St. Louis, and all documents permitted to be filed in paper format in a case in the Southeastern Division shall be delivered to the Clerk's office in Cape Girardeau.

(D) Files and Records Open to Examination.

(1) Except as otherwise provided or ordered, any material filed in the Clerk's office may be examined by any person within the confines of the Clerk's office or through the Public Access to Court Electronic Records (PACER) system.

(2) No material on file shall be taken from the Clerk's office, except upon order of the Court and receipt given by the party taking the same. Upon payment of the fee prescribed by the Court or the PACER Service Center, any person may obtain copies of any material which may be examined under the provisions of this rule.

(Amended August 12, 1998; effective September 16, 1998)

(Amended July 10, 2006; effective August 28, 2006)