



Circuit Court of St. Louis County  
State of Missouri  
Crestwood Municipal Division  
One Detjen Drive, Crestwood, Missouri 63126  
(314) 729-4776 PHONE (314) 729-4882 FAX

## **Crestwood Municipal Court Covid 19 Court Procedures**

- Defendants will enter parking lot and be greeted by Court Security who will inquire if they wish to see the Judge or have their case continued. If a continuance is requested, Court Security will issue a new court date. If they wish to speak to the Judge, they will be given a number and instructed to stay in their vehicle until their number is called.
- Defendants will need to comply with Social Distancing staying 6 feet apart.
- It is required that defendants use a face mask. If they do not have a mask or do not wish to use one their case will be continued to another date.
- Court staff will use face masks and gloves while attending court.
- Defendants will remain at least 6 feet from the Judge and Court Staff.
- Social Distancing Sign will be placed on the outside of City Hall door before court begins.
- Social Distancing Sign will be placed on the entrance door to the court room.
- Only 6 defendants will be allowed inside City Hall at a time: 3 in the courtroom and 3 in the lobby.
- Court Security Officer will take an infrared thermometer check of each individual before allowing into the building.
- Each defendant will answer health related questions and sign a COVID 19 information sheet after temperature check and metal detector check.
- 6 foot areas will be marked coming into City Hall, the lobby, and into the court room.
- Most chairs in the courtroom will be moved or stacked so defendants will remain standing 6 feet apart-unless they have a medical condition then allowed to be seated.
- Hand sanitizer will be available in the courtroom.
- Highly suggested that attorneys do not appear-nor their client to court; all pleas accepted through the mail.
- Payments will be processed through the mail or paid via online Missouri Case Net.
- When possible, it is highly recommended the City Prosecutor makes recommendations before court dates to help minimize defendants attending court.
- Docket sizes will be monitored and moved accordingly to prevent overcrowding.
- Cleaning crew will be notified the courtroom is to be sanitized before and after court sessions.
- Summons/Notices for Court letters will instruct the defendants prior to court date to contact the Prosecutor and possibly reach an agreement therefore, no court appearance will be necessary. Per the Prosecutor's recommendation the Prosecutor Clerk will mail the defendant a recommendation-plea form to be signed and mailed to the court. If the defendant is not inclined to contact the Prosecutor or is not agreeable with the Prosecutor's Recommendation, the letter will also ask the defendant if they would like to appear virtually in front of the Judge via video conference utilizing WebEx. The letter will give instructions on how to contact the Court for a virtual court setting.



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- Information will be sent to attorneys with the Prosecutor's original recommendation stating a court appearance is not necessary and all pleas will be accepted through the mail. If the attorney needs to speak to the Prosecutor regarding amending a recommendation they may do so by emailing or calling the Prosecutor.
- The Court will post all of the above information on the City of Crestwood's Website.
- The City of Crestwood Website will have a copy of the health related questionnaire form for download prior to Court as well as inform defendants who do not feel well or are believed to be sick to contact the Court for a new court date.