

## **Instructions for filing an application for transfer post opinion/disposition and order of documents:**

The filing fee is \$70.00, unless you are filing a motion for leave to proceed in forma pauperis or are exempt from paying the filing fee. If you are filing a motion for leave to proceed in forma pauperis, it should be the first document attached.

The Form 15 cover page must be prepared in 13 point or larger, Times New Roman font on Microsoft Word, can be single-spaced and it can run as many pages as needed to provide the information requested on the form. An interactive Microsoft Word version of the Civil Procedure Form No. 15 is available at the bottom of the "Court Forms" page on the Supreme Court website at [www.courts.mo.gov](http://www.courts.mo.gov).

The application for transfer document must be prepared in 13 point or larger, Times New Roman font on Microsoft Word and shall not exceed twelve pages (including any suggestions in support). The body of the application for transfer (everything between the initial heading and the signature block) must be entirely double-spaced, no exceptions, including quoted material, footnotes, headings, subheadings, etc. The initial heading and the signature block can be single-spaced. The signature block can be on the thirteenth page, but you may not finish a sentence or a footnote on the thirteenth page. A certificate showing service of the application for transfer upon all opposing counsel, self-represented litigants and the clerk of the Missouri Court of Appeals should follow the signature block at the end of the application.

Required attachments to the application for transfer:

- The opinion, order and memorandum, or order issued by the Missouri Court of Appeals.
- The motion for rehearing, if any, and application for transfer, and any suggestions in support filed in the court of appeals.
- The notice from the court of appeals overruling the motion for rehearing, if any, and denying the application for transfer.
- The proof of notice to the clerk of the court of appeals and each opposing party/counsel to the application for transfer.
- Appellant's brief with appendix, if required under Rule 83.05(g).
- Respondent's brief with appendix, if required under Rule 83.05(g).
- Appellant's reply brief with appendix, if required under Rule 83.05(g).

*Please review Rules 81.18, 83.04, 83.05, 83.06 and all other rules that apply to the filing of an application for transfer in this Court.*