

**IN THE CIRCUIT COURT OF ST. LOUIS COUNTY
TWENTY-FIRST JUDICIAL CIRCUIT
STATE OF MISSOURI
CONSOLIDATE MUNICIPAL COURT DIVISIONS OF
ST. ANN, VINITA PARK, NORTHWOODS, CHARLACK, WELLSTON AND BEVERLY HILLS
In Re:COVID-19 ADMINISTRATIVE ORDER**

Whereas, the Centers for Disease Control and Prevention have declared that the outbreak of COVID-19 is a worldwide pandemic, and the St. Louis County Executive has, accordingly, declared a state of emergency;

Whereas, the **Missouri Supreme Court** has instructed courts in this state to “prepare for potential infection in their communities”;

Whereas, the **Missouri Supreme Court** has directed its courts to “consider strategies to prevent the spread of respiratory germs into, within, and between facilities.;

Whereas, the **21ST Judicial Circuit Presiding Judge**, Hon. Michael Burton, has issued Administrative Orders limiting all public access to municipal court building in St. Louis County 21st Judicial Circuit;

THEREFORE, IT IS HEREBY ORDERED, effective **MARCH 31ST 2020**, and until further order of this Court, that the following persons shall not enter **the City of St. Ann Consolidated Municipal Court Divisions Building located at 10405 St. Charles Rock Road**, St. Ann, MO 63074:

- Persons who have traveled to any foreign country within the last 14 days; (For a current listing, see the St. Louis County Website: www.stlcorona.com. Then click the “Update Travel List” button under “Areas of Community Transmission” on the right-hand side of the page.);
- 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 been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19 (Coronavirus); or persons with unexplained fever, cough or shortness of breath.
- Any attorney or party **shall** promptly notify opposing counsel and the court if they reasonably suspect that a participant in any proceeding authorized by this Court’s Administrative Order 14 may come within any of the above listed categories.

(Please visit www.stannmo.org for additional information and www.stlcountycourts.com for 21st Circuit information; all regularly scheduled municipal court dockets/sessions have been RESCHEDULED/POSTPONED through April 30th, 2020.)

If you have a scheduled appointment or you are otherwise required to appear at St. Ann Consolidated Municipal Court Divisions and you are unable to appear because of the restrictions listed above, you should proceed as follows: The court department is open for ALL PHONE CALLS from 9:00 am to 4:00 pm Monday Through Friday 314-428-6811.

- If you are represented by an attorney, please contact your attorney.
- If you are an attorney scheduled to appear, all court sessions through April 30, 2020 have been rescheduled.
- You may visit www.courts.mo.gov/casenet and also sign up for “Track this Case” to receive notifications of your case, which is located on the case header tab.
- If you are still interested in pleading and paying or you are on a payment arrangement, you may visit www.courts.mo.gov and look for “Make a Payment”.
- If you are hiring an attorney, or are already represented by an Attorney, our court is still accepting all attorney E-filings, as well as accepting all signed recommendations. (Before payment can be made on a recommendation, the attorney must first e-file the signed recommendation before a payment can be made using “Pay by Web”) or mail a money order/cashier check with signed recommendation to the Municipal Court at 10405 St. Charles Rock Road, St. Ann, MO 63074. (The court must have accepted E-filed recommendations before a payment can be made.)

SORRY, NO DROP BOX IS AVAILABLE FOR PAYMENTS

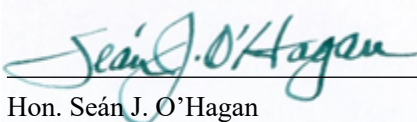
- All defendants will receive a summons in the mail rescheduling the court date(s) to your last known address on record with the court. . (If you have recently changed your address, please notify this Court by email at www.cmcentries@stannmo.org.; indicate full name, case number(s), DOB and full address.)
- If you are self-represented and need information about warrants/bonds/court dates, please visit www.courts.mo.gov/casenet, email us at cmcentries@stannmo.org, mail your request to the address above, or contact the clerk office at 314-428-6811 between the hours listed above for further instruction. For after hour information please email cmcentries@stannmo.org and we will reply the next business day.
- Payments can be accepted over the phone by calling 1-877-793-7144. (you must have your case numbers)
- Mail payments in the form of a check or money order, made payable to the **municipality that issued the ticket**, and mail to: Municipal Court (CMC) **10405 St. Charles Rock Road, St. Ann, MO 63074.**

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These restrictions will remain in place temporarily until it is determined to be safe to remove them. People who think they may have been exposed to COVID-19 (Coronavirus) should contact their healthcare provider immediately.

If you have any questions as to this Administrative Order, please contact the Clerk of the Court, 314-428-6811. For all Circuit Court information, please contact the Circuit Clerk's Office at 314-615-8029.

SO ORDERED:



Hon. Seán J. O'Hagan

March 27, 2020



Hon. William G. Buchholz

March 27, 2020