

**COVID-19
PROCEDURES
DIVISION 16B**

STAFF:

Jean Whitby, Division 16 Clerk

Court Number: 314-622-4197

Email: Rufie.Whitby@courts.mo.gov

Kenneth Wilkins, Division 16B Supervisor

Court Number: 314-622-4096 Email: Kenneth.Wilkins@courts.mo.gov

Dawn Allen, Criminal Docket Coordinator

Cell: 618-920-8926

Email: Dawn.Allen@courts.mo.gov

SCHEDULE:

Monday – 12 p.m.

Wednesday – 12 p.m.

Friday – 12 p.m.

DAILY PLAN:

- All Division 16B matters will be held at 12:00 p.m. on Monday, Wednesday and Friday. Defendants will appear by interactive video.
- Circuit Attorney's Office (CAO) and Defense Counsel will appear remotely through an approved telecommunications audio/video platform.
 - o CAO will notify Dawn Allen the designated attorney for the day.
 - o Changes to the designated Private Defense Counsel shall notify Melinda Gorman.
 - Melinda Gorman will notify Dawn Allen.
 - o Public Defender's Office will notify Dawn Allen the designated attorney for the day.
 - o Defense Counsel, who would like to appear via video and are not designated to Division 16B, will notify Dawn Allen to appear remotely.
 - **All parties will receive an email notification from Dawn Allen with a pin number for the remote video.**

ROTATION JUDGE AND STAFF:

- Division 16B Judge Assignments remain as previously posted.

- Division 16B Judge, at their discretion, will appear in person or remotely.
 - **Division 16B Judge is to appear remotely, must notify the Division 16B staff and IT, of their in person/remote schedule, the week prior to their assignment to Division 16B.**

WORK FLOW:

All orders and memos have to be entered within the same day.

- 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 Division 16B clerk.
 - Division 16B Judge is responsible for getting the appropriate paperwork to the clerk.
- Probation Violators appearing in Division 16B
 - Dawn Allen will draft proposed order and email to Division 16B Judge
 - Judge signs and emails to Division 16B clerk
- Notifications from City Court for Defendants
 - Dawn Allen will draft proposed order and email to Division 16B Judge
 - Judge signs and emails to Division 16B clerk and Dawn Allen
 - Division 16B clerk will make two (2) copies and distribute to Pre-Trial Release Office.
 - Dawn Allen will notify City Court