

Step 5:

**Fill out your Confidential Case Filing
Information Sheets**

The state form (FI-50) can be found here: <https://www.courts.mo.gov/file.jsp?id=161314>

If you are filing in Jackson County, you must use the 16th Circuit Civil Case Information Sheet. It requires essentially the same information, just laid out differently. You can find it here: https://www.16thcircuit.org/Data/Sites/1/media/Civil_Records/Civil_Records_Misc_Forms/civil-case-information-sheet.pdf.

You will also have to fill out a separate Confidential Redacted Information Filing Sheet: <https://www.courts.mo.gov/page.jsp?id=384> (go down the page to Form FI-35).

Some counties will fill these sheets out for you. If your county requires you to fill it out, you will largely use the same information that you included in your service instructions for your Respondents.

These are the Instructions for filling it out. We will provide more details in the pages that follow.

Case Number (For Court Use Only) _____

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: If known, 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 document. This information is needed to open a case in the court's case management system. While cases 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.

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.

Step 5.1 – Header Information

How to Fill Out the Header portion:

- Leave the case number blank
- Filing Date = Day you take your documents to the Court to have them filed.
- County/City of St. Louis: The County you are filing your case in (City of St. Louis is an independent city and, in many respects, operates as a county).

- Style of Case = Your Name + Name of Your First-Listed Respondent + Other Respondents
 - Example: Wiley J Coyote vs. Missouri State Highway Patrol, et al.
- Case Type Code = X5
- Case Type Description = Expungement of Criminal Records (610.140 RSMo)

Step 5.2 – Party Information

How to Fill Out the Party Portions:

- You will list yourself first.
 - Party Type Code = PETP
 - Party Type Description = Petitioner
 - Fill in your Name, Address, City, State, Zip, Contact Number, E-mail, DOB, Gender, and SSN. Check the appropriate Race and Ethnicity box. Then check how you know the race/ethnicity, if you do.
 - Since you are proceeding pro se, you don't fill out the attorney section.
- Next list your Respondents
 - Party Type Code = RES
 - Party Type Description = Respondent
 - Note: As noted, a respondent is essentially the same as a defendant.
 - Leave the Name blank
 - Fill in the Organization line with the name of your Respondent
 - List their address, city, state, and zip.
 - Leave the rest blank
- Fill in an entry for **each** of your Respondents. Since you will have more than four parties (you and 4+ Respondents), check the box on page 3 that says "Check if more than 4 parties and attach additional sheet(s)."

An example of how pages 1-2 might look filled in begins on next page.

Case Number (For Court Use Only) _____

****FOR COURT USE ONLY****



**Confidential Case Filing Information Sheet
Probate and Non-Domestic Relations**

Filing Date: 1/1/25 County/City of St. Louis: Jackson

Style of Case: Wiley J. Coyote v. Missouri State Highway Patrol, et al.
(e.g., In the Estate of; In the Matter of; Petitioner v. Respondent.)

Case Type Code: X5 Case Type Description: Expungement of Criminal Records (610.140)

Party Type Code: PETP Party Type Description: PETITIONER

Name (if a person): (Last) Coyote

(First) Wiley (Middle) J (Suffix) _____

Organization (if non-person): _____

Address: 4619 Dynamite Rd.

City: Kansas City State: MO Zip: 64193

Contact Telephone Number: 555-555-1234

Email Address: wileyjcoyote78@gmail.com

Date of Birth: 01/01/1911 Date of Death: _____

Sex: Male Female SSN: 123-45-6789

Race and Ethnicity: (Select one or more) American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White
 Hispanic or Latino Middle Eastern or North African (MENA) Other Unknown

Race & Ethnicity Source: (Select one) Petitioner Court Law Enforcement Jail
 Department of Corrections/Probation and Parole Another State Agency
 Driver's License Unknown

Race & Ethnicity is self-identified observed/perceived. (Select one)

Attorney Name (if represented by counsel): _____

Bar ID: _____ Party Type Code: _____

Party Type Code: RES Party Type Description: RESPONDENT

Name (if a person): (Last) _____

(First) _____ (Middle) _____ (Suffix) _____

Organization (if non-person): Missouri State Highway Patrol

Case Number (For Court Use Only) _____

Address: 1510 East Elm St.

