



**WHEREAS**, these Operational Directives establish phases which reflect differing approaches to in-person proceedings, personnel and staffing, and courthouse operations, designed to assist the Court in protecting 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; and

**WHEREAS**, although the Court will remain open, the citizens of the state and employees who enter the Court Buildings must feel confident for their own safety and understand that the health and welfare of every litigant, juror, witness, victim, judicial employee, attorney, and other individuals involved in judicial proceedings, is paramount in the decisions that are made under these Operational Directives; and

**WHEREAS**, by this Order the Missouri Supreme Court encourages the courts and judges to utilize all available technologies – including teleconferencing and video conferencing- to conduct court activities remotely in order to limit the number of in court proceedings conducted in Missouri courthouses; and

**WHEREAS**, by this Order the Missouri Supreme Court directs circuit courts to adopt measures to ensure timely filings by pro se litigants, lacking access to Missouri’s e-filing system, through providing public access computer terminals; and

**WHEREAS**, the 22nd Judicial Circuit Court operates in the following buildings, (“**Court Buildings**”)

- (1) Civil Courts Building, 10 N. Tucker Blvd., St. Louis, MO 63101;
- (2) Carnahan Courthouse, 1114 Market St., St. Louis, MO 63101;
- (3) Family Court-Juvenile Division, 920 N. Vandeventer Ave., St. Louis, MO 63108, and its Annex, Field Unit, and Juvenile Detention Center.

**WHEREAS**, the Court desires to employ additional necessary and reasonable strategies to prevent the spread of respiratory germs into, within and between Court Buildings, 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, the administrative and discretionary authority regarding the manner in which any hearings are conducted in the Court Buildings and has been authorized by Order of the Missouri Supreme Court to determine the manner in which hearings are to be conducted, including the discretion to excuse individuals from appearing in-person at a Court Building; and

**WHEREAS**, Missouri courts have been operating in “Operating Phase Zero” as defined in the Missouri Supreme Court Order of May 4, 2020, since March 16, 2020, the Court shall continue to operate under this phase until certain local conditions warrant moving to a higher or lesser Operating Phase.

**THEREFORE, IT IS HEREBY ORDERED** that, effective Monday, May 18, 2020 at 12:01 a.m., the terms of **COVID-19 ORDER 13** and **COVID-19 ORDER 10** are extended, and will continue in effect, unless modified or extended in a subsequent written administrative order.

1. **The Court shall remain open and operational.** However, except for the noted exemptions in COVID-19 ORDER 13, there shall remain no in-person proceedings, hearings or conferences held in the Court Buildings. Although in-person hearings or conferences within the noted exceptions may be conducted, Judges continue to be encouraged, to the maximum extent possible, to conduct proceedings, hearings or conferences by telephone, Polycom, videoconferencing, Scopia, WebEx, Zoom or any other method that does not require the physical presence of persons in the Court Buildings.
2. **Entry into the Court Buildings** shall continue to be limited to the same persons as indicated in this Court’s COVID-19 ORDER 13. **No one shall enter beyond the security desks in the Court Buildings without a mask.** Masks will be provided by the Court for those who do not have them. Masks must be worn at all times in the Court Buildings, common areas, lobbies, hallways and elevators. Masks must be worn in all courtrooms unless specifically directed otherwise by the Judge assigned to such courtroom. Masks need not be worn when persons are alone in their own enclosed offices or in areas where they can ensure that others are more than 6 feet away from them for social distancing.
3. **If you have a scheduled appointment** or you are otherwise required to appear at one of the offices or divisions located in the Court Buildings and you are unable to appear because of COVID-19 ORDER 13 restrictions, 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](http://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.

4. **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](http://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 in the Juvenile Division of the Family Court, 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, please contact the clerk of that division.

Division 10: 314-622-4442

Division 14: 314-622-4277

Division 15: 314-622-4453

Division 16: 314-622-4798

- 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 the Adult Abuse Office at 314-622-4434.
- 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 the most current information regarding St. Louis City Circuit Court's coronavirus protocols, please proceed to the Court's website:

[www.stlcircuitcourt.com](http://www.stlcircuitcourt.com).

