

Frequently Asked Questions of the Circuit Clerk's Office

Polk County Circuit Clerk's Office
417-326-4912

FREQUENTLY ASKED QUESTIONS - CRIMINAL

WHAT DO I OWE ON MY TICKET(S)?

With ticket(s) in hand, contact the Circuit Clerk's Office for assistance.

WHAT DO I NEED TO DO TO GET A TICKET AMENDED?

You or your attorney must contact the Prosecuting Attorney's Office at 417-326-5756.

I UNDERSTAND THERE IS AN OUTSTANDING WARRANT FOR ME. CAN YOU TELL ME WHAT IT'S FOR?

- Contact the Circuit Clerk's Office for information regarding the charges.
- To satisfy the warrant, you may surrender yourself to the Polk County Jail where you will have an opportunity to post a bond and receive a court date.

I RECEIVED A TICKET AND I NEED TO KNOW WHAT MY COURT DATE IS?

With ticket(s) in hand, access case.net at www.courts.mo.gov or contact the Circuit Clerk's Office for assistance. It takes about 3-4 weeks for tickets to be filed after they are written.

HOW CAN I CHECK THE STATUS OF MY TICKET(S)?

With ticket(s) in hand, access case.net at www.courts.mo.gov or contact the Circuit Clerk's Office for assistance.

I NEVER RECEIVED MY COMPLIANCE NOTICE AFTER SENDING IN A WRITTEN GUILTY PLEA. HOW CAN I GET ONE?

With ticket(s) in hand, contact the Circuit Clerk's Office for assistance.

I RECEIVED A TICKET FROM A CITY POLICE OFFICER. DO I PAY FOR IT AT YOUR OFFICE?

You must pay the fine and costs at the Municipal Court if the ticket was written by a Bolivar officer. All other municipal infractions should be paid at their respective City Hall offices.

CAN YOU TELL ME THE BOND AMOUNT ON A WARRANT?

You may contact the Circuit Clerk's Office for assistance or access the case.net docket entry tab at www.courts.mo.gov
Bond allowances will be detailed in the text field.

I NEED A LETTER OF INCARCERATION

Please contact the Polk County Jail.

HOW DO I OBTAIN A CRIMINAL HISTORY REPORT

Contact the Missouri State Highway Patrol at 573-526-6153 or 573-751-3313.

HOW CAN I GET MY BOND REDUCED?

You must consult an attorney.

WHAT DO I OWE ON COURT COSTS?

Please contact the Circuit Clerk's Office for assistance. We ask that you have your case number readily available.

I FORGOT MY COURT DATE, WHO SHOULD I CALL?

You may contact the Circuit Clerk's Office for assistance or access case.net.

I NEED TO GIVE YOU MY NEW ADDRESS.

You may contact the Circuit Clerk's Office by telephone, 417-326-4912, regular mail or [e-mail](#) with your new address. Please include a few remarks about the reason why you need it updated. For example, are you receiving or paying child support, are you currently on Court Supervised Probation, or do you have a pending action on file?

FREQUENTLY ASKED QUESTIONS - GENERAL INFORMATION

WHAT IS YOUR PHYSICAL ADDRESS?

Polk County Circuit Court, 102 East Broadway Room 14, Bolivar, MO 65613

WHAT IS YOUR FAX NUMBER?

417-326-4194

WHAT ARE YOUR FILING FEES?

Please access the filing and service fee information or call the Circuit Clerk's Office for assistance at 417-326-4912.

WHAT ARE YOUR OFFICE HOURS?

Monday – Friday 8:00 am – 4:45 pm.

Closed all State Holidays.

I NEED TO GIVE YOU MY NEW ADDRESS.

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I FORGOT MY COURT DATE, WHO SHOULD I CALL?

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FREQUENTLY ASKED QUESTIONS - CIVIL

I NEED TO FILE A CHILD PROTECTION/ADULT PROTECTION PETITION

This is a pro se process. Please access the Court Forms link at www.courts.mo.gov and select the appropriate form category. Once the forms are completed, they must be presented to Circuit Clerk's office in person.

DOES THE STATE OF MISSOURI RECOGNIZE COMMON LAW MARRIAGES?

No

WHAT IS THE LIMIT FOR A SMALL CLAIMS CASE?

Small Claims - up to \$5,000.00
Associate Civil - up to \$25,000.00

HOW CAN I GET A JUDGMENT AGAINST SOMEONE?

We can provide small claims and landlord petitions to pro se applicants. However it is recommended that Associate and Circuit civil petitions be prepared by attorneys. Access the Court Forms link and select Small Claims Forms.

HOW CAN I COLLECT ON THE JUDGMENT IN MY FAVOR?

You may file an Application for an Execution or Garnishment with the Circuit Clerk's office, but you will need to know the judgment debtor's employer or bank account information to begin. Access the Execution/Garnishment link.

WHERE CAN I INITIATE AN EXECUTION/GARNISHMENT?

Execution or Garnishment requests are filed with the Circuit Clerk's office. Access the Execution/Garnishment link to print the execution or garnishment form, interrogatory form and instructions. Pro se filers will be required to provide the \$10.00 surcharge and Service Fee upon filing.