

**FRONTENAC AND TOWN AND COUNTRY MUNICIPAL COURT CONTINUITY OF
OPERATIONS PLAN**

Andrea Niehoff, Municipal Judge

I resumed court proceedings via ZOOM video conferencing in early June for both courts. I believe this has been a positive experience for all parties. The first court session in Frontenac resulted in a 75% appearance rate, far surpassing any regular court session. Town and County dockets appear to have a similar appearance rate to regular court sessions.

Phase Three and Phase Four procedures

It is the intent of this Court to continue with Zoom dockets after the implementation of phase three and phase four procedures. Once phase three begins, in-person dockets will be held only for trials (upon the request and consent of the litigants) and those who cannot attend via Zoom.

Any in person court session will comply with all social distancing guidelines and directives by the 21st Judicial Circuit, the Missouri Supreme Court, State, County and local government and the CDC as follows:

1. The courtroom will be reconfigured to the designated rate for indoor spacing and capacity as set by the above entities at that time. The City of Town and Country has already configured the court room (currently used for aldermanic meetings) for the correct number of participants by removing excess chairs. Frontenac City hall remains closed to the public at this time but will be advised to configure the court room in this way.
2. Court participants will be admitted into the building one at a time and only permitted in the building wearing a mask. The City will be asked to provide masks and perform temperature checks if available. They will also be required to use hand sanitizer upon entry, which will be provided by the City. After check-in at the window they will be advised to take a seat in the court room and the next participant will be permitted to enter the building. Court officers will monitor the exterior where social distance markers will be set on the sidewalk leading into the building and participants will be advised that they can wait in their vehicles. The Notice of Rights will be provided to Defendants outside the building. When called, Defendants will be permitted to step forward to a dais which will be located at least 6 feet away from the court personnel. Court documents will be located on a table to be completed and left on the table. Hand sanitizer will also be available on this table.
3. Personal Protective Equipment will be utilized by all City employees who are required to come in close contact with participants.
4. Court sessions will need to be staggered after capacity is reached. Chairs in the courtroom will be sanitized between each court session.
5. Dockets will need to be reduced and scheduled in 30-minute increments to reduce the number of participants at any given time. Additional dockets will be scheduled as needed.

6. Additional necessary procedures will be adopted so as to ensure the safety and well-being of all during the COVID-19 pandemic.
7. Notices of all requirements will be mailed or emailed to participants and posted outside the building.