

CITY OF MARYLAND HEIGHTS MUNICIPAL COURT
21st Judicial Circuit Court
11911 Dorsett Road
Maryland Heights, MO. 63043

CONTINUITY OF OPERATION PLAN

SOCIAL DISTANCING

The courtroom set up will be reconfigured in compliance with local social distancing and occupancy limit protocols.

We will limit the number of people who will have access to court settings. Only those who have business with the court will be allowed in the courtroom.

We will limit the number of cases to be set on individual dockets based on expected appearance rates.

Court dates assigned by police officers will be changed immediately upon reaching target number. The target number will be adjusted as needed.

We have added five dockets later in the summer. More dockets will be added as needed.

We are currently using video technology to allow for attorneys and defendants to appear in court remotely.

COMPLIANCE WITH CDC AND DPH DIRECTIVES

Court personnel will constantly clean and disinfect the office area. City maintenance workers are cleaning courtroom and other public areas on an ongoing basis. The city will also utilize ULTRAVIOLET LIGHT SANITATION for large and high-volume areas, the courtroom, lobby area and foyer entrance. The plan is to clean and disinfect before and after court settings and between court sessions. Hand sanitizer is available at all entrances. The city will provide facemasks and gloves for all court employees and facemasks for defendants during court sessions if they do not have their own.

ALTERNATIVE MEANS FOR COURT OPERATIONS

The court and prosecuting attorney's office have reached out to attorneys with options for video and telephone conferencing. Attorneys will be notified that motions to plea by mail will be granted in most cases due to pandemic. The court is adding information to website for pro se defendants for email and phone communication. The court will also notify pro se defendants by mail that they have an assigned date to participate in court via video conferencing using WebEx or Zoom. Information will be provided to each defendant of their rights and instructions on how to participate in the court session remotely. Defendants who fail to participate will be provided a summons for a later in person court date.

Defendants who wish to pay cases without appearing in court are still allowed to do so on-line. Defendants also can sign written pleas of guilty and have the court assess a fine without a personal appearance.

NOTIFICATION TO LITIGANTS OF COURT PROTOCOLS

Court website will be updated with a separate page for court protocols. The continuity of operation plan will be included on this page along with links to other information.

Attachments:

Special Order 2020-13 adopted by the Maryland Heights Police Department

Maryland Heights Guide to City Operations and Facility Reopening