

**IN THE CIRCUIT COURT OF SAINT LOUIS COUNTY, MISSOURI
21st JUDICIAL CIRCUIT
OVERLAND MUNICIPAL DIVISION**

EMERGENCY ADMINISTRATIVE ORDER

WHEREAS, on March 13, 2020 national and state emergencies were declared following the classification of the spread of COVID-19 as a pandemic (the “Pandemic”); and,

WHEREAS, on March 16, 2020 the undersigned entered orders canceling all outstanding warrants of the Overland Municipal Division (the “Municipal Division”) and suspending all in-person hearings in response to the Pandemic; and,

WHEREAS, in response to the Pandemic, the Missouri Supreme Court entered a superseding order on April 1, 2020 requiring all courts of the state of Missouri to remain open and canceling in-person proceedings in all municipal divisions, effective through May 1, 2020 (the “Supreme Court Order”) in response to the Pandemic; and,

WHEREAS, on March 19th, March 20th, and March 24, 2020 the Honorable Michael Burton issued Administrative Orders 15, 16 and 19 respectively, in his capacity as the Presiding Judge of the 21st Judicial Circuit, to ensure public access to the municipal divisions for the duration of the Pandemic (the “21st Judicial Circuit Order”); collectively, the Supreme Court Order and the 21st Judicial Circuit Orders are referred to as the “Orders”, herein); and,

WHEREAS, such orders require the City of Overland Municipal Division (the “Municipal Division”) to adopt and post certain procedures for the operations of the municipal courts during the duration of the Orders.

1. Municipal Operations. All in-person contact with the Municipal Division is hereby suspended and **the courtroom and lobby is ordered to be closed to public access**, however, the Municipal Division shall remain available to the public during the duration of the Orders, including any superseding orders thereto. The Municipal Division shall be open and available to the public as follows:

- a. The Court Administrator and/or her deputies shall be available to the public, law enforcement, defendants and attorneys via telephone at: 314.428.1224, via email at: janm@overlandmo.org, and via facsimile at: 314.428.2958, Monday through Friday, 8:00 a.m.-5:00 p.m. (the “Court Hours”).
- b. Payments to the Municipal Division can be made:
 - i. via mail to 2410 Goodale Ave, Overland, MO 63114;
 - ii. via online payment at www.overlandtix.com;
 - iii. via telephone at 1800.701.8560.

c. The Court Administrator shall post the following orders and notices on the Municipal Division's website and in a location visible to the public:

- i. The Notice of Court Closure;
- ii. The Municipal Division's Order dated June 3, 2020;
- iii. This Order.

d. The Court Administrator is ordered to update the Municipal Division's phone message as directed by the court.

2. **Duty Judge.** The Court Administrator shall provide the Municipal Prosecuting Attorney and the Overland Police Department a list of duty judges which will indicate the on-call judge during the duration of the Orders. The duty shall have the following responsibilities:

a. The duty judge shall be immediately available to promptly rule on warrants, bail, and conditions of pretrial release without delay. Due to the risks associated with person-to-person contact, the duty judge is discouraged from conducting such review in-person and is encouraged to conduct such review via videoconferencing, teleconference or other available technology. The duty judge shall be available via telephone conference during the Court Hours for consideration of defendants' and attorneys' requests for continuances or modification of bond conditions and requests regarding driver's license suspensions and municipal holds on driver's licenses.

b. If the Municipal Division Prosecutor requests the imposition of bond conditions for an in-custody defendant, such request shall be made within 3 hours of the defendant's arrest. This time frame may be extended only for excusable delay when the duty judge's consideration of bond conditions is necessary for the protection of a victim, a witness or the community.

3. This Order may be modified consistent with the Court's continual assessment of the needs of the community, as well as the recommendations of the St. Louis County Department of Public Health.

DATED: June 3, 2020

So Ordered:



Christopher B. Graville
Presiding Judge, Overland Municipal Division
City of Overland, Missouri