

69.8 REPORTING REQUIREMENTS

C. REPORTING TO OSCA AND THE CIRCUIT COURT

1. The court clerk/administrator shall complete and deliver the “Missouri Municipal Division Summary Reporting” form to OSCA and the circuit court no later than the 15th day of each month, with data completed from the previous month’s court activity. This data shall be delivered by e-mail or fax to OSCA and the circuit court on the then current form provided by OSCA. The court clerk/administrator shall complete the form in accordance with the instructions submitted from time-to-time by OSCA, and as contained in the then current OSCA Municipal Clerk Manual. A copy of the OSCA form shall be submitted to the Municipal judge each month, and if requested, to the municipality. (Source. COR 4.28.)
2. **The municipal judge shall file a Minimum Operating Standards form with the presiding judge by January 1 and July 1 every year, in compliance with Supreme Court Rule 37.04.**