

CONTINUITY OF OPERATIONS PLAN
for the
CITY OF LADUE MUNICIPAL COURT

The City of Ladue Municipal Court resumed its court docket on June 10, 2020 via the use of Zoom. Both the Court session and attorney's call were conducted via Zoom. Although many people did not appear, it is the Court's intention to NOT issue warrants for the time being and to conduct several sessions of virtual court to evaluate the effectiveness of proper notice before the resumption of issuing warrants.

Notice and procedure for the Court session was implemented in the following manner:

1. Letters were sent to each defendant and attorney who had a case on the docket. A sample of said letter is attached hereto as Exhibit A. In addition to the Zoom meeting information; defendants were instructed to go to the City's website to register for the Court session. The purpose of registering was to obtain contact information; specifically current mailing address, email address and phone number.
2. As stated in paragraph 1 notice of the Court session was also posted on the City's website. See Exhibit B.
3. Notice was also provided on casenet for each case that was on the June 10, 2020 docket. See Exhibit B.
4. In the event a defendant did not pre-register, but appeared for Court, either the Court administrator or the judge obtained email addresses.
5. All continuances, payment slips or other documentation were emailed to the defendants in the day or two following court.
6. The Court phone line has been and continues to be open and answered during normal office hours so that people can still call with questions.
7. Payment is not accepted during Court. Defendants are instructed to either mail payment, pay by phone, make an on-line payment or utilize the City's drop box in lieu of in-person payment.
8. At the beginning of Court and several times throughout Court as more people arrive, defendants are advised of their rights, and the opportunity to apply for indigence status so as to seek an alternative to paying fines.
9. Pleas resulting in probation will be accepted via Zoom, however, dispositions will not be docketed until the proper signed paperwork has been filed with the Court. The Court is working closely with the prosecuting attorney's office to ensure that the proper paperwork is obtainable by the defendant or counsel, if applicable.
10. Trials and probation revocation hearings will not be held via Zoom and will be continued or set at some date after phase three begins.

Phase Three and Phase Four procedures

Based on the efficiency and positive appearance rate, it is the intent of this Court to continue with Zoom dockets even after the implementation of phase three and phase four procedures. Once phase three begins, in-person dockets will be held for the following circumstances:

1. Trials and probation revocation hearings;
2. For those who cannot attend Court via Zoom or other virtual platform;
3. For those who simply choose to attend in-person; and
4. For pleas resulting in probation or possibly incarceration.

It is the intent of this Court to all social distancing guidelines and directives by the 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 allow no more than 15 people, including court personnel, in the courtroom at a time.
2. As defendants arrive for court they will be required to answer and complete the St. Louis County Department of Public Health questionnaire attached hereto as Exhibit C. In the event any of the questions are answered in the positive, such defendant will be given a continuance and not allowed entry into the building.
3. Separate doors will be utilized for entry and exit from the court building and court room.
4. Masks will be required to enter into the building and courtroom. Notice of this requirement will be made to defendants through mail, email and website postings. In cooperation with the City, masks may be provided if anyone appears without a mask of their own. Defendants will be allowed to remove their masks when addressing the Court so long as proper social distance guidelines are met. Defendants will be required to keep their masks on at all other times.
5. Hand sanitizer will be provided by the City at the entrance and exit to the courtroom as well as in the courtroom.
6. Once the courtroom has reached capacity, defendants will not be allowed to congregate in the lobby or outside the front door. As defendants arrive, they will check in with a member of City staff, and asked to wait in their vehicle. The Court will admit more people as people leave.
7. Payments will not be taken during court so as to expedite the ingress and egress of people from the court building and courtroom.
8. Personal Protective Equipment will be utilized by all City employees.
9. Chairs in the courtroom will be sanitized as required by CDC and Health Department guidelines.
10. Additional necessary procedures will be adopted so as to ensure the safety and well-being of all during the COVID-19 pandemic.

Hon. Keith K. Cheung
City of Ladue Municipal Judge
6/19/2020