

**Rule 2.02 (FRCP 3) Forms to be Filed in Civil Cases.**

**(A) Forms.**

Every complaint or other document commencing a civil case shall be accompanied by a completed Civil Cover Sheet, an Original Filing Form and a Disclosure ~~of Organizational Interests~~ Certificate Statement. These required documents must be filed in the form provided by and available from the Clerk of Court.

**(B) Summons or Waiver.**

Except when plaintiff seeks leave to proceed in forma pauperis, the plaintiff shall provide at the time a complaint is submitted for filing a completed summons accompanied by a Notice of Process Server form (if service is to be effected by summons on a defendant who is not a federal government agency), or request for waiver of service for each defendant pursuant to Fed.R.Civ.P.4. Upon the filing of a complaint, process shall issue under the Clerk's signature and seal, or requests for waivers shall be returned to plaintiff for mailing.

(Amended July 10, 2006, effective August 28, 2006; Amended October 11, 2018, effective December 1, 2018; Amended December 14, 2022, effective March 1, 2023)

**Rule 2.09 (FRCP 7.1) Disclosure ~~Statement of Organizational Interests.~~**

**(A) ~~Statement Certificate.~~**

Every non-governmental ~~corporate party or nongovernmental corporation that seeks to intervene in any case, and every party or intervenor in an action in which jurisdiction is based upon diversity under 28 U.S.C. § 1332(a), organizational party in a civil or criminal case~~ must file a ~~Disclosure Statement Disclosure of Organizational Interests Certificate~~ provided by and available from the Clerk of Court. Information provided in the ~~Disclosure Statement certificate~~ may be used by the judge assigned to a case to determine ~~recusal and jurisdictional issues. whether recusal is necessary or appropriate and to confirm jurisdiction is proper. The certificate must be filed within ten (10) days of the party's first pleading or entry of appearance.~~ The ~~Disclosure Statement certificate~~ may be filed under seal if so ordered by the Court in accordance with Local Rule 13.05 (A). When a negative or "not applicable" response is required, the ~~Disclosure Statement certificate~~ must so state.

**(B) Content.**

(1) If the ~~subject is a nongovernmental corporate party or a nongovernmental corporation that seeks to intervene, the Disclosure Statement must identify whether it is publicly traded and if so on which exchange(s); parent companies or corporations; party is a corporation, the certificate must identify all parent companies of the corporation,~~ subsidiaries not wholly owned, and any publicly held corporation or company that owns ~~ten-five~~ percent (105%) or more of the ~~subject's corporation's~~ stock.

(2) If the ~~subject is a party or intervenor in an action in which jurisdiction is based on diversity under 28 U.S.C. § 1332(a), the Disclosure Statement must identify the name and citizenship of every individual or entity whose citizenship is attributed to that party~~

or intervenor, including all members, sub-members, general and limited partners, and corporations. Sub-members” include the members of members (i.e., first-tier sub-members), and the members of first-tier sub-members (i.e., second-tier sub-members), the members of second-tier sub-members (i.e., third-tier sub-members), and so on, until the Court knows the citizenship of all persons and entities within the ownership structure. Further, if a corporation is a member or sub-member of the subject, that corporation’s state of incorporation and principal place of business must be disclosed. party is a limited liability company or a limited liability partnership, the certificate must identify each member of the subject organization and each member’s state of citizenship.

**(C) Time to File; Supplemental Filing Changes and Updates.**

If a change in any of the items listed in paragraph (B) of this rule occurs after the certificate is filed and before the time has expired for filing a notice of appeal from a final judgment in the case, an amended certificate must be filed within seven (7) days of the change.

A party, intervenor, or proposed intervenor must file:

(1) the Disclosure Statement with its first appearance, pleading, petition, motion, response, or other request addressed to the Court; and

(2) a supplemental Disclosure Statement if any required information changes, within seven (7) days of the change.

