

**IN THE 24<sup>th</sup> JUDICIAL CIRCUIT  
ST. FRANCOIS COUNTY  
STATE OF MISSOURI**

**In Re: COVID-19**

**ADMINISTRATIVE ORDER**

**This Court by order of the Presiding Judge is moving to Phase Three of the Supreme Court of Missouri's Reopening Operational Directives related to the COVID-19 pandemic. In order to ensure the health of all employees and public conducting business in the Courthouse and in compliance with the Phase Two Operational Directives, the Presiding Judge orders the following:**

Effective Monday, December 28, 2020, and until further order of this Court, the following protocols are hereby enacted by Order of the Presiding Judge:

- Face masks shall be worn at all times.
- Screening measures at the public entrance for heightened temperature and other possible symptoms of COVID-19
- All court staff, members of the public, law enforcement and attorneys shall practice social distancing of six (6) feet or more in all areas of the Courthouse, where possible.
- Occupancy of any courtroom or common area will be limited to adhere to social distancing protocols.
- Hand sanitizer will be provided throughout the Courthouse. Heightened sanitation and disinfection of courtrooms and common areas will take place whenever possible.

Additional screening will take place at entrance and anyone with the following symptoms may be refused entry to the St. Francois County Courthouse, or any of its Divisions in St. Francois County, Missouri:

- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; and
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
- Persons with unexplained fever, cough or shortness of breath; and
- Persons with a temperature greater than 100 degrees Fahrenheit (subject to equipment availability).

Anyone attempting to enter in violation of these protocols will be denied entry by a Court Security Officer. Individuals not authorized to enter the premises because of the restrictions listed above are provided the following contact information to have remote access to the administration of justice:

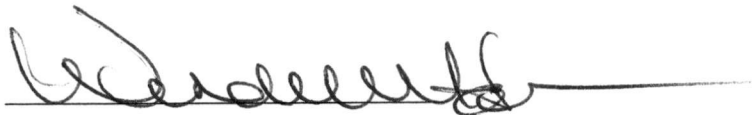
- If you need information about the status of your case, please consult Casenet or contact the Circuit Clerk's Office at (573) 756-4551;
- If you are an attorney scheduled to appear in Court before a Circuit or Associate Circuit Judge or a Commissioner, please contact the Circuit Clerk at (573) 756-4551;
- If you are represented by an attorney, please contact your attorney;

- If you are a prospective Juror, please contact the Circuit Clerk at (573) 756-4551;
- If you are seeking an Order of Protection regarding adult/child abuse please contact (573) 756-4551;
- If you are scheduled to meet with a Probation Officer, please contact the Probation Office at (573) 218-5006 ;
- Any office in the Courthouse can be reached by calling (573) 756-4551 and selecting the correct office you would like to speak with;
- For St. Francois County Prosecuting Attorney matters, please contact the St. Francois County Prosecuting Attorney at (573) 756-1955;
- For St. Francois County Public Defender matters, please contact the Missouri Public Defender at (573) 218-7080;
- For St. Francois County Sheriff matters, please call the main line at (573) 756-3252, or call 911 for a medical emergency.

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 may come within any of the above listed categories.

These restrictions will remain in place throughout Phase Three, and until further order of the Presiding Judge. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

IT IS SO ORDERED this 22 day of Dec, 2020



Wendy Wexler Horn  
Presiding Judge  
24<sup>th</sup> Judicial Circuit