

Bill of Costs Instructions

Form MO 931-4753 (10-17)

This is an electronic form that auto-calculates the bill of costs. If you do not have Adobe Reader on your computer, you can download it for FREE from the www.Adobe.com website. If your browser is **Google Chrome** or **Firefox** please right mouse click on the form link and select **Save Link As** to save the form to your computer. Once saved, locate the file on your computer to open and complete the form.

CASE INFORMATION

This portion of the form **MUST** have the following information (*these are required fields that cannot be left empty*):

1. The case name,
2. The case number
3. The county name (drop down to select),
4. The number for the judicial circuit (drop down to select),
5. The charges, and
6. The appropriate section of the state statutes that pertain to the crime committed.

THE STATE OF MISSOURI vs.	1	CASE NO:	2		
in the Circuit Court of	3	County,	4	Judicial Circuit on charge of	5
under section §	6	RSMo.			

7. This field must be entered as "State of Missouri" **OR** the applicable county.
8. This is the month and year for the term of court.
9. The convicted fields have two date fields – one for the date the Defendant was convicted and one for the date the sentencing occurred. The third field is for the number of years that the Defendant received.
10. Probation or Parole Violation – if the Defendant was on probation and/parole and the probation was revoked and this action was the MOST recent action taken, you **MUST** attach a copy of the warrant and/or writ in order for the paperwork to be accepted.

Bill of Costs chargeable against	7	during the	8	term of court.			
9	Convicted on		and sentenced on		to		year(s) in the Department of Corrections OR
10	<input type="checkbox"/>	Probation or Parole Violation (attach copy of warrant or writ)					

FEES

Felony Clerk Fee:

The felony clerk fee can be billed to the Department of Corrections (DOC) upon sentencing to the DOC. According to the Court Operating Rule 21 the fee for each case disposed of as a felony will be \$45. The portion that the DOC will pay for is only 20% of the \$45 which amounts to \$9.

Sheriff's Fee:

The sum of \$75 will be allowed for sheriffs, county marshals or other officers for services rendered in each felony case. The fee can be billed to the DOC upon sentencing to the DOC.

Special Prosecutor:

The person appointed shall possess the same power as the proper officer and shall receive a reasonable fee for each case prosecuted. *An invoice **must** be attached for payment.*

Mental Examination Fee:

The court, in which the trial proceedings are pending, can order the payment of, or tax as costs, examination fees and expenses to the state, county or defendant, when the expenses are payable under the provisions of the state statute. *Attach court order and invoice.*

Witness Fee:

In-State witnesses receive the sum of \$25.00 per day plus mileage equal to the current State of Missouri, Office of Administration, mileage rate. Out-of-State witnesses receive the sum of \$15.00 per day plus a mileage allowance of \$0.10 per mile.

Jury Board Fee:

In all felony cases, whenever the jury is not permitted to separate (sequestered), the sheriff in charge of the jury (unless otherwise ordered by the court) shall supply room and board during the time the jury is required to be sequestered. Reasonable compensation may be allowed (not to exceed \$3.50 per day for each member of the jury and the officer in charge) unless in the event of a conviction, the same can be taxed to the defendant. *Attach documentation showing jurors were sequestered, how many and for how long.*

Other Fees/Costs:

These fees or costs are used for any payments that will offset the amount due, or as an overflow (continuation of form) to list other payments from other sections of the form that wouldn't fit within that section.

Cost of Incarceration:

The "FROM" field should be the date the offender entered the facility. The "TO" field is the last day the offender was in your facility (the departure date does not count as a full day).

To enter the date click or place your cursor on the "FROM" field. As shown in the 1st illustration, an ▼ appears to the right of the field which is selected to display a calendar reflecting the current month and year (2nd illustration). To select a prior or future month within the same year, either click on the ◀ or ▶ arrows on either side of the month, or click on the month and all the months appear for you to select the applicable month (third illustration). To select a different year other than the current year, click on the month which brings up the 3rd illustration, then click on the year and the 4th illustration appears for you to select the year needed. Follow the same steps to complete the "TO" field.

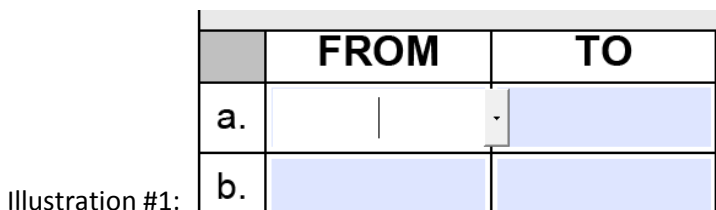


Illustration #1:

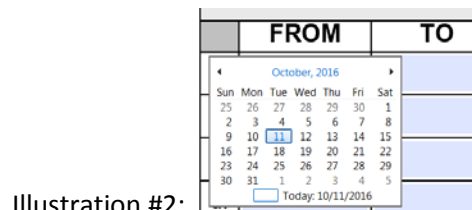


Illustration #2:

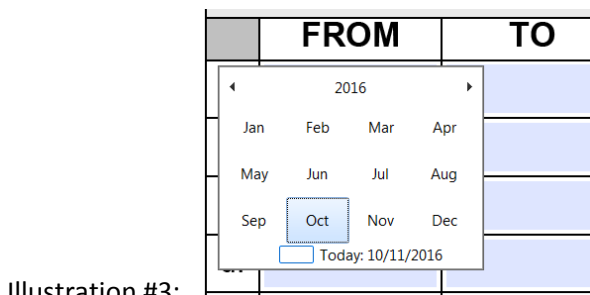


Illustration #3:

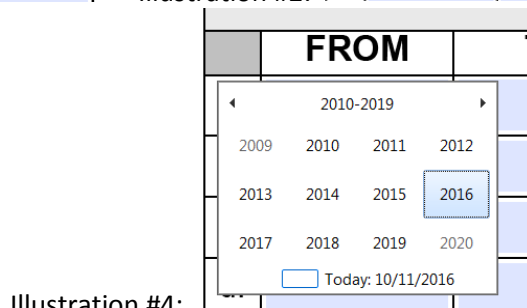


Illustration #4:

Certificate of Judge and Prosecuting Attorney:

In this section the County and the Judicial Circuit are both drop down menus. The dollar amount will automatically calculate based on the grand total.

Clerk's Certificate to Original:

In this section the County is a drop down menu as well as the date fields. DO NOT FORGET TO AFFIX THE COURT SEAL.

Any incomplete fields will cause the form to be returned and delay payment.