Reset Form

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI

	)	
	)	
Plaintiff(s),	)	
	)	
vs.	)	Case No.
	)	
	)	
Defendant(s).	)	

**DISCLOSURE ~~OF ORGANIZATIONAL INTERESTS CERTIFICATE STATEMENT~~**

Pursuant to Local Rule 2.09 and Federal Rule of Civil Procedure 7.1, Counsel of record for \_\_\_\_\_ hereby discloses the following ~~organizational interests~~:

1. If the subject ~~organization is a corporation~~ is a nongovernmental corporate party or a nongovernmental corporation that seeks to intervene,
  - a. Whether ~~the subject organization~~ it is publicly traded, and if it is, on which exchange(s):
  - b. Its parent companies or corporations (if none, state "none"):
  - c. Its subsidiaries not wholly owned by the subject ~~corporation~~ (if none, state "none"):
  - d. Any publicly held company or corporation that owns ~~any~~ five percent (5%) or more of the subject ~~corporation's~~ stock (if none, state "none"):
2. If the subject ~~organization is a limited liability company or a limited liability partnership, its members and sub-members and each member's and sub-member's state(s) of citizenship~~ is a party or intervenor in an action in which jurisdiction is based on diversity under 28 U.S.C. § 1332(a), the name and citizenship of every individual or entity whose citizenship is attributed to that party or intervenor, including all members, sub-members, general and limited partners, and corporations:

Note: Sub-members include the members of members (i.e., first-tier sub-members), and the members of first-tier sub-members (i.e., second-tier sub-members), the members of second-tier sub-members (i.e., third-tier sub-members), and so on, until the Court knows the citizenship of all persons and entities within the ownership structure. Further, if a corporation is a member or sub-member of the subject organization, that corporation's state of incorporation and principal place of business must be disclosed.

By signing this form, counsel acknowledges that “if any required information changes,” and/or “if any later event occurs that could affect the court’s jurisdiction under 28 U.S.C. § 1332(a),” counsel ~~must file an amended certificate within~~ will file a Disclosure Statement promptly, and no later than seven (7) days of the change or event. E.D.Mo. L.R. 2.09(C); *see also* Fed. R. Civ. P. 7.1(a)(2)(B) and 7.1(b)(2).

\_\_\_\_\_  
Signature (Counsel for Plaintiff/Defendant)  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Certificate of Service

I hereby certify that a true copy of the foregoing Disclosure ~~of Organizational Interests-~~ Certificate Statement was served (by mail, by hand delivery, or by electronic notice) on all parties on: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

**Rule 4.07 ([FRCP 15](#)) Motion for Leave to Amend.**

A proposed amendment to a pleading or amended pleading itself must be submitted at the time any motion for leave to amend any pleading is filed. All new material in the amended pleading must be underlined and all material being removed must be struck through. It is sufficient to underline the names of new parties the first place they appear in amended pleadings. Similarly, when new claims or defenses are raised by an amendment, it is sufficient that the number of the designated count or paragraph identifying the amendment be underlined.

(Adopted December 14, 2022, effective March 1, 2023)

**Rule 6.02 (FRCP 16) Referral to Alternative Dispute Resolution and Duties of Participants;  
Appointment of Counsel.**

**(A) Order Referring Case to Alternative Dispute Resolution.**

(1) **Designation and Duties of Lead Counsel.** The Order will designate a lead counsel who is responsible for coordinating the ADR process with the parties and neutral, including selecting an agreeable date, time, and if necessary, location for the initial ADR conference. By the date set by the Court, lead counsel shall notify the Clerk of the agreed choice of neutral selected by the parties and the date, time, and location of the initial ADR Conference (see Designation of Neutral/ADR Conference Report form, [www.moed.uscourts.gov](http://www.moed.uscourts.gov), ADR, forms). Upon selection of the neutral, lead counsel shall send a copy of the ADR referral order to the neutral and will inform counsel and the parties of their additional obligations regarding ADR.

(2) **Termination and Extension of Referral Date.** The Order will specify a date on which the ADR referral will terminate. Upon motion of a party for good cause shown, the Court may extend the referral termination deadline. In addition, the neutral may elect to extend the deadline for a period not to exceed fourteen (14) additional days by filing an Alternative Dispute Resolution Compliance Report indicating the neutral's election and the length of the extension. Unless otherwise ordered, referral to ADR does not abate or suspend the action, and no scheduled dates will be delayed or deferred, including the date of trial.

