

**TANEY COUNTY
38TH CIRCUIT
E-FILING HOLD OR RETURN
AND PROCEDURES**

It is the preference of the Circuit Clerk's office to accept rather than return documents.

However, any items put on **Hold** for filing, which lack required information, documents or sufficient payment, will not be processed until the problem has been corrected.

At the time of the discovery of the problem, the attorney will be notified of the **Hold** by e-mail, or phone and given 10 business days to make the correction.

If the error has not been corrected for the items placed on hold within the 10 business days, the case will not be filed by the Circuit Clerk's Office and will be rejected/returned at this time upon Circuit Clerk's approval.

It is not the responsibility of the Circuit Clerk's Office if the filing party or attorney misses a deadline due to the failure to promptly correct the problem.

The clerk will provide the reason for the return and the information required in the notes field.

The return reasons are:

Duplicate filing
Filer requested return
Missing signature
Filed in the incorrect county
Garnishment form incomplete or incorrect
Missing or insufficient fees
Other – with explanation