

These buildings are herein referred to as the “**Court Buildings**”.

WHEREAS, the continuing operation of the 22nd Judicial Circuit Court (“Court”) is deemed to be an essential governmental service and therefore, the Court will remain open and operational during the term of the Stay-At-Home Order; and

WHEREAS, certain Court employees are deemed essential by virtue of their job duties and are thereby required to report to work in order to maintain essential Court services; and

WHEREAS, although the Court will remain open, it is imperative that the Court take steps to protect the health and safety of all employees of the Court, all judicial officers, all attorneys, all litigants, all victims, all witnesses and any other individuals or entities who have cases and hearings pending in Court, while also balancing the rights of all said individuals to have their matters heard; and

WHEREAS, notwithstanding the fact that the Court will remain open, the Court’s operations are and will be significantly modified during the term of the Stay-At-Home Order; and

WHEREAS, the Court desires to employ additional necessary and reasonable measures to protect the general public, litigants, lawyers, employees and all other individuals from the spread of COVID-19; and

WHEREAS, the Presiding Judge of the Court has the administrative authority over dockets of the Court and the administrative and discretionary authority regarding the manner in which any hearings are conducted in the Court.

IT IS HEREBY ORDERED, effective at 12:01 a.m. on Tuesday, March 24, 2020, and continuing through 5:00 p.m. on Friday, April 17, 2020, unless modified or extended in a subsequent administrative order, as follows:

The following persons **shall not** enter the Court Buildings in the St. Louis City, Missouri.

- Persons who **are not** a named party, attorney of record, or under compelled attendance by subpoena, in cases requiring in-person proceedings that fall within the exceptions set forth by Chief Justice George W. Draper III in the Supreme Court of Missouri *en banc* Order entered on March 16, 2020, that are scheduled for hearing or trial that day.
- Persons who have traveled to any foreign country within the last 14 days;
- Persons who reside or have had close contact with someone who has traveled to any foreign country within the last 14 days;
- Persons who have been asked to self-quarantine by any doctor, hospital, or health agency;
- Persons who have tested positive, been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; and
- Persons with fevers, or unexplained coughs or shortness of breath.

Entry to Court Buildings shall be limited to the following persons:

- (a) Judicial Officers and employees of the Court possessing their government issued identification cards;
- (b) Those individuals specifically identified by a Judicial Officer as necessary for an in-person hearing as required and set forth in paragraph 2 below.
- (c) Independent contractors, delivery persons and vendors who have permission to enter Court Buildings from either the Presiding Judge of the Court or the Court Administrator and whose entry into Court Buildings is necessary for continuous operation of the Court.
- (d) This Administrative Order is not intended to limit access to Court Buildings as determined to be necessary or appropriate by the Mayor of the City of St. Louis, Court Administration, or the Sheriff of the City of St. Louis.

1. The Court shall remain open and operational. However, except for those matters specifically identified in paragraph 2 below and subject to the terms set forth in paragraph 2, there shall be no in-person proceedings, hearings or conferences held in Court Buildings. All proceedings, hearings and conferences shall be conducted by telephone, polycom, videoconferencing, Scopia, Zoom or any other method that does not require the physical presence of persons in Court Buildings.

2. Notwithstanding the prohibition on in-person proceedings, hearings or conferences as set forth above in paragraph 1, in-person proceedings *may* be held in the following matters, subject to the requirements set forth below, *provided however*, that said in-person proceedings, hearings or conferences shall be held in limited and extreme circumstances only and based on a determination that alternative methods for conducting said hearings cannot occur;

- (a) Emergency medical neglect hearings pursuant to Section 211.166 RSMo;
- (b) Any emergency hearings directly related to the COVID-19 public health emergency;
- (c) Emergency child custody hearings;
- (d) Petitions for temporary restraining orders or other forms of emergency temporary injunctive relief;
- (e) Emergency mental health hearings;
- (f) Emergency guardianship or conservatorship hearings;
- (g) Protective custody hearings pursuant to Chapter 211;
- (h) Detention hearings pursuant to Chapter 211;
- (i) Any other hearing necessary to protect the constitutional rights of criminal defendants and juveniles.

Anyone attempting to enter Court Buildings in violation of these protocols will be denied entry by Sheriff's Deputies or other security personnel.

If you have a scheduled appointment or you are otherwise required to appear at one of the offices or divisions located in the Court Building in St. Louis City, Missouri and you are unable to appear because of the restrictions listed above, you should proceed as follows:

- If you are represented by an attorney, please contact your attorney;
- If you are scheduled to appear in Court before a circuit court judge, an associate circuit court judge or a commissioner, please visit the Court's website at:

www.stlcircuitcourt.com

On the home page, there is a link titled 'Click here for a list of judges and divisions, then click on the list to find procedures for that courtroom'. Each court division may have information about both their upcoming dockets and the rescheduling of those dockets. You may also contact the division clerk directly.