**(B) Vacating Order of Referral.** If the parties agree that the referral to ADR has no reasonable chance of being productive, the parties may jointly move the Court for an order vacating the ADR referral ~~prior to the selection of the neutral.~~

**(C) Duties of Participants.**

(1) **General Attendance Requirements.**

**(a) Attendance and Participation.** All named parties and their counsel are required to attend the ADR conference, participate in good faith, and possess the requisite settlement authority unless excused under ~~paragraph (C)(2), below this Rule.~~ The attendance requirement is satisfied by appearing in person or by video conference, ~~as unless in-person attendance is~~ Ordered by the Court or ~~authorized required~~ by the neutral. When appearing by video conference, persons must be visibly present in front of their camera with audio and video turned on so that audio and visual interaction with all parties can occur.

**(b) Disclosure of Participants and Manner of Attendance.** ~~Not later than fourteen (14) days prior to the ADR Conference, each party will provide to all parties, and to the neutral, a list of all persons who will participate in the ADR Conference on behalf of the party making the disclosure. This list shall state the names of the individuals attending and their general job titles, and shall state whether each person is attending in person or by videoconference.~~

**(c) Contesting Attendance.** ~~Any party contesting the manner of attendance listed in another party's disclosure, or the lack of attendance by any party who would be necessary in any way to achieve settlement, must inform the neutral in writing of their contest, simultaneously copying all counsel, no fewer than ten (10) days before the date set for the conference. The neutral may contact the parties and attempt to resolve the contest, but must make a final determination in writing to all parties on attendance requirements no fewer than seven (7) days before the date set for the conference. The neutral may allow attendance by videoconference, require in-person attendance, or excuse attendance. Any party contesting any attendance determination by the neutral may file a motion with the Court not later than four (4) prior to the date set for the conference, stating the reasons for the objection to the neutral's~~



determination and providing alternatives for attendance compliance. The Court may Order attendance by videoconference, in-person attendance, or excuse attendance; or the Court may enter any other appropriate Order necessary for the attendance of the parties. On its own authority, the Court may alter the deadlines set forth this in section.

(2) **Specific Attendance Requirements.**

(a) **Corporation or Other Non-Governmental Entity.** A party other than a natural person (e.g., a corporation or association) satisfies this attendance requirement if represented by a person (other than outside counsel) who has authority to settle and who is knowledgeable about the facts of the case.

(b) **Government Entity.** A unit or agency of government satisfies this attendance requirement if represented by a person who has authority to settle, and who is knowledgeable about the facts of the case, the government unit's position, and the procedures and policies under which the governmental unit decides whether to accept proposed settlements. If under applicable law proposed settlement terms can be approved only by a governing board or public official, the person attending on behalf of the government entity must have full authority to negotiate on behalf of and to recommend settlement to the governing board or public official. When the entity is precluded by law from delegating full settlement authority to a representative, the entity must disclose this fact in writing to all other parties and the neutral not less than fourteen (14) days before the scheduled ADR conference. The Court may deem a government party's failure to comply with this notice requirement as the party's failure to attend. If the action is brought by the government on behalf of one or more individuals, at least one such individual also must attend.

(c) **Counsel.** Each party must be accompanied at the ADR conference by the lawyer who will be primarily responsible for handling the trial of the matter.

(d) **Insurers.** Insurer representatives are required to attend in person unless excused under paragraph (C)(2), below, if their agreement would be necessary to achieve a settlement. An insurer satisfies this attendance requirement if represented by a person (other than outside counsel) who has authority to settle and who is knowledgeable about the facts of the case.

~~(2) — **Request to be Excused.** A person who is required to attend an ADR conference may be excused from attending in person if the person can attend by video conference pursuant to (C)(1) above, and the Court orders or the neutral authorizes attendance by videoconference.~~

(3) **Memoranda.** Not later than ten (10) days prior to the initial ADR conference, each party will provide the neutral with a memorandum presenting a summary of disputed facts and a narrative discussion of its position relative to both liability and damages, together with such other information as shall be appropriate to the individual case. These memoranda shall be treated as Confidential Communications and shall not be filed in the public record of the case nor provided to any other party or counsel. The author of the memorandum may send a copy to other counsel in his/her sole discretion.

