

ALL PHASES ARE DEPENDANT ON THE DIRECTION AND ORDER FROM THE PRESIDING JUDGE OF THE 21ST CIRCUIT

As of 5/18/2020 the Court is operating on phase zero, each phase has a minimum of 14 days in operation. Please refer to Administrative Order 30 from St. Louis County Presiding Judge.

PHASE ZERO

Description:

WORK IN SHIFTS

IN OFFICE HOURS SHORTENED 10-12 (or however long it takes to complete assigned project)

DEFENDANTS CAN MAKE PAYMENTS BY U.S. MAIL OR ONLINE VIA MISSOURI CASENET

CLEAN OFF ALL SURFACES WHEN COMING INTO THE OFFICE AND WHEN LEAVING FOR THE DAY
CLOSED TO THE PUBLIC

NO CLERKS WILL WORK IN THE OFFICE ON WEDNESDAYS, THIS WILL HELP IN CONTROL OF THE VIRUS

Court Administrator will work the remainder of the days/times from her home office

PHASE ONE

Description:

WORK IN SHIFTS

IN OFFICE HOURS SHORTENED 9-12 (or however long it takes to complete assigned project)

DEFENDANTS CAN MAKE PAYMENTS IN PERSON (CALL WHEN ARRIVE AND CLERK WILL MEET OUTSIDE TO GET PAYMENT

CLEAN OFF ALL SURFACES WHEN COMING INTO THE OFFICE AND WHEN LEAVING FOR THE DAY
CLOSED TO THE PUBLIC

NO CLERKS WILL WORK IN THE OFFICE ON WEDNESDAYS, THIS WILL HELP IN CONTROL OF THE VIRUS

Court Administrator will work the remainder of the days/times from her home office

PHASE TWO

Description:

WORK IN SHIFTS

IN OFFICE WORK HOURS SHORTENED HOURS 9:30-2

CLEAN UPON ENTERING OFFICE AND LEAVING FOR THE DAY

REMAIN CLOSED TO THE PUBLIC

Court Administrator will work the remainder of the days/times from her home office

PHASE THREE -PART ONE

Description:

IN OFFICE WORKING HOURS LONGER HOURS 9-4

WORK IN SHIFTS

DEFENDANTS CAN MAKE PAYMENTS IN PERSON (CALL WHEN ARRIVE AND CLERK WILL MEET OUTSIDE TO GET PAYMENT

REMAIN CLOSED TO THE PUBLIC

CLEAN UPON ENTERING OFFICE AND WHEN LEAVING FOR THE DAY

Court Administrator will work the remainder of the days/times from her home office

PHASE THREE - PART 2

Description:

IN OFFICE WORKING HOURS 8:30-4:30

POSSIBLY REMAIN CLOSED TO THE PUBLIC

DEFENDANTS CAN MAKE PAYMENTS IN PERSON (CALL WHEN ARRIVE AND CLERK WILL MEET OUTSIDE TO GET PAYMENT

CLEAN WORK STATIONS WHEN ENTERING AND LEAVING

KEEP SOCIAL DISTANCE

PHASE THREE- PART 3

Description:

WORK NORMAL HOURS 8-4:30

POSSIBLE OPEN TO PUBLIC

CLEAN SURFACES AND WORKSTATIONS DAILY

COURT DAYS

The Court will be required to be operating in PHASE THREE

July 28, 2020 starting at 11am - cases from June dockets

August 4, 2020 starting at 11am

August 18, 2020 starting at 9:00am - trials, pro rev hearings and
must appear cases will be only on 8/18/20.

Sneeze guards will be up for judges and clerks.

Payments can be made, and the clerk will wear gloves and or use hand sanitizer after each payment transaction when handling all payments from defendants.

Payment clerk must wipe down the laptop before returning to the court office.

The Court Administrator must wipe down all surfaces in between defendants.

Defendants keep a social distance, clerks will place tape on the floor to show where defendants and attorneys must stand before the judge.

Masks will be available for defendants to wear in the courtroom.

Bailiff will be outside the courtroom making sure only 10 persons are in the courtroom at a time. He will take the temperatures of all persons prior to checking in for court. He will give defendants a mask to put on before entering the courtroom. Bailiff will write down the Defendant's name and cell number, a phone number is required to alert the defendant to come into the courtroom. *If the defendant says they do not have a cell phone, they will be given a paper number and their number will be called.*

Court Administrator will text the defendant from the Court's google voice number. *"Please make your way into the Ellisville courtroom. Remember to put on your mask before entering the courtroom. "*

Defendants will wait social distancing in the lobby and outside the building. The lobby can only have 4 persons at a time waiting. That means only 2 defendants/attorneys at a time in the lobby area. The other 2 are security and bailiff.

The above is subject to change. The timeframes are the minimum to complete each phase. If anyone should show any signs of illness, the phase shall start over.