
Filing Information/Instruction for "Landlord's Complaint for Rent and Possession"

- * The tenant must be past due on rent. You must be the land owner in order to file. The filing fee is \$48.50 + service.
 - * Fill out both the Petition and the Confidential Case Filing Information Sheet clearly.
 - * Bring your completed forms, filing fee and service fee to the Civil Office on the 2nd floor of the Ray County Courthouse.
 - You may also mail your completed forms and appropriate fees to:
Ray County Circuit Court, Civil Division
100 W Main St, Suite 22
Richmond, MO 64085
 - * Method of Payment: Cash, Checks, Cashier checks, Money orders, and Credit/Debit cards are accepted.
 - * The defendant(s) must be served. You cannot serve your own summons to the defendant.
 - * Method of Service:
 - Certified Mail
 - For service in Ray County: Ray County Sheriff
 - For service outside the county: Check with the sheriff of that county (The Court will collect this fee at filing). You can make your check out to the court or directly to the county sheriff who will be serving the summons.
 - * You may file a Motion for Appointment of a Special Process Server to serve the summons to the defendant(s). This you would arrange directly with the Special Process Server.
 - * You may file a Motion for an Order to Post the summons on the door of the residence. When doing this, you may receive possession of your property but you will not receive a money judgment.
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Notice to Plaintiff

- * It is a Class A misdemeanor to make a false affidavit for the purpose of misleading a public official.
 - * All special process servers must be appointed by motion and order of the Court. Plaintiff(s) must file this motion.
 - * The owner or owner's attorney must appear in Court.
 - * If the owner is a Corporation, the petition must be signed and filed by an attorney through the Court's e-filing system, and the plaintiff must be represented by the attorney in Court.
 - * You are responsible to proceed on your own behalf; the Court Clerks are not attorneys and they cannot advise you on the law
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IN THE CIRCUIT COURT OF RAY COUNTY, MISSOURI
Division IV

_____))
_____))
Plaintiff(s)
_____))
_____))
Defendant(s)

Case Number _____

PRINT ALL INFORMATION LEGIBLY
Petition must be complete, signed and notarized

(See Notice to Plaintiff, on back side for additional
information prior to completing this form.)

LANDLORD'S COMPLAINT FOR RENT AND POSSESSION

_____, being duly sworn on oath, states that the above-named Plaintiff is the recorded title owner of the property described herein and defendant(s) / tenant(s) now occupies as tenant of plaintiff the following premises at: _____, in Ray County, Missouri. Said premises were rented to the defendant on _____, at the rate of \$ _____ per month, payable monthly in advance on the ____ day of each month.

The sum of \$ _____ is now due plaintiff for said rent (as of today's date).

In addition, the sum of \$ _____ is due under the terms of the lease for the following:

_____.

The same has been demanded of defendant(s) / tenant(s) and payment has not been made. Plaintiff is the owner of the property and is a: (check one) Sole Proprietorship General Partnership Limited Liability Partnership Limited Liability Company Corporation.

Wherefore, Plaintiff prays for judgment for possession of said premises and for \$ _____ as provided above, and all rent or additional fees to accrue from the date of filing until the date of judgment, and costs.

Telephone

Plaintiff / Agent Signature

Telephone

Street Address

Other

City / State / Zip Code

AFFIDAVIT

STATE OF MISSOURI)
COUNTY OF RAY)

Personally appeared before me _____ Plaintiff/Owner, who subscribed and swore to the facts contained within the foregoing document before me on _____.

My Commission Expires: _____

Notary Public or Court Clerk

Case # _____

Confidential Case Filing Information Sheet - Non-Domestic Relations

Instructions:

Complete this form for all parties known at the time of filing. Provide the most appropriate Case Type and Party Type codes and descriptions. (Found on the Case Types List and Party Types List at www.courts.mo.gov on the Court Forms/ Filing Information page.)
If additional space is needed, complete additional Confidential Case Filing Information Sheets.