~~(4) — **Disclosure of Participants and Duty to Attend.** Not later than ten (10) days prior to the ADR Conference, each party will provide to the opposing party, and to the neutral, a list of all persons who will participate in the ADR Conference on behalf of the party making the disclosure. This list shall state the names of the individuals attending and their~~

~~general job titles, and shall include any requests to attend by videoconference for each individual requesting it.~~

**(D) Appointment of Counsel.**

(1) Upon request of an unrepresented party, the Court may appoint counsel for the limited purpose of providing legal advice and representation in preparation for and during the course of mediation or early neutral evaluation ordered under this rule. Although the scope of this representation is limited, counsel will provide such services as counsel deems appropriate to the mediation, including but not limited to review of the pleadings, communication with opposing counsel, and interviews with the client and such key witnesses as may be necessary in advance of the mediation or early neutral evaluation. Counsel may conduct or participate in such discovery, if any, as may be necessary in advance of the mediation or early neutral evaluation.

(2) Counsel appointed under this paragraph must be a member in good standing of the bar of this Court, must agree to serve without compensation from the party and must file a Limited Representation Appearance on a form provided by the Clerk of Court confirming counsel's consent to serve pro bono for the limited purpose of assisting the otherwise unrepresented party in the alternative dispute resolution process ordered for the case. The client will be required to sign the Limited Representation Appearance to indicate the client's consent to and understanding of the nature of the limited scope representation.

(3) The Court-appointed representation will terminate, and appointed counsel will have no further obligation to advise or otherwise appear on behalf of the party, when the ADR process is concluded and any resulting settlement agreement is executed. Nothing in this rule prohibits the self-represented litigant and limited scope counsel from agreeing to continue the legal representation after the ADR process is concluded on terms they may negotiate, subject

to approval of the Court. Appointed counsel may not condition the undertaking of the party's initial limited scope representation on the making of any agreement.

(Amended October 1, 2001, effective November 1, 2001; Amended July 10, 2006, effective August 28, 2006; Amended September 8, 2009, effective December 1, 2009; Amended July 9, 2010, effective August 16, 2010; Amended June 24, 2011, effective September 1, 2011; Amended August 11, effective September 19, 2011; Amended May 8, 2013, effective July 1, 2013; Amended November 5, 2014, effective December 15, 2014; Amended October 2, 2019, effective November 1, 2019; Amended July 7, 2021, effective September 1, 2021; [Amended December 14, 2022, effective March 1, 2023](#))

**Rule 6.03 ([FRCP 16](#)) Neutrals.**

**(A) Certification of Neutrals.**

(1) The Court will certify those persons who are eligible to serve as neutrals (mediators or evaluators) in such numbers as the Court deems appropriate. The Court will have the authority to establish qualifications for and monitor the performance of neutrals, and to withdraw the certification of any neutral. A list of certified neutrals will be maintained by the Clerk, and will be made available to counsel, litigants, and the public for inspection upon request.

(2) To be eligible for certification under this rule a person must:

(a) File an application for certification on a form provided by the Clerk;

(b) Be admitted to practice law in the highest court of any state or the District of Columbia for at least five (5) years;

(c) Be a member in good standing in each jurisdiction where admitted to practice law at the time of application for certification;

(d) Complete at least thirty-two (32) hours of approved professional training in mediation;

(e) With the consent of the parties, observe as a non-participant at least two (2) mediations conducted by a mediator who has completed at least twenty-five (25) mediations and is either certified under this rule or qualified under Missouri Supreme Court Rule 17;

(f) Agree to serve for reduced or no compensation from a party who has qualified pursuant to paragraph (C)(2) of this rule for appointment of a pro bono neutral;

(g) Complete four (4) hours of accredited continuing legal education in alternative dispute resolution on or before January 31 of each odd numbered year for the two preceding years; and

(h) With the consent of the parties, after having completed twenty-five (25) mediations, agree to be observed for two (2) mediations each year by interested individuals who would otherwise be qualified for certification under this rule.

(3) The training requirement established in paragraph (A)(2)(d) above is satisfied by the completion of accredited continuing legal education course work which includes the following:

(a) Conflict resolution and mediation theory, including causes and dynamics of conflict, interest-based versus positional bargaining, negotiating theory, and models of conflict resolution;

(b) Mediation and co-mediation skills and techniques, including information gathering skills, conflict management skills, listening skills, negotiations techniques, power issues, caucusing, management of joint session, cultural and gender issues, and modeling with self-represented as well as represented individuals;

(c) Mediator conduct, including conflicts of interest, confidentiality, impartiality, ethics and standards of practice; and

(d) Mediation simulations or role play activities.

