

## Instructions for Request to Establish Debit Account

**Month/Year** – Enter the date when you are submitting the request.

**Prepared by:** - Enter the name of the person preparing the request who will be contacted with any questions.

**Phone #** - Enter the phone number of the person the court will contact with any questions when creating the court debit account.

**E-mail Address:** - Enter the e-mail address to whom you want the court to send notification of the court debit account ID and Description.

**Account Owner** – Enter the attorney’s bar number and name or the law firm name responsible for the court debit account. This would be the name to whom the court will issue any refunds from the court debit account if they close the account.

**Minimum Account Balance** – Enter the minimum amount you would like to keep in your court debit account.

**Authorized Users:** - Enter all users the attorney or law firm would like to authorize to use this court debit account to pay filing deposits, enter the attorney’s bar number in the first column and the attorney’s name in the second column. If the person authorized to use funds from this court debit account is not an attorney, place an “N/A” in the first column and the person’s name in the second column. The court then will create an ID for this person and e-mail the ID to the preparer’s e-mail address.

To set up your court debit account, complete the [Request to Establish Debit Account](#) form, and e-mail it to [23circuit@courts.mo.gov](mailto:23circuit@courts.mo.gov).

Once the court has received a completed court debit account form, the court will return this instruction sheet via e-mail with your court debit account ID. Your court debit account number is \_\_\_\_\_.

\*\*\* Upon receiving your court debit account ID, you may deposit funds into your account by mailing a check to the Jefferson County Circuit Clerk, P.O. Box 100 Hillsboro, MO 63050, or taking a check in person. Include your court debit account ID on your form of payment.

If you have questions, please contact Pat Decker at (636) 797-6132.