Individuals not authorized to enter the Court Buildings because of the restrictions listed above are provided the following contact information to have remote access to the administration of justice:

- For information on all other circuits, please visit the State website at www.courts.mo.gov and read court-specific notices at the top of the home page.
- If you need information about the status of your case, please consult Case.net or contact the circuit clerk's office at 314-622-4433.
- If you need information about the status of your case at the Family Court - Juvenile Division, please contact courtroom clerk for Division 30 at 314-552-2028.
- If you need information about the status of your case in a Family Court Divisions 10, 14, 15, 16 please contact the clerk of that division.
- If you need information about a probate case, please contact the probate commissioner at 314-622-4140.
- If you are a prospective juror, please contact the jury supervisor's office at 314-622-4457.
- If you are seeking an Order of Protection regarding adult/child abuse, please contact 314-622-3788.
- If you are scheduled to meet with a probation officer, please contact the St. Louis City's Probation Office at 314-340-6999, St. Louis City Central at 314-340-7240, or St. Louis City South at 314-301-4999.
- For St. Louis City prosecuting attorney matters, please contact the Circuit Attorney's Office at 314-622-4941.
- For St. Louis Public Defender matters, please contact the St. Louis City Public Defender at (314) 340-7625.
- For St. Louis City Sheriff matters, please call the Sheriff's main line at 314-622-4766.

For safety reasons, these restrictions will remain in place until further order of this Court. Those individuals who think that they may have been exposed to COVID-19 should contact their healthcare provider immediately.

For the most current information regarding St. Louis City Circuit Court's coronavirus protocols, please proceed to the Court's website: www.stlcitycircuitcourt.com.

Although in-person hearings or conferences *may* be conducted for the above listed proceedings, it is strongly encouraged and recommended that, to the maximum extent possible, the above listed proceedings, hearings or conferences be conducted by telephone, polycom, videoconferencing, Zoom or any other method that does not require the physical presence of persons in Court Buildings.

In the event the Judicial Officer presiding over any proceedings described above determines: (a) that there is no reasonable alternative to an in-person hearing or conference and therefore an in-person hearing or conference is required; and (b) that the physical appearance of attorneys, parties, witnesses, interested third parties, guardians ad litem, children's division workers, law enforcement officers or any other individual(s) is/are required and whose appearance cannot be satisfied by telephone or videoconference, then the in-person hearing or conference shall proceed only upon proper order signed by the Judicial Officer and after notice has been provided to the Presiding Judge.

In the event an in-person hearing or conference is to occur, the Judicial Officer or his/her administrative staff shall, at least 24 hours in advance, notify Sheriff's Deputies or other security personnel at the Court Building where the hearing or conference will occur, that an in-person hearing shall occur and shall provide Sheriff's Deputies or other security personnel with an order, signed by the assigned judicial officer, containing the names of all attorneys, parties, witnesses and other individuals deemed necessary for the in-person hearing or conference. Only those identified individuals, possessing the above required order will be allowed to enter Court Buildings for the designated in-person hearing. If the Sheriff's Deputies or other security personnel are not notified of the persons who are to appear in-person for any such hearing, any person attempting to enter a Court Building for such hearing will be denied entry to the Court Building.

NOTICE IS HEREBY GIVEN THAT ALL HEARINGS AND CONFERENCES THAT ARE NOT EXPRESSLY LISTED ABOVE ARE CONTINUED UNTIL FURTHER NOTICE OR ORDER OF THE COURT, UNLESS THE JUDICIAL OFFICER ASSIGNED TO A PARTICULAR CASE SPECIFICALLY NOTIFIES ATTORNEYS AND PARTIES THAT THE HEARING OR CONFERENCE WILL PROCEED IN COMPLIANCE WITH THE REQUIREMENTS OF THIS ADMINISTRATIVE ORDER.

3. In all criminal cases where the defendant is confined in the City of St. Louis' Division of Corrections, or otherwise in custody at any other detention center or prison, said defendants shall not be personally transported to or brought into court for any hearing, without the written order of the Presiding Judge of the 22nd Judicial Circuit or his designee. All hearings regarding any such defendants shall be conducted via videoconferencing, including initial appearance and arraignment hearings.

4. **DIVISION 16B:** Effective Wednesday, March 25, 2020, all Division 16B dockets will be called at 12:00 noon on all Mondays, Wednesdays and Fridays.

- Defendants shall appear by interactive video.
- It is expected that the Circuit Attorney's Office (CAO) and defense counsel will appear remotely through an approved telecommunications audio/video platform.
- The Division 16B Judge assignments shall remain as previously posted.
- The Division 16B Judge, at their discretion, will appear in person or remotely.
- If the Division 16B Judge is to appear remotely, the judge shall notify the Division 16B staff and IT, of their in person/remotely schedule, the week prior to their assignment to Division 16B.
- For Division 16B Judges working remotely, the expected paperwork flow shall be, via email, as follows:
 - CAO draft, sign, and email document to Defense counsel.
 - Defense counsel sign and email to Judge.
 - Judge signs and emails to 16B clerk.