(4) An attorney certified under this rule who is not admitted to practice law in this Court is bound by the Rules of Professional Conduct as approved and amended from time to time by the Supreme Court of Missouri and this Court's Rules of Disciplinary Enforcement, in

accordance with Local Rule 12.02, to the same extent and under the same conditions as a member of the bar authorized to practice before this Court.

(5) Any member of the bar of this Court who is certified as a neutral will not for that reason be disqualified from appearing as counsel in any other case pending before the Court.

(6) After January 31 of each odd-numbered year, the Clerk will examine the list of certified neutrals to determine which neutrals did not receive appointments during the previous two years and which neutrals did not complete the continuing legal education required in paragraph (A)(2)(g) above. The Clerk will determine the neutral's interest in continuing to be carried on the Court's list of certified neutrals. If the neutral desires to remain on the list, the neutral will submit by April 1 information demonstrating completion of the continuing legal education requirement during the previous two years as well as information demonstrating the neutral's continued interest in mediation. If such information is not provided, the Clerk will recommend to the Court that the neutral be removed from the list. A person applying for certification as a neutral after having been removed pursuant to this rule must satisfy the requirements for certification in effect at the time of the new application.

(7) In addition to the removal process set forth in paragraph (6) above, the Court may withdraw the certification of any neutral at any time, provided that the neutral will be given notice in writing including the reason for the withdrawal of certification at least 30 days prior to the proposed date of withdrawal. If the neutral objects to the withdrawal, the neutral must respond in writing to the Clerk prior to the proposed date of withdrawal and may request an opportunity to be heard. Upon receipt of the neutral's request, the Court will stay the withdrawal, furnish the neutral an opportunity to be heard, and respond to the neutral in writing as to the

manner of the hearing. The hearing will take place within 30 days of the neutral's request. After the hearing, the Court will advise the neutral in writing as to its final determination of the neutral's status.

**(B) Appointment of Neutrals.**

(1) Within the time prescribed by the Order Referring Case to Alternative Dispute Resolution, the parties must notify the Clerk in writing of the parties' choice of a neutral. If the parties fail timely to select a neutral, the Clerk will select a certified neutral from the list and notify the parties.

(2) Notwithstanding subsection (B)(1), the Court, in consultation with the parties, may appoint a neutral who has special subject matter expertise germane to a particular case, whether or not the individual is on the list of certified neutrals. Parties must file a:

(a) Motion for leave to designate a neutral not on the list of certified neutrals maintained by the Court. The motion must include the reason for the selection of the neutral; and

(b) Notice of non-court certified neutral request form, which may be found on the Court's website [here](#).

(3) The Clerk will send a Notice of Appointment of Neutral to the parties and to the individual designated by the parties, after lead counsel has confirmed the neutral's availability. Upon receipt of the Notice of Appointment, lead counsel must send to the neutral a copy of the Order Referring Case to Alternative Dispute Resolution. ~~The appointment will be effective until the neutral notifies the Court in writing that the referral has been concluded.~~



**(C) Compensation of Neutral.**

(1) Unless otherwise agreed by all parties or ordered by the Court, one-half the cost of the neutral's services will be borne by the plaintiff(s) and one-half by the defendant(s) at the rate listed in the neutral's fee schedule filed with the Court. In a case with third-party defendants, the cost will be divided into three equal shares. Except as provided in subsection (C)(2), a neutral may not charge or accept in connection with a particular case a fee or thing of value from any source other than the parties. The Court may review the reasonableness of the fee and enter any order modifying the fee. Compensation will be paid directly to the neutral. Failure to pay the neutral will be brought to the Court's attention promptly, by the neutral or by any party.

(2) A party who demonstrates a financial inability to pay all or part of that party's pro rata share of the neutral's fee may file a motion asking the Court to appoint a neutral to serve pro bono. The Court may waive all or part of that party's share of the fee. A neutral appointed to serve pro bono may apply to the Court for payment of that share of the neutral's fee waived for an indigent party, consistent with regulations approved by the Court. When so ordered by the Court, payment to the neutral will be made by the Clerk from the Attorney Admission Fee Non-Appropriated Fund. Other parties to the case who are able to pay the fee will bear their pro rata portions of the fee.