City: Jefferson City State: MO Zip: 65101

Contact Telephone Number: _____

Email Address: _____

Date of Birth: _____ Date of Death: _____

Sex: Male Female SSN: _____

Race and Ethnicity: (Select one or more) American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White
 Hispanic or Latino Middle Eastern or North African (MENA) Other Unknown

Race & Ethnicity Source: (Select one) Petitioner Court Law Enforcement Jail
 Department of Corrections/Probation and Parole Another State Agency
 Driver's License Unknown

Race & Ethnicity is observed/perceived.

Attorney Name (if represented by counsel): _____

Bar ID: _____ Party Type Code: _____

Party Type Code: RES Party Type Description: RESPONDENT

Name (if a person): (Last) _____

(First) _____ (Middle) _____ (Suffix) _____

Organization (if non-person): Missouri Department of Corrections

Address: 2729 Plaza Drive

City: Jefferson City State: MO Zip: 65101 Contact Telephone Number: _____

Email Address: _____

Date of Birth: _____ Date of Death: _____

Sex: Male Female SSN: _____

Race and Ethnicity: (Select one or more) American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White
 Hispanic or Latino Middle Eastern or North African (MENA) Other Unknown

Race & Ethnicity Source: (Select one) Petitioner Court Law Enforcement Jail
 Department of Corrections/Probation and Parole Another State Agency
 Driver's License Unknown

Race & Ethnicity is observed/perceived.

Be sure to fill in an entry for EACH of your Respondents/Respondents. Use as many sheets as necessary.

Step 5.3 – Redacted Information

As of July 2023, many court filings are available to the PUBLIC once they are filed.

In some counties this includes expungement petitions.

If your petition contains personal identifying information, such as your date of birth, address, or driver's license number, you should redact it (black it out so it can't be read).

There are several apps available online that can help you do redaction. Many have free trials that you can use one time or for a week. It is not recommended to do the redaction with a black marker as the information can often still be deciphered.

If you redact any portion of your expungement petition, you will also need to fill out a Confidential Redacted Information Filing Sheet (Court form FI-35, sometimes called CRIFS). It can be found at <https://www.courts.mo.gov/file.jsp?id=195254>.

Doing this allows the court and your Respondents to know what your personal information is (which they need to know to properly identify your record), without it being broadcast to the public at large.

There are two options with this form.

- You can make a copy of your unredacted petition and then prepare a redacted petition. You check the box on the CRIFS form that says “The unredacted document is attached to the filing sheet in place of listing the redacted information identifier’s below.”
 - If you choose this option, you submit the CRIFS filled out on the top, check the box, and submit both a redacted petition and an unredacted one. The unredacted version is confidential, as is the CRIFS.
- You can decide not to submit a copy of the unredacted version. Instead, you list the redacted material on the CRIFS with information identifying what it is. You do this as follows:
 - Under the Redacted Information Identifier column, put the title of the box containing your personal identifying information (e.g., birth date).
 - In the Redacted Information column, put your personal identifying information – enter your birth date.
 - Note that this document will NOT be available to the public – only to the Court and the Respondents in your case.

On the next page is an example of how to fill out this form.



Confidential Redacted Information Filing Sheet

Party Name: Wiley J. Coyote	Case Number:
Address: 4618 Dynamite Road, Apt. 2B Kansas City, MO 64193	Case Type: Expungement of Criminal Records (610.140)
	Style of Case: Wiley J. Coyote v. Missouri State Highway P
Email Address: wileycoyote78@gmail.com	<input type="checkbox"/> The unredacted document is attached to this filing sheet in place of listing the redacted information identifiers below.
Filing Date:	
Document Filed: Petition for Expungement	

(Date File Stamp)

REDACTED INFORMATION:	
Redacted Information Identifier	Redacted Information
Address	4618 Dynamite Road, Apt. 2B Kansas City, MO 64193
Date of Birth	01/01/1911
Driver's License Number	P12398725

Submitted by: Wiley J. Coyote Bar ID (required if attorney): _____

Address: 4618 Dynamite Road, Apt. 2B

City: Kansas City State: MO Zip: 64193

Phone: 555-555-1234 Email Address: wileycoyote78@gmail.com