5. **DIVISIONS 25/26:** Effective Wednesday, March 25, 2020, all Division 25 and 26 confined dockets will be called at 9:30 am on all Mondays, Wednesdays and Fridays.

- All newly confined probation violators and failure to appear defendants will be seen by interactive video.
- Circuit divisions' probation violators and failure to appear defendants will be docketed in their assigned divisions for Monday, April 20, 2020 at 9:00 a.m.
- Criminal Docket will email all appropriate parties and strongly suggest the division review the defendant's current bond setting.

6. Each judicial officer and his/her division staff shall be responsible for notifying all parties and counsel if the cases/dockets are being postponed/continued or if the cases/dockets are not being postponed/continued, of the manner in which hearings will be held. If cases/dockets are postponed/continued, each judicial officer and his/her division staff shall be responsible for re-scheduling new hearing dates.

7. Notaries and other persons qualified to administer an oath in the State of Missouri may swear a witness remotely by audio-video communication technology from a location within the state of Missouri, provided they can positively identify the witness. If a witness is not located within the State of Missouri, a witness may consent to being put on oath via audio-video communication technology by a person qualified to administer an oath in the State of Missouri. All rules of procedure, court orders, and opinions applicable to remote testimony, depositions, and other legal testimony, including the attestation of forms, that can be read to limit or prohibit the use of audio-video communications equipment to administer oaths remotely or to witness the attestation of forms, are hereby suspended, and will remain suspended until further order of the Court.

8. The Court Administrator is ordered to establish procedures and protocols for pro se litigants to deliver and/or file pleadings and other documents with the Court, including but not limited to Petitions for Orders of Protection. This may include receiving faxed documents, placing a public access computer terminal at an entrance to the courthouse so further entry is not necessary,

creating drop boxes at designated entries to Court Buildings or other methods for pro se litigants to have continuous access to the Court. As soon as those procedures are finalized they will be posted on Court Building doors, posted on the Court's website.

9. The Jury Supervisor is Ordered and authorized to suspend the impaneling of all jurors for the weeks of March 30, 2020 through April 20, 2020. All jury trials scheduled for those weeks are hereby continued and will be rescheduled to a later date.

10. Based on current circumstances, including but not limited to the ban on gatherings and the safety of parties, employees, security personnel and others, the Court has determined that it is not possible to proceed with hearings on full orders of protection. In this Court's Administrative Order 2020-053 entered on March 12, 2020, pursuant to Section 455.040.1 R.S.Mo., and for good cause, all hearings on full orders of protection that were scheduled during the weeks of March 16, 2020 and March 23, 2020 were continued for two weeks from the date of the scheduled hearing. Those hearings are now continued an additional forty-five days from the date of the most recently scheduled hearings. All Ex Parte Orders of Protection currently in existence will be extended by operation of this Administrative Order until the new hearing date.

11. As demonstrated in prior Administrative Orders of this Court, the Stay Home – Essential Activities Only Order, Health Commissioner Order No. 5 dated March 21, 2020, and this Administrative Order, all hearings on full orders of protection that are scheduled, or would have been scheduled, for the weeks of March 30, 2020 through April 20, 2020 will be continued for sixty days from the date of the currently scheduled hearing or the hearing that would have been scheduled during that time. All Ex Parte Orders of Protection currently in existence and all Ex Parte Orders of Protection that are entered through April 24, 2020, will be extended by operation of this Administrative Order until the new hearing date.

12. When a defendant in a pending criminal case bonds out of the City's Division of Corrections facilities, he/she is given a date for his/her initial appearance. Any such date provided to a defendant shall be continued and the initial appearance will be held 90 days after the date provided at the time the defendant bonds out of the facility.

13. The Court Administrator and Assistant Court Administrator are authorized to suspend programming operated by the Family Court consistent with this and other prior Administrative Orders and Centers for Disease Control and Prevention Guidelines.

14. All nonessential court related travel for staff and judicial officers is canceled through April 30, 2020.

15. The municipal courts in the City of St. Louis, Missouri are subject to this Administrative Order and are encouraged to take appropriate action consistent with this Administrative Order and Centers for Disease Control and Prevention guidelines.

16. To the extent the directives and declarations set forth in this Administrative Order differ with the Court's prior Administrative Orders, this Administrative Order controls.

THIS ORDER MAY BE AMENDED AS CIRCUMSTANCES REQUIRE.

SO ORDERED:



Rex M. Burlison
Presiding Judge
22nd Judicial Circuit

Date: March 24, 2020

Certificate of Service

This is to certify that a copy of the foregoing
was emailed to the following on March 24 , 2020

22nd Circuit Court Judiciary
Court Administrator
Sheriff
Prosecutor
Public Defender