**(D) Disqualification of Neutral.**

(1) The term "conflict of interest" as used in this rule means any direct or indirect financial or personal interest in the outcome of a dispute, or any existing or prior financial, business, professional, family or social relationship with any participant in an ADR

process that is likely to affect the neutral's impartiality or reasonably create an appearance of partiality or bias.

(2) A neutral must avoid a conflict of interest or the appearance of a conflict of interest during and after a mediation or early neutral evaluation. A neutral must make a reasonable inquiry to determine whether there are any facts that would cause a reasonable person to believe that an actual or potential conflict of interest exists for the neutral in connection with service in a particular case referred to ADR by the Court.

(3) A neutral must disclose to all participants, as soon as practicable, all facts and information relevant to any actual and potential conflicts of interest that are reasonably known to the neutral. If, after accepting a designation by the parties, a neutral learns any previously undisclosed information that could reasonably suggest a conflict of interest, the neutral must promptly disclose the information to the participants. After the neutral's disclosure, the ADR may proceed if all parties agree to continued service by the neutral.

(4) Notwithstanding the agreement of the parties to waive a conflict of interest, a neutral must withdraw from or decline a designation in a case if the neutral determines that an actual or potential conflict of interest may undermine the integrity of the mediation or early neutral evaluation.

(5) Any party who believes that an assigned neutral has a conflict of interest may request the neutral to recuse. If the neutral declines, the party may file a motion for disqualification of the neutral within five (5) days after learning the basis for disqualification. Failure to timely file a motion will waive the objection.

**(E) Unavailability of Neutral.** A neutral who cannot serve within the period of referral must notify lead counsel who will arrange for selection of a different neutral by agreement of the parties or by the Clerk.

(Amended October 1, 2001, effective November 1, 2001; Amended February 10, 2004, effective March 12, 2004; Amended July 10, 2006, effective August 28, 2006; Amended April 6, 2009, effective May 11, 2009; Amended July 9, 2010, effective August 16, 2010; Amended September 5, 2013, effective January 1, 2014; Amended November 5, 2014, effective December 15, 2014; Amended September 7, 2016, effective December 1, 2016; Amended January 3, 2018, effective March 1, 2018; Amended October 2, 2019, effective November 1, 2019; Amended July 7, 2021, effective September 1, 2021; [Amended December 14, 2022, effective March 1, 2023](#))

**Rule 12.01 (FRCP 83) Attorney Admission.**

**(A) Roll of Attorneys.**

The bar of this Court consists of those attorneys who have been granted admission upon satisfaction of the requirements for admission to practice before this Court prescribed by the rules in force at the time of their application for admission. Except as otherwise provided in this rule, only attorneys enrolled pursuant to the rules of this Court or duly admitted pro hac vice may file pleadings, appear, or practice in this Court.

Nothing in these rules is intended to prohibit any individual from appearing personally on his or her own behalf. An attorney admitted to practice in another Federal District Court or licensed by any state to practice law may appear and represent the United States or the State of Missouri, or any of their respective departments or agencies, without general admission to the bar of this Court. Admission to the bar of this Court is not required in order to file or appear in a miscellaneous case, to appear in a case transferred to this Court pursuant to 28 U.S.C. § 1407 on an order of the Judicial Panel on Multidistrict Litigation, or in any other case transferred from another District Court on an order of that District Court.

**(B) Qualifications for Admission.**

An attorney of good moral character who holds a license to practice law from, and who is a member in good standing of the bar of, the highest court of any state or the District of Columbia may apply for admission to the bar of this Court.

**(C) Procedure for Admission.**

A candidate for admission to the bar must ~~submit an electronic file electronically a verified~~ application ~~through the attorney's PACER account. for admission on a form provided by the Clerk of the Court.~~ In addition to the completed ~~application form~~, the applicant must submit:

(1) a current certificate of good standing from the highest court of the state of the applicant's primary practice (i.e., one dated within ~~sixty~~thirty (630) days of date of the application); and (2) the prescribed application fee. Applicants who attend this Court's biannual admission ceremony in Jefferson City and are admitted to the Missouri Bar on the same day as this Court's ceremony are not required to submit a current certificate of good standing from the Supreme Court of Missouri. If the Court determines that an investigation of an applicant's character and fitness is necessary, a member of the bar of the Eastern District of Missouri may be appointed by the Chief Judge to conduct an examination of the applicant's background and report written findings to the Court. An attorney appointed for this purpose will be compensated from the Attorney Admission Fee Non-Appropriated Fund at a reasonable hourly rate, provided that total compensation may not exceed \$2,500.00 plus actual expenses. Each completed application will be examined by the Clerk of Court for satisfactory evidence of compliance with these rules. The Clerk is authorized to approve an application for admission that satisfies these requirements. Upon approval of an application for admission, the attorney must take an oath or affirmation administered by a district, magistrate or bankruptcy judge of this Court. For good cause, the oath may be administered via telephone, videoconference or other electronic means. Admission to the bar of any division will constitute admission to practice in all divisions of the Court, including the Bankruptcy Court.

