

PAGEDALE MUNICIPAL COURT

PLAN OF ACTION FOR RETURNING TO WORK

MAY 2020

Department: Courts Department
Hours of Operation: 9:00 am – 5:00 pm
Department Head: Jacqueline C. Jones
Number of Employees: 2 (two)

Material Implemented in to Plan are:

Gloves, Mask, Screening form,
Sanitizer, Disinfectant, Posters, Paper
towels, remote access, plexiglass

Emphasis on:

Safety, Flexibility, creativity, logistical and practical practices, that enforce 6ft. social distancing, limit court entry to 10 at a time, preventing and reducing the spread of bacteria among employees and the public and enforcing rule that all admitted to court wear safety mask and adhere to CDC guidelines.
-Sanitize all court items every ten minutes before, during and after court
-Take temperature of all litigants, have each litigant complete county/Covid health form prior to being admitted to court and sign form

Scheduling:

Jacqueline Jones will return to 40hr work week.
Helen Lindsay will remain on flex hours tallying 25 per week.
Court remains open. Litigants may access cases and pay online or through the clerk window, clerks recall all warrants and provide litigants with notice and new court dates.

Duties are, but not limited to:

Jacqueline Jones – answer/return calls daily - process dockets and tickets – verify Attorney entries and process – process mail in/out – recall warrants – Organize and file cases in appropriate areas – inspect dockets before Court – take payments via mail, by web or in person – communicate with Judge – process payables and monthly reports.
Helen Lindsey – assist with any daily court operations needed – 2nd inspection of Docket – take payments via mail, by web or in person.
Together – attend department meetings – update policies and procedures – Continue to operate within the guidelines of the St. Louis County Circuit Court Presiding Judges criteria.

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Pagedale Police Department: secure courtroom, monitor who is permitted into court, completion of county health department form
Pagedale city staff: sanitize court room

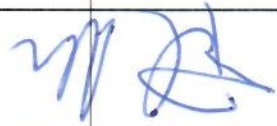
Note: There is no equipment that has been removed from the court department that has to be returned at this time

Work space configuration/changes include but is not limited to the following:

- Information to be added to the Court website
- Taping of the hall lobby, court room, court department, entrances and exits to assure 6ft. social distancing and admitting no more than 10 at a time to court.
- Signage for directions, policies and procedures.
- Webex usage for video proceedings, teleconferences and staff meetings.
- Purchase of Laptop (3) computers for: Judge, Prosecutor, Defendant and Court staff to access court proceedings, cases and work remotely.
- Purchase of: mask, gloves, sanitizer, disinfectant, paper towels screening forms, thermometers, tape, pens, and numbers (1-100).
- Purchase of plexiglass to be used in the re-design 6ft. social distancing and preventive measures of germs transmission.
- Adhere to CDC guidelines.
- Provide and wear masks.

Remote access will be needed for REJIS and OSCA (Show-Me-Courts).

Date: 5-21-2020



Raphael Morris – Municipal Judge for the City of Pagedale Municipal Courts

PAGEDALE MUNICIPAL COURTS
EXHIBIT A
NOTICE TO THE SUPREME COURTS OF MISSOURI OF HIGHER/LOWER
OPERATING PHASE

I, Raphael Morris, (Presiding Judge / Chief Judge / Municipal Judge) of The City of Pagedale, Missouri, notify the Supreme Court of Missouri that, in accordance with the Circuit Court of St. Louis County, State of Missouri and CDC guidelines, the following will move to Operating Phase 1 on the 11th day of June, 2020.

Mark all that apply:

____ Entire Judicial Circuit/ Appellate District: or

____ County/Countries of _____ within the Circuit; and/or

___x___ Municipal Division(s) of Pagedale within the 21st Circuit.

Dated: 5-21-2020



Raphael Morris (Presiding Judge/ Chief Judge/ Municipal Judge)