NOTE: The full Social Security Number (SSN) is required pursuant to Missouri Supreme Court Operating Rule 4.07 if the party is a person and is reasonably available. This is a confidential documents. This information is needed to open a case in the court's case management system. While caes deemed public under Missouri statutes can be accessed through Case.net, the day and month of birth, SSN, and confidential addresses are NOT provided to the public through Case.net.

Filing Date: _____	County: <u>Ray County Missouri</u>
Style of Case: _____ <small style="text-align: center;">Plaintiff Vs Defendant</small>	
Case Type Code: _____ Case Type Description: _____	
Party Type Code: PLT Party Type Description: PLAINTIFF	
Name (if a person): (Last) _____ (First) _____ (Middle) _____	
Organization (if non-Person): _____	
Address: _____	
City: _____ State: _____ Zip: _____ Contact Telephone _____	
DOB/DOD: _____ Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female SSN: _____	
Attorney Name (if represented): _____ Bar ID: _____ Party Type Code: APLT	
Party Type Code: DFT Party Type Description: DEFENDANT	
Name (if a person): (Last) _____ (First) _____ (Middle) _____	
Organization (if non-Person): _____	
Address: _____	
City: _____ State: _____ Zip: _____ Contact Telephone _____	
DOB/DOD: _____ Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female SSN: _____	
Attorney Name (if represented): _____ Bar ID: _____ Party Type Code: ADFT	
Party Type Code: DFT Party Type Description: DEFENDANT	
Name (if a person): (Last) _____ (First) _____ (Middle) _____	
Organization (if non-Person): _____	
Address: _____	
City: _____ State: _____ Zip: _____ Contact Telephone _____	
DOB/DOD: _____ Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female SSN: _____	
Attorney Name (if represented): _____ Bar ID: _____ Party Type Code: ADFT	
Submitted by: _____ Bar ID (required if attorney): _____	
Address (if not shown above): _____	
City: _____ State: _____ Zip: _____	
Phone: _____ Email Address: _____	

***IMPORTANT:** It is the parties' responsibility to keep the court informed of any change of address or employment.*

**IN THE CIRCUIT COURT OF RAY COUNTY, MISSOURI
ASSOCIATE DIVISION**

Petitioner / Plaintiff

Case Number

VS

Respondent / Defendant

PRO SE REQUEST FOR ISSUANCE OF WRIT OF POSSESSION

I am the Plaintiff in the above case and I am requesting the Ray County Circuit Court to issue a Writ of Possession for the possession of

(Address)

to the Ray County Sheriff for the above mentioned case. Included is the service fee of \$_____ plus mileage.

Plaintiff signature

Plaintiff phone number

Date

**IN THE CIRCUIT COURT OF RAY COUNTY, MISSOURI
ASSOCIATE DIVISION**

Petitioner / Plaintiff

Case Number

VS

Respondent / Defendant

**EXECUTION IN LANDLORD'S ACTION FOR POSSESSIONS OF
PREMISES FOR NON-PAYMENT OF RENT**

**STATE OF MISSOURI TO THE SHERIFF OF RAY COUNTY,
GREETINGS:**

WHEREAS, the plaintiffs aforesaid have recovered judgment against the defendants aforesaid in our said Circuit Court, Division aforesaid, for the possession of the following described real property in the city, of _____ and in Ray County and State of Missouri for non-payment of rent and also for \$ _____ rent due and unpaid, and \$ _____ costs herein.

NOW THEREFORE, THESE ARE TO COMMAND YOU, that within 20 days after the delivery to you of this writ, you will place the said plaintiff in possession of said real estate located:

_____,
and that you will cause to be levied the said sum \$ _____ for rent and \$ _____ costs, of the goods, chattels, moneys, credits and personal property of the said defendants in your county found, and that you will summon as garnishee such person as you may be directed to summons by the plaintiff's herein, and that you make return hereof to this court.

WITNESS, the Honorable Lori J. Baskins, Judge of this Court and the Seal thereof.

Date

Lori J Baskins, Judge

Issued and delivered to the Sheriff on this _____.

Date

Deputy Clerk