**(D) Admission of Government Attorneys.**

An attorney representing the United States, the State of Missouri or another State, or any of their respective departments, officials or agencies may apply for special Government Counsel limited admission to the bar of this Court. The applicant must be a member in good standing of the bar of the highest Court of any State or the District of Columbia. A candidate for limited

admission under this rule must ~~submit~~file electronically a verified application through the attorney's PACER account on a form provided by the Clerk of Court. The applicant~~tion~~ must ~~submit~~include a letter written on the employing government agency's letterhead containing a statement signed by the agency executive indicating the applicant's name, title, and current employment status. Letters must be emailed to the Attorney Admissions Department of the Clerk's Office at Attorney\_Admissions@moed.uscourts.gov.

**(E) Renewal of Membership.**

The roll of attorneys admitted to practice before this Court will be renewed quadrennially commencing after 1999. A renewal registration ~~on a form provided by the Court~~ must be ~~submitted to~~filed with the Clerk by every member of the bar on or before the thirty-first day of January of each renewal year. Each renewal registration must be accompanied by a fee in an amount set by order of the Court at least ninety days prior to each registration period. The Clerk will publish notice or otherwise inform the bar of the renewal requirement and the fee at least sixty days before the deadline for ~~submitting~~filing such renewal registration ~~forms~~.

The Clerk will deposit the renewal registration fees collected pursuant to this rule into the fund created by Local Rule 12.03, to be used for the purposes specified in that rule, and to defray the expenses of maintaining a current register of members of the bar of this Court.

An attorney who fails to ~~submit~~file the required renewal registration and pay the renewal fee will be provisionally removed from the roll of members in good standing, and the attorney's privilege to file pleadings, appear and practice in any division of the Eastern District of Missouri will be suspended. If no renewal registration is ~~submitted~~filed within three (3) months of the delinquency, the name of the attorney will be permanently removed from the roll by order of the Court, without prejudice to a subsequent application for admission.

**(F) Admission Pro Hac Vice.**

An attorney who is not regularly admitted to the bar of this Court, but who is a member in good standing of the bar of the highest court of any state or the District of Columbia, may be admitted pro hac vice for the limited purpose of appearing in a specific pending action. Unless allowed by a judge for good cause, an attorney may not be granted admission pro hac vice if the applicant resides in the Eastern District of Missouri, is regularly employed in the Eastern District of Missouri, or is regularly engaged in the practice of law in the Eastern District of Missouri. A motion requesting admission pro hac vice must be verified and must include the name of the movant attorney, the address and telephone number of the movant, the name of the firm under which the movant practices, the name of the law school attended and the date of graduation, the movant's dates and places of admission to practice law; and a statement that the movant is in good standing in all bars in which he or she is a member, and that the movant does not reside in the Eastern District of Missouri, is not regularly employed in this district, and is not regularly engaged in the practice of law in this district. The movant attorney must include as an attachment to the motion for admission pro hac vice a current certificate of good standing from the highest court of the state in which the attorney resides or is regularly employed as an attorney, or other proof of good standing satisfactory to the Court. The motion must be filed with the Clerk of the District Court or with the Clerk of the Bankruptcy Court, as appropriate, where the action is pending, with payment of the prescribed fee. If the attorney has not previously been ~~granted e-filing access in this district, issued an electronic filing login and password for the CM/ECF System,~~ the attorney must request access through an Individual PACER accounta login and password through the online attorney registration system, AttorneyReg. Once e-filing access has been activated~~the login and password has been issued~~ by

the Court, all subsequent documents submitted to the Court by that attorney must be filed electronically, including the motion for pro hac vice admission and any subsequent motion for pro hac vice admission. Attorneys not admitted to this Court who appear in a miscellaneous case, in a case transferred to this Court pursuant to 28 U.S.C. § 1407 on an order of the Judicial Panel on Multidistrict Litigation, or in any other case transferred from another District Court on an order of that District Court, must request [e-filing access through an Individual PACER account](#) ~~login and password through the online attorney registration~~ in the same manner as described above for attorneys seeking admission pro hac vice.