5. **Division 1 and Civil Docket:** Motions that are consented to by all parties, along with a proposed order in Word format, are to be emailed to [Patrick.thomasson@courts.mo.gov](mailto:Patrick.thomasson@courts.mo.gov). Consent orders will be entered without hearing. Contested motions will be conducted on the WebEx video-conference platform. Email the Presiding Judge at [Rex.Burlison@courts.mo.gov](mailto:Rex.Burlison@courts.mo.gov) to schedule. The email addresses of all attorneys necessary for the hearing must be provided by the moving party before the motion will be scheduled.  
All **civil cases** on dockets up to and including the week of June 22, 2020, are continued to the next roll-over week for that particular docket.
6. **General Trial Divisions:** Please view operating orders posted on the Court's website under the respective General Trial Divisions: 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 17, 18, 21, 22, 23 and 31.
7. **Family Court Divisions:** Please view operating orders posted on the Court's website under the respective Family Court Divisions: 10, 14, 15, 16 and 30.
8. **Civil Motion/Equity Divisions:** Please view operating orders posted on the Court's website under the respective Civil Motion/Equity Divisions: 19 and 20.
9. **Associate Circuit Judge Divisions:** Please view operating orders posted on the Court's website under the respective Assoc. Circuit Judge Divisions: Divisions: 24, 25, 26, 27, 28 and 29.
10. **Division 16B:** All Division 16B dockets will continue to 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.

11. **Probate:** Please view operating orders posted on the Court's website under Division 1.
12. **The Adult Abuse Office** is located on the 9<sup>th</sup> floor of the Civil Courts Building at 10 North Tucker and shall continue to remain open for individuals seeking to obtain orders of protection. The Adult Abuse Office's hours of operation will continue to be 8:30 a.m. until 4:00 p.m., Monday through Friday. Petitioners are encouraged to apply online whenever possible. Online applications are located on the 22<sup>nd</sup> Judicial Circuits website at [www.stlcitycircuitcourt.com/Protection\\_Orders.php](http://www.stlcitycircuitcourt.com/Protection_Orders.php) Individuals that lack the technology to apply online are still welcome to apply in person at the Civil Courts Building. The Adult Abuse office can be reached by telephone during their open hours at (314)622-4434. Petitioners are encouraged to contact the St. Louis Metropolitan Police Department for assistance after hours, and to call 911 in the event of a domestic violence emergency.

Additional information and resources can also be located on the Court's website at [www.stlcitycircuitcourt.com/index2.html?XMLFile=xml/Protection\\_Orders.xml](http://www.stlcitycircuitcourt.com/index2.html?XMLFile=xml/Protection_Orders.xml)

13. **The Municipal Division, St Louis City Court**, shall continue to be subject to this Court's administrative orders. The Municipal Division shall continue to take appropriate action consistent with this Court's administrative orders, the orders of the St. Louis City Health Commissioner, and the Center for Disease Control and Prevention (CDC) guidelines. No in-person proceedings shall occur in the Municipal Division until this Court enters Operating Phase Three (as described in the Missouri Supreme Court's May 4, 2020 Operational Directives). Moreover, such in-person proceedings shall not occur in the Municipal Division until the Municipal Division receives written approval from this Court for its plan of operations that describes the measures to be taken to ensure the Municipal Division is engaged in safe practices as recommended by the St. Louis City Health Commissioner and the CDC to prevent the spread on COVID-19.
14. **Procedures and protocols for pro se litigants** to deliver and/or file pleadings and other documents with the Court, will continue to be posted on the Court's website.
15. **Jury trials**, after having first been determined to be the most extraordinary, pressing and urgent cases, shall not commence until the Court is authorized by the Missouri Supreme Court to enter into Operational Phase One or higher.

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.**

Date: May 17, 2020

**SO ORDERED:**



Rex M. Burlison  
Presiding Judge  
22<sup>nd</sup> Judicial Circuit Court

#### Certificate of Service

This is to certify that a copy of the foregoing was emailed to the following on May 17, 2020

22nd Circuit Court Judiciary and Staff  
Court Administrator  
Sheriff  
Circuit Attorney  
District Defender  
Public Administrator  
Commissioner of Corrections  
Circuit Clerk