

Kirkwood Municipal Covid 19 Court Procedures

- Defendant's will need to comply with Social Distancing staying 6 feet apart
- It is highly suggested defendants use a face mask-one supplied if they do not have one
- Court staff will use face masks and gloves while attending court
- Defendants will remain 12 feet from the Judge and Court Staff-will not approach the bench
- Social Distancing Sign will be place 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 15 defendants at a time will be allowed into City Hall-when one goes out another is allowed in
- Court Security Officer will take an infrared thermometer check of each individual
- Each defendant will sign a COVID 19 information sheet after temperature check and metal detector check
- 6 foot areas will be marked coming into City Hall, up the steps 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
- Defendants will go up the main stairs staying 6 feet apart then exit through the Judge's Chambers back down the steps
- Highly suggested Attorney's 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
- City of Kirkwood Building Facility will be notified the courtroom is to be sanitized before and after court sessions

The Prosecutor will possibly contact Pre Trial defendants prior to court date to 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.

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 also post this information on the City of Kirkwood's website.

Also, posted on the City of Kirkwood's website will be information regarding social distancing, Covid form to be signed, temperature check and masks required when attending court. If not feeling well, please do not attend court contact the court staff to ask for a continuance.