

**IN THE CIRCUIT COURT OF CLAY COUNTY, MISSOURI  
PROBATE DIVISION  
LIBERTY, MO**

CV \_\_\_\_\_

In re: \_\_\_\_\_, Respondent

**Pre-Trial Order  
Regarding Guardianship and Conservatorship Proceedings**

It is hereby ordered in all guardianship and conservatorship proceedings that counsel comply with the following:

1. Counsel for Applicant(s) shall attempt to contact opposing counsel to confer regarding this order and the statement of counsel (Form 440.)
2. Appointed counsel for adult respondents shall meet and confer with the respondent within 48 hours of notice of appointment. In the event such a meeting is not possible within 48 hours, counsel should advise the court the reasons therefore.
3. Appointed counsel or Guardian Ad Litem for minor respondents shall, within 96 hours of appointment, make arrangements through petitioner's counsel to meet with the minor at a location convenient to the custodian of the minor and counsel.
4. Counsel shall confer with each other as to what matters may be stipulated to be received in evidence. This shall include a specific agreement, or non-agreement, as to whether medical records, letters, or interrogatories to physicians will be stipulated as admissible. STATEMENT OF COUNSEL, (Form 440), shall be filed at least 48 hours prior to hearing.  
**All counsel for parties shall file Form 440.**
5. Counsel for respondent shall notify the court and opposing counsel as soon as possible if the matter is "contested" or "non-contested." A "contested" matter is one that is anticipated to take more than 30 minutes of court hearing time.
6. If the matter is "contested," the matter may need to be re-set from the initial trial date by way of motion for trial setting. The use of conference calls to set the case for trial is encouraged.
7. Counsel shall state a "good faith" estimate of the number of witnesses and the length of trial.
8. Counsel for Applicant(s) shall, within 24 hours of hearing, confirm with the Clerk of the Court that a Return of Service and/or Affidavit of Service by publication has been filed.
9. Counsel shall, at the earliest opportunity, advise the court if an interpreter/translator is required for any party.

\_\_\_\_\_  
Date

s/Larry D. Harman  
Larry D. Harman, Judge

By \_\_\_\_\_

