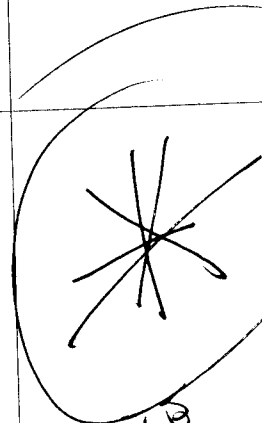
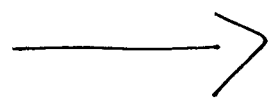


|                             |   |   |
|-----------------------------|---|---|
| 40 Days Before Go Live Date | Ensure the circuit court presiding judge read and signed the statement of expectations and agreement.   |   |
| 35 Days Before Go Live Date | Collect electronic signatures, and obtain a stamp for eFiled documents if eFiling has been implemented in the municipal division.   |   |
| 35 Days Before Go Live Date | Validate that the recommended computer equipment, software, and Internet connectivity is installed.   |   |
| 35 Days Before Go Live Date | Complete the Show-Me Courts security group new user spreadsheet and return to OSCA.Help.Desk@courts.mo.gov.   |   |
| 35 Days Before Go Live Date | <ul style="list-style-type: none"> <li>Open a <b>new</b> municipal division bank account to be used <b>only</b> for Show-Me Courts receipts and disbursements.* Title bank accounts, "XXX (city name) Municipal Division." Authorized persons/signatures (2 minimum), municipal clerk(s) and/or municipal judge. When there is a change in personnel, new signature cards are required. Request online banking access view only.</li> <li>Send the bank account information to Davin.Greeno@courts.mo.gov (CT21 to Sherri.Paschel@courts.mo.gov) include a letter from the bank (or scan a deposit slip) with the bank account number, bank routing number and bank name/address; and the starting check number.</li> <li>Order JIS compatible check stock from Safeguard, Craig Roth, (913) 649-4800. To order elsewhere, ask OSCA to mail a sample piece of the check stock.</li> </ul> |  <p>SCHEDULE 4.51</p> |
| 21 Days Before Go Live Date | Complete the suggested training courses.  |   |



SUPREME COURT RULE 4.51