**(G) Duty to Report Contact Information.**

Attorneys admitted to practice under this rule have a continuing duty to promptly notify the Clerk of any change of name, business address, telephone number, or e-mail address.

[Changes must be submitted to the Court through the attorney's PACER account.](#)

**(H) Registration Number.**

The registration number for each attorney granted regular admission to the bar of this Court will be the attorney's state bar number followed by the two-letter abbreviation of the applicable state in parenthesis; e.g., #12345 (MO). This registration number must be included in the attorney's signature block on every filing in this Court.

**(I) Court Appointed Representation.**

All attorneys who are members in good standing of the bar of this Court will be required to represent without compensation indigent parties in civil matters when so ordered by a judge of this Court, and to accept appointments by a judge to represent indigent criminal defendants under the Criminal Justice Act unless exempt by rule or statute, except when such representation would



create a conflict of interest. Statutory fees and expenses may be awarded as provided by law to an attorney appointed under this rule.

A self-represented litigant who receives appointed counsel in a civil matter will, absent extraordinary circumstances, not be entitled to the services of substitute or other appointed attorneys. If a self-represented litigant in a civil matter discharges an appointed attorney or requests for appointment of other counsel, the Court will inform the self-represented litigant of the provisions of this subsection of this rule before authorizing the appointed attorney to withdraw as counsel of record.

For each of the divisions of this Court, the Court may designate mentor attorneys who will be available to assist and advise appointed counsel. The involvement of a mentor attorney shall not create an attorney-client relationship between that mentor attorney and the client of the appointed attorney.

An attorney appointed in a civil matter will not be required to represent another self-represented litigant in another civil matter during the pendency of the civil matter and for a period of at least one year after final disposition of the civil matter before the Court.

Compensation of the attorney appointed in a civil matter under this rule may be sought under Local Rule 12.03 ([FRCP 83](#)), Local Rule 12.06 ([FRCP 83](#)), any other applicable rule of the Court, or any other provision of law.

(Amendment to Paragraph (D) adopted October 2, 1999, effective December 1, 2000; Amendment to Paragraph (C) adopted July 9, 2004, effective August 16, 2004; Amended July 10, 2006, effective August 28, 2006; Amendment to Paragraph (A) adopted April 9, 2007, effective May 14, 2007; Amendment to Paragraph (E) adopted November 21, 2008, effective January 1, 2009; Amendment to Paragraph (D) adopted May 7, 2010, effective June 15, 2010; Amended June 15, 2012, effective August 1, 2012; Amended November 5, 2014, effective December 15, 2014; Amended November 4, 2015, effective January 1, 2016; Amended September 7, 2016, effective December 1, 2016.; Amended October 2, 2019, effective November 1, 2019; [Amended December 14, 2022, effective March 1, 2023](#))

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI

UNITED STATES OF AMERICA, )  
 )  
 Plaintiff, )  
 )  
 vs. ) Case No. \_\_\_\_\_  
 )  
 \_\_\_\_\_, )  
 )  
 Defendant. )

**NOTICE OF COMPLIANCE WITH LOCAL RULE 12.07(A)**

Comes now counsel for the above--named Ddefendant and, pursuant to Local Rule 12.07,  
notifies the Court as follows:

- A Notice of Appeal will be filed by defense counsel within the time allowed by law.
- Defense counsel has explained to defendant his/her right to appeal, ~~and~~ defendant has not requested that counsel file a Notice of Appeal, and defendant declines to sign this notice.
- ~~The defendant declines to sign this notice.~~ Defense counsel has explained to defendant his/her right to appeal, defendant does not wish to file a Notice of Appeal, and defendant has signed below to so indicate.

**(Note: Defense counsel ~~must~~should check the appropriate box(es) that applies above.)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

**I have been fully informed of my right to appeal the final judgment in this case, I do not wish to file a Notice of Appeal, and I have instructed my attorney not to file a Notice of Appeal.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Defendant